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**MINUTES OF MEETINGS
FOR
THE FIRST TECHNICAL COMMITTEE
ON
THE ENVIRONMENTAL MANAGEMENT COMPONENT OF
THE LAOS PILOT PROGRAM FOR NARROWING THE DEVELOPMENT GAP
TOWARDS ASEAN INTEGRATION**

Vientiane, 15th November 2011



Mr. Naofumi SATO
Deputy Team Leader of Short-term JICA Expert
Team for Environmental Component of LPP



Mr. Khampadith KHAMMOUNHEUANG
Chairperson of Technical Committee
Ministry of Natural Resources and Environment

First Technical Committee on the Project

The first technical committee of “the Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” (hereinafter referred to as the Project) was held on the 25th and 26th October 2011 at Xayabouri district office. The acting chairperson of technical committee, Mr. Phengkhamla Phonvisai Director of Pollution Control Division of MONRE (hereinafter referred to as MONRE), chaired the meeting.

1. INTRODUCTION

The Short-term JICA Expert Team (SJET) of the Environmental Management Component submitted the following number of copies of the Draft Inception Report (IC/R) on 25th August 2011 to MONRE, Ministry of Planning and Investment, Ministry of Public Works and Transport, Department of Natural Resources and Environment in Luang Prabang, Urban Development Administration Authority in Luang Prabang, Department of Natural Resources and Environment in Xayabouri, and Urban Development Administration Authority in Xayabouri. In addition SJET submitted the following number of copies of the Draft IC/R to technical committee on 25th October 2011.

Types of report	Number of Copies submitted	
	25 th August 2011	25 th October 2011
1. Draft IC/R (English)	14	14
2. Draft IC/ (Lao)	13	33

Consequently a series of meetings were held from 25th August to 6th September 2011 in Lao P.D.R. to discuss the draft IC/R submitted. A list of officials attending the above meetings is given in Appendix 1. In addition the Technical Committee members discussed the draft IC/R at the first technical committee on 25th and 26th October 2011 in accordance with the agendas of the Technical Committee Meeting (Appendix 2) and have agreed to the following. A list of officials who attended this meeting is given in Appendix 3.

2. ISSUES AND DECISIONS

2.1 Various issues were discussed and clarifications on the IC/R were made. Subsequently appropriate consensus on the major items of the IC/R including the Project Design Matrix₀ (PDM₀), the project organization and others were reached during the meetings. These issues, clarifications and consensus are outlined as follows.

2.2 Member of Counterpart (C/P) Team

The Project Manager informed that the following members were appointed as the counterpart (C/P) personnel to the SJET.

Assignment	Name	Position and Organization
Project Manager	Mr. Khampadith KHAMMOUNHEUANG	Deputy Director General of DOE, MONRE
Project Coordinator	Mr. Phengkhamla PHONVISAI	Director of Pollution Control Division, DOE MONRE

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
1.1 Collection and Analysis of Basic Environmental Information of Pilot Cities	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Vanxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Ms. Boutsady Siphilom 2. Mr. Vilavong KENSOU LINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Somchaivang Dethoudom 2. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Sisouk Thorlatha 2. Mr. Kaysone Chanthathath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Soulaphon PHILAKHOUN <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>Department of Natural Resources and Environment of XYB</u> Mr. Kissamone Photiluck
1.2 Collection and Analysis of Laws, Strategies and Action Plans for Environmental Management	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Vanxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Ms. Boutsady Siphilom 2. Mr. Vilavong KENSOU LINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Somchaivang Dethoudom 2. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Sisouk Thorlatha 2. Mr. Kaysone Chanthathath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit <u>Department of Public Works and Transport of LPB:</u> Mr.Bounpheng Chithaphone	<u>Department of Natural Resources and Environment of XYB</u> Mr. Bounthavy Chanthavong
1.3 Review of the Best Practices of UEM in ASEAN Countries and Analysis of Their Applicability to Laos	<u>Director of Urban Development Division/Department of Housing and Urban Planning/Ministry of Public Works and Transport (MPWT)</u> Mr. Bounthong Keohanam	<u>Department of Natural Resources and Environment of VTE:</u> 1. Ms. Boutsady Siphilom 2. Mr. Vilavong KENSOU LINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Somchaivang Dethoudom 2. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Sisouk Thorlatha 2. Mr. Kaysone Chanthathath	<u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsan <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>Department of Natural Resources and Environment of XYB</u> Mr. Kissamone Photiluck
1.4 Formulation of the Environment and Development Vision for the Pilot Cities	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Vanxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOU LINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampien Inthalusa 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsan <u>Department of Public Works and Transport of LPB:</u> Mr.Bounpheng Chithaphone	<u>Department of Natural Resources and Environment of XYB</u> Mr. Bounthavy Chanthavong
1.5 Formulation of the Cooperation Scenario for the Environment and Development of the Pilot Cities	<u>Technical Staff of Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Sengkeo Tasaketh	<u>Department of Natural Resources and Environment of VTE:</u> 1. Ms. Boutsady Siphilom 2. Mr. Vilavong KENSOU LINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Somchaivang Dethoudom 2. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Sisouk Thorlatha 2. Mr. Kaysone Chanthathath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsa	<u>Department of Public Works and Transport of XYB:</u> Mr PhouangKham PHILAKET
1.6 Formulation of the ESC Guidelines of Laos	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Vanxay Phiomanyvone Mr. Sengkeo Tasaketh	<u>Department of Natural Resources and Environment of VTE:</u> 1. Ms. Boutsady Siphilom 2. Mr. Vilavong KENSOU LINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Somchaivang Dethoudom 2. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Sisouk Thorlatha 2. Mr. Kaysone Chanthathath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsan <u>Department of Public Works and Transport of LPB:</u> Mr.Bounpheng Chithaphone	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee <u>Department of Public Works and Transport of XYB:</u> Mr PhouangKham PHILAKET
1.7 Finalization of the ESC Guidelines of Laos and the Preparation of the Manual for the Guidelines	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Vanxay Phiomanyvone Mr. Sengkeo Tasaketh	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOU LINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit	<u>Urban Development and Administration Agency:</u> Mr Bounkhong Phongsavanh

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
		2. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampie Inthayasa 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath		
2.1 Selection of Pilot Projects for Urban Environmental Management	<u>Director of Urban Development Division/Department of Housing and Urban Planning/Ministry of Public Works and Transport (MPWT)</u> Mr. Bounthong Keohanam	<u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampien Inthayasa 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath	<u>Urban Development Administration Authority</u> Mr. Phoumy Orpethsan <u>Department of Public Works and Transport of LPB:</u> Mr. Bounpheng Chithaphone	<u>Department of Public Work and Transport</u> Mr. Vilaysak Linthavong <u>Urban Development and Administration Agency:</u> Mr. Khamla Khongsap
2.2 Formulation of the Plans for the Pilot Projects	<u>Technical Staff of Pollution Control Division, Department of Environmental, MONRE</u> Mr. Sengkeo Tasaketh	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampien Inthayasa 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath	<u>Urban Development Administration Authority</u> Vongsavanh THEPHACHANH <u>Department of Natural Resources and Environment of LPB:</u> Mr. Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr. Phoumy Orpethsan	<u>Urban Development and Administration Agency:</u> Mr. Khamla Khongsap
2.3 Implementation of the Pilot Projects	<u>Technical Staff of Pollution Control Division, Department of Environmental, MONRE</u> Ms. Khamsamai Ondavong	<u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampien Inthayasa 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath	<u>Urban Development Administration Authority</u> Mr. Phoumy Orpethsan <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr. Phathanong Sonephan
2.4 Presentation of the Results of the Pilot Projects	<u>Pollution Control Division, Department of Environmental, MONRE</u> Mr. Vanxay Phiomanyvone	<u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampien Inthayasa 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath	<u>Department of Natural Resources and Environment of LPB</u> Mr. Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr. Phoumy Orpethsan	<u>Urban Development and Administration Agency:</u> Mr. Phathanong Sonephan
3.1 Review of the Best Practices of Community-based UEM in Laos	<u>Director of Urban Development Division/Department of Housing and Urban Planning/Ministry of Public Works and Transport (MPWT)</u> Mr. Bounthong Keohanam	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampien Inthayasa 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath	<u>Department of Natural Resources and Environment of LPB</u> Mr. Chanthavong Phonnachit <u>Department of Natural Resources and Environment of LPB</u> Mr. Aloun MANOSANE	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee
3.2 Review of the Best Practices of Community-based UEM in A Countries and Analysis of Their Applicability to Laos	<u>Pollution Control Division, Department of Environmental, MONRE</u> Mr. Vanxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u>	<u>Department of Public Works and Transport of LPB:</u> Mr. Bounpheng Chithaphone <u>Department of Public Works and Transport of LPB:</u> Phouthasorn Manophat	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
		1. Mr. Khampie Inthasoula 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath		
3.3 Formulation of the Environmental Education and Awareness Program for SWM Improvement in the three pilot cities	<u>Technical Staff of Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Sivanh Khonesan	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampien Inthasoula 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath	<u>Department of Public Works and Transport of LPB:</u> Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr Bounkhong Phongsavanh
3.4 Planning of the EEA Pilot Projects for SWM to Facilitate Activity 2.2	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Vanxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampien Inthasoula 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath	<u>Department of Public Works and Transport of LPB:</u> Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee
3.5 Development of EEA Tools for SWM and Enhancement of the Implementation System	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Sengkeo Tasaketh	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Mr. Somchaivang Dethoudom 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Khampien Inthasoula 2. Mr. Sisouk Thorlatha 3. Mr. Kaysone Chanthathath	<u>Department of Public Works and Transport of LPB:</u> Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Sackdaphone Keoprachan	<u>Urban Development and Administration Agency:</u> Mr Bounkhong Phongsavanh
3.6 Implementation of the EEA Pilot Projects	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Vanxay Phiomanyvone Mr. Sengkeo Tasaketh	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOUINE	<u>Urban Development Administration Authority</u> Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Department of Public Work and Transport</u> Mr Vilaysak Linthavong
3.7 Analysis of the Result of the EEA Pilot Project	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Vanxay Phiomanyvone Mr. Sengkeo Tasaketh	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOUINE	<u>Department of Public Works and Transport of LPB:</u> Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee
3.8 Presentation of the EEA Pilot Project in Collaboration with Activity 2.4	<u>Pollution Control Division,</u> <u>Department of Environmental,</u> <u>MONRE</u> Mr. Vanxay Phiomanyvone Mr. Sengkeo Tasaketh	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Ms. Boutsady Siphilom 3. Mr. Vilavong KENSOUINE	<u>Department of Public Works and Transport of LPB:</u> Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr Bounkhong Phongsavanh

The SJET acknowledged the appointment.

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2.3 Members of Technical Committee (TC)

The SJET explained that the TC should be organized both in central and local level, and requested the Lao side to appoint the member of the following TCs.

The MONRE replied that the following members were appointed as the member of the TCs:

Assignment	Central Government	Vientiane Capital (VTE)	Luang Prabang (LPB)	Xayabouri(XYB)
Chairperson	<u>Deputy Director General of DOE, MONRE</u> Mr. Khampadith KHAMMOUNHEUANG	<u>Department of Natural Resources and Environment of XYB</u> Dr. Bagng on Sayarath	<u>Department of Natural Resources and Environment of LPB</u> Chantovong Phonnachit	<u>Department of Natural Resources and Environment of XYB</u> Mr. Bounthavy Chanthavong
Member	<u>Director of Pollution Control Division, DOE MONRE</u> Phengkhamla Phonvisai	<u>Department of Public Works and Transport of VTE</u> Mr. Dethsongkham THAMMAVONG	<u>Department of Natural Resources and Environment of LPB</u> Sackdaphone Keoprachan	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee
Member	<u>Planning/Ministry of Public Works and Transport</u> Bounthong Keohanam	<u>Department of Public Works and Transport of VTE</u> Mr. Oudone NGENGVANNAVONG	<u>Department of Public Works and Transport of LPB:</u> Bounpheng Chithaphone	<u>Urban Development and Administration Agency of XYB:</u> Mr Bounkhong Phongsavanh
Member	<u>Pollution Control Division, Department of Environmental, MONRE</u> Mr. Vanxay Phiomanyvone	<u>Vientiane Urban Development and Administration:</u> Nousone Meamviset	<u>Department of Public Works and Transport of LPB:</u> Phouttasorn Manophat	<u>Department of Public Works and Transport of XYB:</u> Mr PhouangKham PHILAKET
Member	<u>Technical Staff of Pollution Control Division, Department of Environmental, MONRE</u> Mr. Sengkeo Tasaketh	<u>Department of Public Works and Transport of VTE:</u> Somkhith Mounpack	<u>Urban Development and Administration Agency of LPB</u> Phumy Orpethsan	<u>Urban Development and Administration Agency of XYB:</u> Mr. Phathanong Sonephan
Member	<u>Technical Staff of Pollution Control Division, Department of Environmental, MONRE</u> Noudeng Vongdala	<u>Department of Natural Resources and Environment of VTE:</u> Vilavong KENSOUNE	<u>Urban Development and Administration Agency of LPB</u> Kaisone Keopraserth	<u>Department of Natural Resources and Environment of XYB</u> Mr. Kissamone Photiluck
Member	<u>Technical Staff of Pollution Control Division, Department of Environmental, MONRE</u> Sivanh Khonesan	<u>Vientiane Urban Development and Administration:</u> Kaysone Chanthalath		<u>Department of Public Work and Transport of XYB</u> Mr Vilaysak Linthavong
Member		<u>Vientiane Urban Development and Administration:</u> Sisouk Tholatha		<u>Urban Development and Administration Agency of XYB:</u> Mr Khamla Khongsap
Member		<u>Department of Natural Resources and Environment of VTE:</u> Ms. Boutsady SIPHILOM		
Member		<u>Department of Public Works and Transport of VTE:</u> Somchaivang DETH OUDOM		

The SJET acknowledged the appointment.

2.4 Project Design Matrix (PDM₀)

Various discussions were held regarding the indicators and activities of PDM among the project team (SJET and C/P) and changes are presented to TC members.

As a result, the project design matrix as PDM₀ (Appendix 4) has been approved by TC members.

2.5 Target Area of the Project

The chairperson of TC clarified that the target cities of the Project are Vientiane Capital, Luang Prabang district and Xayabouri district, registered as ESC of AIESC in Laos and their target areas are shown in the table below.

Target Pilot Sites	Number of District (Muan)	Number of Village (Ban)
Vientiane Capital	9 Districts (Urban 4, Rural 5)	490 Bans (Urban 180, Rural 310)
Luang Prabang district	1 District	117 Bans (Urban 63, Rural 54)
Xayabouri district	1 District	83 Bans (Urban 25, Rural 58)

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2.6 Addition of Pilot Project Site at Xayabouri district

The technical committee requested to add Xayabouri district as the pilot project site.

SJET acknowledged adding the planning and the implementation of pilot project at Xayabouri district and conveyed the request to Japan International Cooperation Agency (JICA).

2.7 Addition of Study Infectious Waste Project

The technical committee requested to add the study of the infectious waste generated from hospitals in pilot project sites to improve the issues.

SJET acknowledged adding the study of the medical infectious waste issues in the pilot project sites and planning and conveyed the request to JICA.

2.8 Comments on Inception Report (IC/R)

Based on the intensive and technical discussions from 25th August to 6th September 2011 and at the first technical committee on 25th and 26th October 2011, the draft IC/R was revised with above clarifications and modifications.

3. CONCLUSION

- 3.1 Following the intensive and technical discussions among participants made at the meetings from 25th August to 6th September 2011 and at the first technical committee on 25th and 26th October 2011, the IC/R with the above clarifications and modifications was fully approved by the both sides.



ATTENDANT LIST FOR DISCUSSION ON IC/R

<Lao Side>

“Central Government”Ministry of Natural Resources and Environment

Mr. Khampadith KHAMMOUNHEUANG	Deputy Director General of Environmental Department, Ministry of Natural Resources and Environment (MONRE)
Mr. Phengkhamla PHONVISAI	Director of Pollution Control Division, Department of Environment, MONRE
Mr. Sengkeo TASAKETH	Technical Staff of Pollution Control Division, Department of Environment, MONRE

Ministry of Planning and Investment

Mr. Khamlien PHOLSENA	Director General of Planning Department, Ministry of Planning and Investment (MPI)
Mrs. Phonevanh OUTHAVONG	Deputy Director General of Planning Department, MPI

Ministry of Public Works and Transport

Mr. Noupheuak VIRABOUTH	Deputy Director General of Department of Housing and Urban Planning, Ministry of Public Works and Transport (MPWT)
Mr. Bounthong KEOHANAM	Director of Division of Urban development, Department of Housing and Urban Planning, Ministry of Public Works and Transport (MPWT)

“Vientiane Capital city”Department of Natural Resources and Environment

Ms. Bangon XAYALATH	Deputy Director of Department of Natural Resources and Environment (DONRE)
Mr. Vliavong KENSOUNLINE	Technical Department of Natural Resources and Environment (DONRE)

Department of Public Works and Transport (DPWT)

Mr. Dathsongkham THAMMAVONG	Deputy Director of Department of Public Works and Transport (DPWT)
Mr. Somekis MOUNGPACK	Technical of Department of Public Works and Transport (DPWT)

Vientiane Urban Development and Administration Authority

Mr. Sisouk THORATHA	Director of Environment Unite (VUDAA)
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Mr. Kaisone Chanthalath	Technical (VUDAA)
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“Luang Prabang”Department of Natural Resources and Environment

Mr. Chanthavong PHONNACHIT	Director of Department of Natural Resources and Environment (DONRE)
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BT

Mr. Sackdaphone KEOPRACHAN Technical of Department of Natural Resources
and Environment (DONRE)

Office public Works and Transport of District ,LPB

Mr Bounphung CHITTHAPHONE Director of Office Public Works and Transport
District (OPWT)

Mr. Phoudthasone MANOPHATH Technical of Environment Unit, Office Public
Works and Transport District (DPWT)

Luang Prabang Urban Development and Administration Authority

Mr. Hpoume ORPHETHSAN Deputy of President of (UDAA)
Ms. Kaisone KEOPASEUD Director of Waste Management Unit (UDAA)

“Xayabouri ”
Department of Natural Resources and Environment

Mr. Bounthavy Chanthavong Director of Department of Natural Resources
and Environment (DONRE)

Ms. Khamphew PHANTHAVONG Deputy Technical of Department of Natural
Resources and Environment (DONRE)

Department of Public Works and Transport

Mr. Phouangkham PHILAKETH Director of Office Public Works and Transport
Mr. Bounnane NHONGVONGSITHI Chief of Housing & Urban Development

Xayabouri Urban Development and Administration Authority

Mr. Bounkhong PHONGSAVANH President of (UDAA)
Mr. Khamla Khongsap Technical of Waste Management Unit (UDAA)

<Japanese Side>

Short-term JICA Expert Team

Mr. Susumu SHIMURA	Team Leader/ Urban Environmental Management
Mr. Naofumi SATO	Deputy Team Leader/
Mr. Kanehiro MORISHITA	Water Environment Management
Ms. Noriko OTSUKI	Community-based Urban Environmental Management (1)/Environmental Education
Mr. Shinya KAWADA	Baseline Survey on Urban Environmental Management

JICA Lao Office

Ms. Yuko HATTORI Representative, Infrastructure Sector
Ms. Monlatda CHANTHAVONG Assitant Program Officer

3/2

Agenda

The First Technical Committee Meeting on 25th and 26th October 2011
The Environmental Management Component of the Laos Pilot Program for Narrowing the
Development Gap towards ASEAN Integration

Agenda

Date and Time	Subject	Responsibility
<u>25/10/11</u>		
8:30 - 12:00	Visit the Governor of Xayaburi	DONRE, Xayaburi
13:00 - 13:30	Register	All
13:30 - 13:45	Open Remark	Governor of Xayaburi District
13:45 - 14:00	Introduction Remark	Deputy General Director of DOE
14:00 - 15:00	Draft of LPP Inception Report and MM	JICA Team Expert
15:00 - 16:00	Group Discussion (3 pilot city)	Vientiane, Luang Prabang and Xayaburi
16:00	Close for day 1	Coordinator
<u>26/10/11</u>		
8:00 - 8:30	Register	All
8:30 - 9:15	Group Presentation Vientiane Capital	Vientiane Capital Team
9:15 - 10:00	Group Presentation Luang Prabang	Luang Prabang Team
10:00 - 10:15	Coffee Break	All
10:15 - 11:00	Group Presentation Xayaburi	Xayaburi Team
11:00 - 11:30	Summary of Workshop	JICA Expert Team
11:45 - 12:00	Closing	Deputy General Director of DOE

Attachment 1: Inception Report

Attachment 2: PDM₀BT₂


Attendant List on the First Technical Committee meeting on 25th and 26th October 2011.

No.	Name	Organization	Title
1	Mr. Phengkhamla Phonvisai	Central Government	Director of Pollution Control Division, Department of Environmental, MONRE
2	Mr. Bounthong Keohanam	Central Government	Director of Urban Development Division/Department of Housing and Urban Planning/Ministry of Public Works and Transport
3	Mr. Vanxay Phiomanyvone	Central Government	Technical Staff of Pollution Control Division, Department of Environmental, MONRE
4	Mr. Sengkeo Tasaketh	Central Government	Technical Staff of Pollution Control Division, Department of Environmental, MONRE
5	Mr. Noudeng Vongdala	Central Government	Technical Staff of Pollution Control Division, Department of Environmental, MONRE
6	Mr. Sivanh Khonesan	Central Government	Technical Staff of Pollution Control Division, Department of Environmental, MONRE
7	Mr. Oudone Ngengvannavong	(VTE)	Deputy Director of Department of VTE Department of Public Work and Transport
8	Mr. Vilavong KENSOUNLINE	(VTE)	Technical Department of Natural Resources and Environment
9	Mr. Somchaivang Dethoudom	(VTE)	Technical staff of VTE Department of Public Work and Transport
10	Mr. Sisouk Tholatha	(VTE)	Director of Environment Unit (VUDAA)
11	Mr. Kaisone Chanthalath	(VTE)	Technical of Environment Unit (VUDAA)
12	Ms. Budsadee Siphilom	(VTE)	Technical staff of Department of Natural Resources and Environment
13	Mr. Chanthavong Phonnachit	(LPB)	Director of (DONRE)
14	Mr. Sackdaphone Keoprachan	(LPB)	Technical staff of (DONRE)
15	Mr. Bounpheng Chithaphone	(LPB)	Director of Office Public works and Transport LPB
16	Mr. Phouthasone Manophat	(LPB)	Technical Staff of District Public Work and Transport
17	Mr. Phumy Orpethsan	(LPB)	Vice President of Luang Prabang District and Vice UDAA President
18	Ms. Kaisone Keopraserth	(LPB)	Head of the SWM Unit of UDAA
19	Mr. Bounthavy Chanthavong	(XYB)	Director of Xayabouri DONRA
20	Mr. Bounkhong Phongsavanh	(XYB)	President of UDAA
21	Mr. Bounmathao Xong	(XYB)	Deputy Head Unit of UDAA
22	Mr. Phathanong Sonephan	(XYB)	Deputy Director of Cabinet Office of UDAA
23	Mr. Kissamone Photiluck	(XYB)	Technical Staff of DONRE
24	Mr. Vilysack Linthavong	(XYB)	Technical Staff of Public Work and Transport
25	Mr. Khamla Khongsap	(XYB)	Technical Staff of UDAA
26	Mr. Thonglane Pheuphom	(XYB)	Vice President of UDAA
27	Ms. Bounphak Inthapanya	(XYB)	Governor of District
28	Mr. Sengaloun Lucksivy	(XYB)	Deputy Head of Planning Office
29	Mr. Yoshinori Yonesato	LPP office	Project coordinator
30	Ms. Malakhone Sonethavong	LPP office	Project Assistant Officer
31	Naofumi SATO	LPP env.	Deputy Team Leader/Intermediate Treatment/Final Disposal
32	Sayamang Nanthavone	LPP env.	Consultant
33	Bounheuang Phanthasith	LPP env.	Consultant

Project Design Matrix (PDM₀)

Project title: LPP Environmental Management Component

Target Area: Three pilot cities (Vientiane Capital, Luang Prabang District and Xayabouri District)

Period: August 2011-October 2015

Ver. 1

PDM₀ 25th&26thOctober 2011

Narrative Summary	Objectively verifiable indicators	Means of verification	Important assumptions
Project purpose Promotion of ESC in Laos is enhanced based on the AIESC.	The ESC Guidelines and its Manual are disseminated.	1. The number of seminars/workshops held to disseminate the ESC Guidelines and its Manual, and the number of participating cities. 2. Established institutional arrangement for the dissemination of the ESC Guidelines and its Manual. 3. The number of cities newly registered as ESC.	1. Environmental policy of the Lao Government is not drastically changed.
Outputs 1 The Guidelines on ESC is formulated based on the National Environmental Strategy 2020 and related strategies and action plans.	The ESC Guidelines is formulated.	Formulated ESC Guidelines	
2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	(In each pilot site) To be specifically determined when the content of the pilot projects are confirmed (in the first half of Year 2)	Same as on the left	
3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	1. EEA Program for SWM improvement in the three pilot cities is formulated. 2. The extent of community participation in the pilot projects (to be specifically determined when the content of the pilot projects are confirmed (in the first half of Year 2)).	1. Formulated EEA program 2. Same as on the left	
Activities 1.1 Basic environmental information of pilot cities are collected and analyzed 1.2 Laws, strategies and action plans for environmental management are collected and analyzed.	Inputs <From Laos> 1. Counterpart personnel from the following organizations – MONRE	<From Japan> 1. Experts of the following specialties – Team leader/urban environmental management	2. The price of materials, equipment and fuels is not drastically

BT

1.3 The best practices of UEM in ASEAN countries are reviewed and their applicability to Laos is analyzed.	- MPWT - Local offices of MONRE and MPWT - UDAA (VUDAA) in pilot cities - Other relevant organizations	- Deputy team leader/intermediate treatment/final disposal - Water environment management - Waste collection and transport - Community-based urban environmental management (1)/environmental education	increased. 3. Security is maintained in the pilot cities.
1.4 The environment and development visions for the pilot cities are formulated.		- Community-based urban environmental management (2)/pilot project	
1.5 The cooperation scenario for the environment and development of the pilot cities are formulated. (*1)	2. Facilities - Offices for experts in Vientiane and pilot cities - Utilities such as electricity, water, sewerage, telephone, etc. of the offices. - Data and information	- Baseline survey on urban environmental management	
1.6 The ESC Guidelines of Laos are formulated.		2. Cost of necessary survey 3. Provision of equipment if necessary 4. Support for operation cost 5. Training opportunity in Japan and/or ASEAN countries	
1.7 The ESC Guidelines of Laos are finalized and the manual for the guidelines is prepared.			
2.1 The pilot projects for urban environmental management are selected. (*2)	3. Operation cost		
2.2 The pilot projects are planned.			
2.3 The pilot projects are implemented.			
2.4 The results of the pilot projects are presented.			
3.1 The best practices of community-based UEM in Laos are reviewed.		<From ASEAN as expected> 1. Experts to be dispatched on demand 2. Consultation and joint activities (study tour, data and information) 3. Training opportunity in ASEAN countries (cost sharing with JICA) 4. Support for resource mobilization	Pre-conditions
3.2 The best practices of Community-based UEM in ASEAN Countries are reviewed and their applicability to Laos is analyzed.			All relevant personnel participates the project.
3.3 The environmental education and awareness (EEA) programs for SWM improvement in the pilot cities are formulated.			
3.4 The EEA pilot projects to facilitate Activity 2.2 are planned.			
3.5 EEA Tools for SWM are developed and the implementation system is enhanced.			
3.6 The EEA pilot projects are implemented.			
3.7 The results of the EEA pilot project are analyzed.			
3.8 The EEA pilot projects are presented in collaboration with Activity 2.4			

(*1) Scenarios are to be formulated for SWM in Vientiane Capital, SWM in Luang Prabang District, SWM in Xayaboury District and water environment management in Vientiane Capital.

(*2) Pilot projects are to be implemented for the improvement of SWM in Vientiane Capital, Luang Prabang District and Xayaboury District.

Plan of Operation (PO₀) Ver.1PO₀ 25th & 26th October 2011[illegible]

 Activities to be continued only by the counterparts.



**MINUTES OF MEETINGS
FOR
THE SECOND TECHNICAL COMMITTEE
ON
THE ENVIRONMENTAL MANAGEMENT COMPONENT OF
THE LAOS PILOT PROGRAM FOR NARROWING THE DEVELOPMENT GAP
TOWARDS ASEAN INTEGRATION**

Vientiane, 13th March 2012



Mr. Susumu SHIMURA
Leader of Short-term JICA Expert Team
for Environmental Component of LPP



Mr. Khampadith KHAMMOUNHEUANG
Chairperson of Technical Committee
Ministry of Natural Resources and Environment

The Second Technical Committee on the Project

The second technical committee of “the Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” (hereinafter referred to as the Project) was held on the 2nd March 2012 at conference room of Luang Prabang Provincial Agriculture and Forestry. The acting chairperson of technical committee, Mr. Vongsavanh THEPPHACHANH, governor of Luang Prabang district, chaired the meeting.

1. INTRODUCTION

The Short-term JICA Expert Team (SJET) of the Project submitted the following number of copies of the Draft Progress Report (1) (P/R(1)) and Supplements 1, 2, 3 and 4 on 2nd March 2012 to MONRE and other organizations listed in the table below.

Organization	Types of report	Number of Copies submitted				
		Draft P/R ¹ (English)	Supplements			
			No.1	No.2	No.3	No.4
<u>Central government</u>						
1) Ministry of Natural Resource and Environment (MONRE)	1	1	1	1	1	
2) Ministry of Planning and Investment (MPI)	1	1	1	1	1	
3) Ministry of Public Works and Transport (MPWT)	1	1	1	1	1	
<u>Vientiane Capital</u>						
4) Vientiane Urban Development Administration Authority (VUDAA)	1	1	1	1	1	
5) Department of Natural Resources and Environment (DONRE)	1	1	1	1	1	
6) Department of Public Works and Transport (DPWT)	1	1	1	1	1	
<u>Luang Prabang district</u>						
7) DONRE	1	1	1	1	1	
8) Urban Development Administration Authority (UDAA)	1	1	1	1	1	
9) DPWT in Luang Prabang	1	1	1	1	1	
<u>Xayabouri district</u>						
10) DONRE	1	1	1	1	1	
11) UDAA	1	1	1	1	1	
12) DPWT	1	1	1	1	1	
		12	12	12	12	

Supplements 1, 2 and 3 are Baseline Survey Result, draft Vision for ESC and draft Action Plan (A/P) of Vientiane capital, Luang Prabang district and Xayabouri district. Draft A/Ps of Vientiane capital are for solid waste management (SWM) and water environment management (WEM), while A/Ps of Luang Prabang district and Xayabouri district are for SWM. Supplement 4 contains Draft National ESC guideline.

The Technical Committee (TC) members discussed the draft P/R(1) and its supplements and supplement4 at the second technical committee on 2nd March 2012 in accordance with the agendas of the Technical Committee Meeting (Appendix 1)

and agreed to the following. A list of officials who attended this meeting is given in Appendix 2.

2. ISSUES AND DECISIONS

2.1 Various issues were discussed and clarifications on the P/R(1) and its supplements were made. Subsequently appropriate consensus on the major items of the P/R(1) and all the supplements including the Project Design Matrix₁ (PDM₁) and Plan of Operation (PO₁), the project organization and others were reached during the meeting. These issues, clarifications and consensus are outlined as follows.

2.2 The PDM₀ and PO₀ are revised to PDM₁ and PO₁

PDM₀ (Appendix 3) and PO₀ (Appendix 4) are revised to PDM₁ and PO₁ by amending them as follows.

- ✓ Output 1 “Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.” is changed to “As part of urban environmental management (UEM), solid waste management (SWM) in the three pilot cities is improved based on the Guidelines on ESC.”
- ✓ The term of Activity 1.4 “The environment and development visions for the pilot cities” is changed to “The visions for ESC of the pilot cities”
- ✓ A term “cooperation scenario” is changed to “action Plan”.
- ✓ Activity 1.6 “The ESC Guidelines of Laos are formulated” will be implemented throughout the 2nd and 3rd project years as the guidelines needed to be continuously reviewed and disseminated.
- ✓ Activity 1.4 and Activity 1.5 will be implemented in the 2nd year in order to finalize the vision and the action plan.
- ✓ In the “Input from Japan”, an expert of healthcare waste management is added.

Based on the various discussions made regarding the PDM₀ and PO₀ by the SJET and Counterpart(C/P), the amendments on them were presented to TC members. As a result of discussion, the PDM₁ and PO₁ were approved by TC members.

2.3 The draft of ESC Guidelines

Various discussions were held regarding the draft of ESC Guidelines among the project team (SJET and C/P) and the draft of ESC Guidelines was presented to TC members. As a result, the draft of ESC Guidelines has been approved by TC members.

2.4 The draft of Vision and Action Plan of Vientiane capital, Luang Prabang district and Xayabouri district

Various discussions were held regarding the draft of Vision and Action Plan of Vientiane capital, Luang Prabang district and Xayabouri district among the project team (SJET and C/P) and the draft of Vision and Action Plan of Vientiane capital, Luang Prabang district and Xayabouri district were presented to TC members. As a result, the draft of Vision and Action Plan of Vientiane capital, Luang Prabang

district and Xayabouri district have been approved by TC members.

2.3 The review of the Lao language version of the Vision, Action Plans and ESC Guidelines

Various discussions were held regarding the review of the Lao language version of the Visions, Action Plans and Draft ESC Guidelines among the project team (SJET and C/P) and the schedule of revision are presented to TC members as below.

- ✓ Visions and Action Plans of Lao language version are to be finalized by the 3rd Technical Committee.
- ✓ Draft ESC Guidelines of Lao language version is to be revised prior to the dissemination activity in the 2nd project year.

As a result, the schedule of revision of the Lao language version of the Vision, Action Plans and Draft ESC Guidelines has been approved by TC members.

2.8 Comments on Progress Report (1) and Supplements 1, 2, 3 and 4

The comments on P/R(1) and Supplements 1, 2, 3 and 4 including Baseline Survey Result, draft Vision for ESC and Draft Action Plans for SWM and WEM in Vientiane capital, Luang Prabang district, Xayabouri district and Draft National ESC guidelines were collected by 8 March 2012 and the finalized P/R(1), and Supplements 1, 2, 3 and 4 were handed in by 12 March to MONRE.

3. CONCLUSION

- 3.1 Following the intensive and technical discussions among participants made at the second technical committee on 2nd March 2012, the P/R(1) and Supplement 1, Supplement 2, Supplement 3 and Supplement 4 with the above clarifications and modifications were fully approved by the both sides.

The Second Technical Committee Meeting on 2nd March 2012
The Environmental Management Component of the Laos Pilot Program for Narrowing the
Development Gap towards ASEAN Integration

Agenda

Date and Time	Subject	Responsibility
<u>2/3/2012</u>		
8:00 - 8:30	Register	All
8:30 - 9:00	Open Remark	Governor of Luang Prabang District PCD & JICA LPP project coordinator
9:00 - 10:00	Reporting of the project progress	PCD, MONRE
10:00 - 10:30	Coffee Break	All
10:30 - 11:30	Overall schedule of project and proposal of amended PDM & PO	Short-term JICA Expert(SJET)
11:30 - 12:00	Discussion	All
13:30 - 14:30	Action Plan	Vientiane, Luang Prabang and Xayabouri Coordinator
14:30 - 14:45	Coffee Break	All
14:45 - 15:30	Draft of National ESC Guideline	Short-term JICA Expert(SJET)
15:30 - 16:00	Discussion	All
16:00	Closure	LPB District Governor

Attachment 1: Inception Report

Attachment 2: PDM₀

No	Name and Surname	Organization	Position
I. Central and Experts			
1	Mr. Susumu Shimura	LPPE	Team leader and expert
2	Mr. Kanehiro MORISHITA	LPPE	Expert
3	Mr. Naofumi SATO	LPPE	Vice-team leader and expert
4	Mr. Phengkhamla PHONVISAI	PCD, MONRE	Director
5	Mr. Phouthone KINGSADA	LPPE	Project Assistant
6	Mr. Virachit DUANGCHANH	MPWT	Staff
7	Dr. Sayamang NANTHANAVONE	LPPE	Project Assistant
8	Mr. Bounheuang PHANTHASUTH	LPPE	Project Assistant
9	Mr. Sengkeo TASAKETH	PCD, MONRE	Staff
10	Mr. Noudeng VONGDALA	PCD, MONRE	Staff
11	Miss. Chantha INTA	PCD, MONRE	Training Student
12	Miss. Souphalin SOULIYAVONG	PCD, MONRE	Training Student
13	Mr. Jonny	PCD, MONRE	Training Student
14	Mr. Kingthong	PCD, MONRE	Training Student
15	Mr. Pathoumphone		
16	Mr. Soukpasong		
17	Mr. Sisavath PHOUTTHISONE	DONRE, XYB	
18	Mr. Bounneung NOUTPATHONG	MONRE	Vice-general director
II. Luang Prabang District			
1	Mr. Somdy SIPASETH	Land-use Management	Vice-Director
2	Mr. Anda YANGSENXY	World Heritage Department	Director
3	Ms. Vandy SISOUPHANH	Gender Promotion Office	Director
4	Mr. Khamsavanh THONGSOUK	UDAA	Staff
5	Mr. Bounchan PANFONGPHET	Lao Youth Union	Director
6	Mr. Khamphengphet	Department of Police	Vice-Director
7	Mr. Thongvanh SISOUPHANH	District Education Department	Director
8	Mr. Bounpheng SOUKSITTHI	Provincial Agriculture and Forestry	Vice-Head of office
9	Ms. Kaisone KEOPASETH	UDAA	Head of Solid waste Management Section
10	Mr. Soulaphon PHILAKOUN	DONRE, LPB	Vice-Director
11	Mr. Phaisanith PANYASAVATH	Provincial Education Department	Staff
12	Mr. Soulixay HONGSAKHONE	Department of Industrial and Commerce	Vice-Head
13	Mr. THAMMAVONGSAVANH	Padith UDAA	Vice-Head
14	Mr. Vongsavanh THEPPHACHANH	District governor of LPB	
15	Mr. Atsana CHITTAPHONE	Provincial Administration Office of LPB	General Director
16	Mr. Daovanh SIRIVONG	UDAA	Head of Engineering section

17	Mr. Vilahong XAYASITH	District Police Department of LPB	Director
18	Ms. Phimphone MALY	Non-Formal Education of LPB Province	Head
19	Mr. Vanhpheng ITTHIPHON	Department of Information and Culture	Director
20	Mr. Phouthasone MANOUPHATH	DPWT, LPB	Staff
21	Ms. BuaNgemg INHAVONG	Women Union of LPB province	Staff
22	Mr. Sithalon SIPHOXAY	Department of Planning and Investment	Staff
23	Mr. Phoumy ORPHETSAN	UDAA	Vice-President and Vice-District governor
24	Mr. Bounlamai MALY	DONRE, LPB	Staff
25	Mr. Sackdaphone KEOPHACHANH	DONRE, LPB	Staff
26	Ms. Chit-Amphone KEOMANY	DONRE, LPB	Staff
27	Mr. Keonakhone SIHALATH	Committee of Strengthened Office of Women	Head
28	Miss. Pavina	DONRE, LPB	Staff
29	Mr. Pava	DONRE, LPB	Staff
30	Mr. Alune MANOSAN	DONRE, LPB	Staff

III. Vientiane Capital

1	Mr. Sisouk THORATHA	VUDAA	Head
2	Mr. Kaison CHANTHALATH	VUDAA	Staff
3	Mr. Vilavong KHENSOU LIN	DONRE, VTE	Staff
4	Mr. Vilasak VAENPASETH	DONRE, VTE	Staff
5	Mr. Sivanh KHONESAVANH	PCD, MONRE	Staff
6	Mr. Someboun	VUDAA	Staff
7	Mr. Aliyasak TOULALOME	DPWT, VTE	Staff
8	Miss. Someteo	DONRE, LPB	Staff
9	Miss. Souphavanh	DONRE, LPB	Staff
10	Miss. Duangchai	DONRE, LPB	Staff
11	Mr. Veuyang	DONRE, LPB	Staff
12	Mr. Soubanh dith	DONRE, LPB	Staff
13	Miss. Anousone	DONRE, LPB	Staff
14	Miss. Kaison	DONRE, LPB	Staff

IV. XAYABOURI District

1	Miss. Khampeiw PHANTHAVONG	DONRE, XYB	Vice-Director
2	Mr. Somnuk SAINATHY	Vice-District governor of XYB	
3	Mr. Bounkhong VONGSAVANH	UDAA	Director
4	Mr. Khamla KONGSAB	UDAA	Staff
5	Mr. Phatthanong SONPHANH	UDAA	Staff
6	Mr. Vilaysak LINTHAVONG	DPWT, XYB	Staff
7	Mr. Khitsamone PHOTHILAK	DONRE, XYB	Staff
8	Mr. Phetbandith	DONRE, LPB	Staff

Project Design Matrix (PDM₁)

Project title: LPP Environmental Management Component

Target Area: Three pilot cities (Vientiane Capital, Luang Prabang District and Xayabouri District)

Period: August 2011-October 2015

Ver. 1

2 March 2012

Narrative Summary	Objectively verifiable indicators	Means of verification	Important assumptions
Project purpose Promotion of ESC in Laos is enhanced based on the AIESC.	The ESC Guidelines and its Manual are disseminated.	1. The number of seminars/workshops held to disseminate the ESC Guidelines and its Manual, and the number of participating cities. 2. Established institutional arrangement for the dissemination of the ESC Guidelines and its Manual. 3. The number of cities newly registered as ESC.	1. Environmental policy of the Lao Government is not drastically changed.
Outputs 1 The Guidelines on ESC is formulated based on the National Environmental Strategy 2020 and related strategies and action plans.	The ESC Guidelines is formulated.	Formulated ESC Guidelines	
2 As part of urban environmental management (UEM), solid waste management (SWM) in the three pilot cities is improved based on the Guidelines on ESC.	(In each pilot site) To be specifically determined when the content of the pilot projects are confirmed (in the first half of Year 2)	Same as on the left	
3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	1. EEA Program for SWM improvement in the three pilot cities is formulated. 2. The extent of community participation in the pilot projects (to be specifically determined when the content of the pilot projects are confirmed (in the first half of Year 2)).	1. Formulated EEA program 2. Same as on the left	2. The price of materials, equipment and fuels is not drastically
Activities 1.1 Basic environmental information of pilot cities are collected and analyzed 1.2 Laws, strategies and action plans for environmental management are collected and analyzed.	Inputs <From Laos> 1. Counterpart personnel from the following organizations - MONRE	<From Japan> 1. Experts of the following specialities - Team leader/urban environmental management	

1.3	The best practices of UEM in ASEAN countries are reviewed and their applicability to Laos is analyzed.	- MPWT - Local offices of MONRE and MPWT - UDAAs (VUDAA) in pilot cities - Other relevant organizations	- Deputy team leader/intermediate treatment/final disposal - Water environment management - Waste collection and transport - Community-based urban environmental management (1)/environmental education - Community-based urban environmental management (2)/pilot project - Baseline survey on urban environmental management - Healthcare Waste Management	increased. 3. Security is maintained in the pilot cities.
1.4	The visions for ESC of the pilot cities are formulated.			
1.5	The action plans for the environment and development of the pilot cities are formulated. (*1)	2. Facilities		
1.6	The ESC Guidelines of Laos are formulated.	- Offices for experts in Vientiane and pilot cities - Utilities such as electricity, water, sewerage, telephone, etc. of the offices. - Data and information	2. Cost of necessary survey 3. Provision of equipment if necessary 4. Support for operation cost 5. Training opportunity in Japan and/or ASEAN countries	
1.7	The ESC Guidelines of Laos are finalized and the manual for the guidelines is prepared.			
2.1	The pilot projects for urban environmental management are selected. (*2)			
2.2	The pilot projects are planned.			
2.3	The pilot projects are implemented.			
2.4	The results of the pilot projects are presented.			
3.1	The best practices of community-based UEM in Laos are reviewed.			Pre-conditions
3.2	The best practices of Community-based UEM in ASEAN Countries are reviewed and their applicability to Laos is analyzed.		<From ASEAN as expected> 1. Experts to be dispatched on demand 2. Consultation and joint activities (study tour, data and information) 3. Training opportunity in ASEAN countries (cost sharing with JICA) 4. Support for resource mobilization	All relevant personnel participates the project.
3.3	The environmental education and awareness (EEA) programs for SWM improvement in the pilot cities are formulated.			
3.4	The EEA pilot projects to facilitate Activity 2.2 are planned.			
3.5	EEA Tools for SWM are developed and the implementation system is enhanced.			
3.6	The EEA pilot projects are implemented.			
3.7	The results of the EEA pilot project are analyzed.			
3.8	The EEA pilot projects are presented in collaboration with Activity 2.4			

(*1) Action plans are to be formulated for SWM in Vientiane Capital, SWM in Luang Prabang District, SWM in Xayabouri District and water environment management in Vientiane Capital.

(*2) Pilot projects are to be implemented for the improvement of SWM in Vientiane Capital, Luang Prabang District and Xayabouri District.

Plan of Operation (PO₁) Ver.1

Year	2011					2012					2013					2014					2015																			
Contract Term	Year 1					Year 2					Year 3					Year 4																								
	8	9	10	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	1	2	3	4	5	6	7	8	9	10	
0. Common Activities for All Outputs																																								
0.1 Preparation of IC/R																																								
0.2 Discussion on IC/R																																								
0.3 Capacity Assessment																																								
0.4 Preparation of P/R																																								
0.5 Wrap-up Workshop																																								
1. Activities for Output 1																																								
1.1 Collection and Analysis of Basic Environmental Information of Pilot Cities																																								
1.2 Collection and Analysis of Laws, Strategies and Action Plans for Environmental Management																																								
1.3 Review of the Best Practices of UEM in ASEAN Countries and Analysis of Their Applicability to Laos																																								
1.4 Formulation of the Vision for ESC of the Pilot Cities																																								
1.5 Formulation of the Action Plan for the Environment and Development of the Pilot Cities																																								
1.6 Formulation of the ESC Guidelines of Laos																																								
1.7 Finalization of the ESC Guidelines of Lao and the Preparation of the Manual for the Guideline																																								
2. Activities for Output 2																																								
2.1 Selection of Pilot Projects for Urban Environmental Management																																								
2.2 Formulation of the Plans for the Pilot Projects																																								
2.3 Implementation of the Pilot Projects																																								
2.4 Presentation of the Results of the Pilot Projects																																								
3. Activities for Output 3																																								
3.1 Review of the Best Practices of Community-based UEM in Laos																																								
3.2 Review of the Best Practices of Community-based UEM in A Countries and Analysis of Their Applicability to Laos																																								
3.3 Formulation of the Environmental Education and Awareness (EEA) Programs for SWM Improvement in the three pilot cities.																																								
3.4 Planning of the EEA Pilot Projects to Facilitate Activity 4.2																																								
3.5 Development of EEA Tools and Enhancement of the Implementation System																																								
3.6 Implementation of the EEA Pilot Projects																																								
3.7 Analysis of the Result of the EEA Pilot Projects																																								
3.8 Presentation of the EEA Pilot Project in Collaboration with Activity 2.4																																								

**MINUTES OF MEETINGS
FOR
THE THIRD TECHNICAL COMMITTEE
ON
THE ENVIRONMENTAL MANAGEMENT COMPONENT OF
THE LAOS PILOT PROGRAM FOR NARROWING THE DEVELOPMENT GAP
TOWARDS ASEAN INTEGRATION**

Vientiane, 31st August 2012



Mr. Naofumi SATO

Deputy Team Leader of Short-term JICA Expert
Team for Environmental Component of LPP



Mr. Phengkhamla PHONVISAI

Chairperson of Technical Committee
Ministry of Natural Resources and Environment

The Third Technical Committee on the Project

The third technical committee of “the Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” (hereinafter referred to as the Project) was held on the 31st August 2012 at Vientiane Urban Development and Administration Authority (VUDAA) office. The chairperson of technical committee, Mr. Phengkhamla PHONVISAI Director of Regulation and Information Division, Pollution Control Department of Ministry of Natural Resource and Environment (hereinafter referred to as PCD of MONRE), chaired the meeting.

1. INTRODUCTION

The third technical committee was preceded according to the agenda as shown in Appendix 1. A list of officials attending the meeting is given in Appendix 2

2. ISSUES AND DECISIONS

2.1 Amendment of Member of Counterpart (C/P) Team

The Project Manager informed that the appointments of following members as the counterpart (C/P) personnel were amended in accordance with personal changes by August 2012.

Assignment	Name	Position and Organization
Project Manager	Mr. Phengkhamla PHONVISAI	Director of Regulation and Information Division, DoPC, MONRE
Project Coordinator	Mr. Vanxay PHIOMANYVONE	Acting Director of Pollution Control Division, DoPC, MONRE

Table1: Amended Member of Counterpart (C/P) Team

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
1.4 Formulation of the Environment and Development Vision for the Pilot Cities	<u>Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong Kensouline <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dethsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhil Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Noursone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsan <u>Department of Public Works and Transport of LPB:</u> Mr.Bounpheng Chithaphone	<u>Department of Natural Resources and Environment of XYB</u> Ms. Khamphew Phanthavong
1.5 Formulation of the Cooperation Scenario for the Environment and Development of the Pilot Cities	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Mr. Vilavong KENSOUline 2. Mrs. Khamla Thammavong <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Somkhil Meungpak 2. Ms. Bouavone Luangkho <u>Vientiane Urban Development and Administration:</u> 1. Mr. Sonethavy Phimmasane 2. Mr. Kaysone Chanthalath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsa	<u>Department of Public Works and Transport of XYB:</u> Mr PhouangKham PHILAKET
1.6 Review of the ESC Guidelines of Laos	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE	<u>Department of Natural Resources and Environment of VTE:</u> 1. Mr. Vilavong KENSOUline 2. Mrs. Khamla Thammavong <u>Department of Public Works and Transport of VTE:</u>	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit <u>Urban Development Administration Authority</u>	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee <u>Department of Public</u>

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabourri (XYB)
	Mr. Vanhxay Phiomanyvone	1. Mr. Sonethavy Phimmasane 2. Mr. Kaysone Chanthalath <u>Vientiane Urban Development and Administration:</u> 1. Mr. Sonethavy Phimmasane 2. Mr. Kaysone Chanthalath	Mr. Phoumy Orpethsan <u>Department of Public Works and Transport of LPB:</u> Mr. Bounpheng Chithaphone	<u>Works and Transport of XYB:</u> Mr. Phouangkham PHILAKET
1.7 Finalization of the ESC Guidelines of Laos and the Preparation of the Manual for the Guidelines	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOULINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dethsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhit Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nousone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Department of Natural Resources and Environment of LPB</u> Mr. Chanthavong Phonnachit	<u>Urban Development and Administration Agency:</u> Mr. Bounkhong Phongsavanh
2.3 Implementation of the Pilot Projects	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phiomanyvone	<u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhit Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nousone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Urban Development Administration Authority</u> Mr. Phoumy Orpethsan <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr. Phathanong Sonephan
2.4 Presentation of the Results of the Pilot Projects	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phiomanyvone	<u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhit Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nousone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Department of Natural Resources and Environment of LPB</u> Mr. Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr. Phoumy Orpethsan	<u>Urban Development and Administration Agency:</u> Mr. Phathanong Sonephan
3.3 Formulation of the Environmental Education and Awareness Program for SWM Improvement in the three pilot cities	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOULINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dethsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhit Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nousone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Department of Public Works and Transport of LPB:</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr. Phathanong Sonephan
3.4 Planning of the EEA Pilot Projects for SWM to Facilitate Activity 2.2	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOULINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhit Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nousone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Department of Public Works and Transport of LPB:</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee
3.5 Development of EEA Tools for SWM and Enhancement of	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOULINE	<u>Department of Public Works and Transport of LPB:</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan	<u>Urban Development and Administration Agency:</u> Mr. Bounkhong Phongsavanh

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Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
the Implementation System	MONRE Mr. Vanhxay Phimanyvone	<u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Ms. Bouavone Luangkhot 3. Mr. Somkhil Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmassane 3. Mr. Kaysone Chanthathath	<u>and Environment of LPB</u> Mr. Sackdaphone Keoprachan	
3.6 Implementation of the EEA Pilot Projects	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phimanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOLINE	<u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Department of Public Work and Transport</u> Mr Vilaysak Linhavong
3.7 Analysis of the Result of the EEA Pilot Project	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phimanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOLINE	<u>Department of Public Works and Transport of LPB:</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>District vice governor of XYB district</u> Mr.SomNuk Xaynathee
3.8 Presentation of the EEA Pilot Project in Collaboration with Activity 2.4	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phimanyvone	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOLINE	<u>Department of Public Works and Transport of LPB:</u> Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr Bounkhong Phongsavanh

The SJET acknowledged the appointment.

2.3 Amendment of Member of Technical Committee (TC)

The Project Manager informed that the appointments of following technical committee members were amended in accordance with personal changes by August 2012.

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Table2:Amended Member of Technical Committee (T/C)

Assignment	Central Government	Vientiane Capital (VTE)	Luang Prabang (LPB)	Xayabouri(XYB)
Chairperson	Director General of Department of Pollution Control, MONRE Madam Keobang A Keola	Department of Natural Resources and Environment of XYB Dr. Bagng on Sayarath	Department of Natural Resources and Environment of LPB Mr. Chantovong Phonnachit	Department of Natural Resources and Environment of XYB Ms. Khamphew Phanthavong
Member	Director of Regulation and Information Division, DoPC of MONRE Mr. Phengkhamla Phonvisai	Department of Public Works and Transport of VTE Mr. Dethsongkham THAMMAVONG	Department of Natural Resources and Environment of LPB Mr. Sackdaphone Keoprachan	District vice governor of XYB district Mr. SomNuk Xaynathee
	Planning/Ministry of Public Works and Transport Mr. Bounthong Keohanam	Department of Public Works and Transport of VTE Mr. Oudone NGENGVANNAVONG	Department of Public Works and Transport of LPB; Mr. Bounpheng Chithaphone	Urban Development and Administration Agency of XYB; Mr Bounkhong Phongsavanh
	Acting Director of Pollution Control Division, DoPC, MONRE Mr. Vanhxy Phiomanyvone	Vientiane Urban Development and Administration; Mr. Nounsone Meunviseth	Department of Public Works and Transport of LPB; Mr. Phoutasorn Manophat	Department of Public Works and Transport of XYB; Mr PhouangKham PHILAKET
	Technical Staff of Department of Pollution Control, MONRE Mrs. Palina Khotphouthane	Department of Public Works and Transport of VTE; Mr. Somkhit Moungpack	Urban Development and Administration Agency of LPB Mr. Phumy Orpethsan	Urban Development and Administration Agency of XYB; Mr. Phathanong Sonephan
	Technical Staff of Department of Pollution Control, MONRE Mr. Noudeng Vongdala	Department of Natural Resources and Environment of VTE; Mr. Vilavong KENSOUNE	Urban Development and Administration Agency of LPB Ms. Kalsone Keopraseth	Department of Natural Resources and Environment of XYB Mr. Kissamone Photiluck
		Vientiane Urban Development and Administration; Mr. Kaysone Chanthath		Department of Public Work and Transport of XYB Mr Vilaysak Linthavong
		Vientiane Urban Development and Administration; Mr. Sonethavy Phimmasane		Urban Development and Administration Agency of XYB; Mr Khamla Khongsap
		Department of Natural Resources and Environment of VTE; Mrs. Khamla Thammavong		
		Department of Public Works and Transport of VTE; Ms. Bouavone Luangkhot		

The SJET acknowledged the appointment.

2.4 Amendment of Approaches and Projects of Strategy: 2 at three cities

The SJET proposed that “Strategy: 2.WastePilot collection and transportation system is improved to keep the city clean and raise its efficacy” at three cities shall be amended in accordance with the result of detail site survey since May 2012 as follows;

Table3:Amended Approaches and Projects of Strategy2 at VTE

Strategies	Approach	Project
2.Waste collection and transportation system is improved to keep the city clean and raise its efficiency.	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system
		2.1.2 Improvement of existing waste discharge system
	2.2 Expansion of waste collection service area.	2.2.1Expansion of waste collection system
		2.2.2 Establishment of waste discharge rule in waste collection expansion area
	2.3 The proper plan of waste transfer is studied and improved to manage the waste transfer efficiently.	2.3.1 To study and introduce the new transfer station.
	2.4 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.	2.4.1 To improve existing finance system regarding waste collection and transfer.

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Table4: Amended Approaches and Projects of Strategy2 at LPB and XYB

Strategies	Approach	Project
2.Waste collection and transportation system is improved to keep the city clean and raise its efficiency.	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system
		2.1.2 Improvement of existing waste discharge system
	2.2 Expansion of waste collection service area.	2.2.1Expansion of waste collection system
		2.2.2 Establishment of waste discharge rule in waste collection expansion area
	2.3 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.	2.3.1 To improve existing finance system regarding waste collection and transfer.

The amendment of approaches and projects of “Strategy: 2.WastePilot collection and transportation system is improved to keep the city clean and raise its efficacy” at three cities has been approved by TC members.

2.5 Authorization of Pilot Projects and Counterpart’s Responsibilities at three cities

The SJET proposed that the pilot projects at three cities and organization responsible at three cities were authorized as follows:

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VTE pilot project and Organization responsible

Strategies	Approach	Project	Activities	Organization Responsible
1. "3Rs" are promoted at generation sources.	1.1 "3Rs" are promoted at generation sources to control the waste amount generation.	1.1.1 To reduce the amount of kitchen waste and garden waste at households.	-Study and selection of pilot area for on-site (home) composting	SJET
			-Establish the management system (Assignment of staff)	DONRE/priority area district
			-Procurement of home compost barrels	SJET
			-Selection of participating households	DONRE/priority area district
			-Designing the awareness raising tools (leaflet/equipment)	DONRE
			-Procurement of awareness raising tools	SJET
			-Distribution and instruction of home compost barrels	DONRE/priority area district
			-Dissemination to other area (from July 2013 onwards)	DONRE/priority area district
		1.1.2 To collect recyclable waste separated at generation sources.	-Study and selection of pilot area	SJET
			-Making rule for collection of recyclable waste and designing the awareness raising tools (leaflet/equipment)	DONRE/priority area district and VUDAA
			-Procurement of awareness raising tools	SJET
			-Awareness program	DONRE/priority area district
			-Implementation of the program	DONRE/priority area district
			-Dissemination to other area (from July 2013 onwards)	DONRE/priority area district
		1.1.3 To avoid using excess packages such as plastic shopping bags.	-Study and selection of pilot area and pilot shops/markets	SJET
			-Making rule for reducing of the use of plastic bags and designing the awareness raising tools (leaflet/equipment)	DONRE/priority area district
			-Procurement of awareness raising tools	SJET
			-Awareness program	DONRE/priority area district
			-Implementation of the program	DONRE/priority area district
			-Dissemination to other area (from July 2013 onwards)	DONRE/priority area district
2. Waste collection and transportation system is improved to keep the city clean and raise its efficiency	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system	-Study of existing waste collection system	SJET
			-Identification of the waste to be collected	VUDAA/priority area district
			-Selection of the priority area where new waste collection plan is implemented	VUDAA/priority area district
			-Formulation of the new waste collection plan based on the waste to be collected and the area	VUDAA/priority area district
			-Procurement of leaflet / necessary equipment	SJET
			-Implementation new waste collection plan at the priority area	VUDAA/priority area district
		2.1.2 Improvement of existing waste discharge system	-Study the existing waste discharge system at the priority area	SJET
			-Plan of the new waste discharge rule based on the waste to be collected and the area	VUDAA/priority area district
			-Publicity of the waste discharge rule	VUDAA/priority area district
			-Procurement of leaflet / necessary material	VUDAA/priority area district
			-Implementation and monitoring of the waste discharge	VUDAA/priority area district
	2.2 Expansion of waste collection service area.	2.2.1 Expansion of waste collection system	-Clarifying non collection area	SJET
			-Study of the demanding of waste collection service	SJET
			-Selection of the priority area where new waste collection plan is implemented	VUDAA/priority area district
			-Formulation of the new waste collection plan based on the waste to be collected and the area	VUDAA/priority area district
			-Procurement of waste collection equipment	SJET
			-Implementation new waste collection plan at the priority area	VUDAA/priority area district
			-Dissemination to other area	VUDAA/priority area district
		2.2.2 Establishment of waste discharge rule in	-Study existing condition at the priority area	SJET

Strategies	Approach	Project	Activities	Organization Responsible
3. Final disposal system is improved to mitigate adverse impacts on the surrounding areas.		waste collection expansion area	-Plan of the new waste discharge rule at the priority area	VUDAA/priority area district
			-Publicity of the waste discharge rule	VUDAA/priority area district
			-Implementation and monitoring of the waste discharge	VUDAA/priority area district
			-Procurement of waste discharge equipment	SJET
			-Dissemination to other area	VUDAA/priority area district
	2.3 The proper plan of waste transfer is studied and improved to manage the waste transfer efficiently.	2.3.1 To study and introduce the new transfer station.	-No pilot project	Seeking for the candidate site by VUDAA and DPWT
	2.4 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.	2.4.1 To improve existing finance system regarding waste collection and transfer.	-Study existing waste collection fee system -Revise the fee system. -Put the new fee system into force.	SJET/VUDAA
	3.1 The final disposal site is managed properly to discharge waste properly.	3.1.1 To instruct the proper management of existing final disposal site.	-Study and plan of improvement of KM32 disposal site	SJET
			-Procurement of concrete plate	SJET
			-Installation of concrete plate at KM32 disposal site	VUDAA
			-Improvement of access road at KM32 disposal site	SJET
			-Establishment of buffer zone	SJET
			-Preparation of operation plan of KM32 disposal site	SJET
			-Operation of proper landfill site by according to SJET instruction	VUDAA
			-Supplying fuel for heavy equipment	VUDAA
			-Assignment of civil engineer at KM32 disposal site	VUDAA
			-Establishment of monitoring system	MONRE/DONRE
		3.1.2 To manage waste pickers and improve their working condition	-Study of waste pickers current condition	SJET
			-Procurement of ID card/ vaccine injection	SJET
			-Organizing the waste pickers/ID card	VUDAA
			-Implementation of vaccine injection for waste pickers	VUDAA
	3.2 The sewage from septic tank is treated properly to mitigate around aquatic impact.	3.2.1 To introduce and manage the proper treatment facility for the sewage from septic tanks	-Study and plan of septic tank sludge treatment -Construction of septic tank sludge treatment facility -Operation of septic tank sludge treatment facility	SJET SJET VUDAA
	3.3 The sound finance is established to manage the final disposal site properly.	3.3.1 To improve the finance system regarding the final disposal site.	-Study existing waste collection fee system -Revise the fee system. -Put the new fee system into force.	SJET/VUDAA
4. Health care waste management is improved.	4.1 Health care waste is separated properly to prevent the expansion of infectious pathogen at generation sources.	4.1.1 To establish the separation rule of health care waste at generation source and monitoring system.	-Preparation of waste separation guidelines.	MOH (this is outside of LPPE)
			-Instruction and monitoring of waste separation using the guidelines to hospitals	DOH (this is outside of LPPE)
			-Confirmation of hospitals which use the incineration service (PP's target hospitals) and establish the infectious waste incineration committee by September 2013	DONRE, DOH, VUDAA and target hospitals
			-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring.	DONRE (confirmation is required if such monitoring at generation sources is in the scope of its jurisdiction)
			-Preparation of plan of waste containers distribution	DOH and hospitals
			-Appraisal of the container distribution plan and procurement of containers for the target hospitals	SJET
			-Implementation of waste separation following the guidelines.	Target hospitals
			-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of	DONRE

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Strategies	Approach	Project	Activities	Organization Responsible
	4.2 Health care waste is transferred properly to prevent the expansion of infectious pathogen in the town.	4.2.1 To establish the collection and transportation system of health care waste and monitoring system.	monitoring.	
			-Giving advices	SJET
			-Preparation of the plan to collect and transport infectious and non-infectious waste from target hospitals (such as date of the week for collection, transportation route, waste delivery recording format, etc.) by September	VUDAA
			-Implementation of the collection and transportation plan	VUDAA
			-Preparation of monitoring sheets and implementation of monitoring	DONRE
	4.3 Health care waste is disposed properly to prevent the expansion of infectious pathogen at the disposal site.	4.3.1 To establish the treatment and disposal system of health care waste and monitoring system.	-Giving advices	SJET
			-Operation system establishment (assignment of personnel, operation recording format, procedure of waste reception, procedure of waste residue removal, etc.) by September	VUDAA
			-Operation and maintenance in October onward.	VUDAA
			-Preparation of monitoring sheets and implementation of monitoring	DONRE
			-Giving advices	SJET
	4.4 The sound finance is established to manage the treatment of health care waste properly.	4.4.1 To establish sound finance system regarding treatment of health care waste.	-Establishment of pricing and payment rules by September	DONRE, DOH, VUDAA and target hospitals (committee)
			-Implementation of pricing and payment rules	VUDAA and hospitals
			-Keeping the account of the PP and reporting it to the committee	VUDAA
			-Review of the financial sustainability and revision of pricing if necessary	DONRE, DOH, VUDAA and target hospitals (committee)
			-Giving advices	SJET

LPB pilot project and Organization responsible

Strategies	Approach	Project	Activities	Organization Responsible
1."3Rs" are promoted at generation sources.	1.1 "3Rs" are promoted at generation sources to control the waste amount generation.	1.1.1 To reduce the amount of kitchen waste and garden waste at households, hotels, guest houses and restaurants	-Study and selection of pilot area for on-site (home) composting	SJET
			-Establish the management system (Assignment of staff)	DONRE/UDAA
			-Procurement of home compost barrels	SJET
			-Selection of participating households	DONRE/UDAA
			-Designing the awareness raising tools (leaflet/equipment)	DONRE/UDAA
			-Procurement of awareness raising tools	SJET
			-Distribution and instruction of home compost barrels	DONRE/UDAA
			-Dissemination to other area (from July 2013 onwards)	DONRE/UDAA
			-Study and plan of off-site compost	SJET
			-Selection of participating hotels, guest houses and restaurants	DONRE/UDAA
			-Construction of compost plant	SJET
			-Implementation of organic waste collection and operation of off-site compost	UDAA
		1.1.2 To collect recyclable waste separated at generation sources.	-Study and selection of pilot area	SJET
			-Making rule for collection of recyclable waste and designing the awareness raising tools (leaflet/equipment)	DONRE/UDAA
			-Procurement of awareness raising tools	SJET
			-Awareness program	DONRE/UDAA
			-Implementation of the program	DONRE/UDAA
			-Dissemination to other area (from July 2013 onwards)	DONRE/UDAA
		1.1.3 To avoid using excess packages such as plastic shopping bags.	-Study and selection of pilot area and pilot shops/markets	SJET
			-Making rule for reducing of the use of plastic bags and designing the awareness raising tools (leaflet/equipment)	DONRE/UDAA
			-Procurement of awareness raising tools	SJET
			-Awareness program	DONRE/UDAA
			-Implementation of the program	DONRE/UDAA
			-Dissemination to other area (from July 2013 onwards)	DONRE/UDAA
2.Waste collection system is improved through the strengthening of collection service capacity and enhancement of public cooperation	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system	-Study of existing waste collection system	SJET
			-Identification of the waste to be collected	UDAA
			-Selection of the priority area where new waste collection plan is implemented	UDAA
			-Formulation of the new waste collection plan based on the waste to be collected and the area	UDAA
			-Procurement of leaflet / necessary material	SJET
			-Construction of work shop building	SJET
			-Procurement of equipment for assembling 5m3 container	SJET
			-Management of workshop for assembling 5m3 container	UDAA
			-Implementation new waste collection plan at the priority area	UDAA
			-Study the existing waste discharge system at the priority area	SJET
		2.1.2 Improvement of existing waste discharge system	-Plan of the new waste discharge rule based on the waste to be collected and the area	UDAA
			-Publicity of the waste discharge rule	UDAA
	2.2 Expansion of waste collection	2.2.1 Expansion of waste collection system	-Procurement of leaflet / necessary equipment	UDAA
			-Implementation and monitoring of the waste discharge	UDAA/DONRE
			-Clarifying non collection area	SJET

Strategies	Approach	Project	Activities	Organization Responsible
	service area.		-Study of the demanding of waste collection service	SJET
			-Selection of the priority area where new waste collection plan is implemented	UDAA
			-Formulation of the new waste collection plan based on the waste to be collected and the area	UDAA
			-Procurement of waste collection equipment	SJET
			-Implementation new waste collection plan at the priority area	UDAA
			-Dissemination to other area	UDAA
		2.2.2 Establishment of waste discharge rule in waste collection expansion area	-Study existing condition at the priority area	SJET
			-Plan of the new waste discharge rule at the priority area	UDAA
			-Publicity of the waste discharge rule	UDAA
			-Implementation and monitoring of the waste discharge	UDAA
			-Procurement of discharge equipment	SJET
			-Dissemination to other area	UDAA
	2.3 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.	2.3.1 To improve existing finance system regarding waste collection and transfer.	-Study existing waste collection fee system	SJET/UDAA
			-Revise the fee system. -Put the new fee system into force.	
3. Final disposal system is improved to mitigate adverse impacts on the surrounding areas.	3.1 The final disposal site is managed properly to discharge waste properly.	3.1.1 To instruct the proper management of existing final disposal site.	-Study and plan of improvement of KM8 disposal site	SJET
			-Procurement of concrete plate	SJET
			-Installation of concrete plate at KM8 disposal site	UDAA
			-Construction of new access road at KM8 disposal site	SJET
			-Construction of new disposal cell	SJET
			-Site clearance for weigh bridge	UDAA
			-Installation of weigh bridge	SJET
			-Operation of weigh bridge	UDAA
			-Preparation of operation plan of KM8 disposal site	SJET
			-Operation of proper landfill site by according to SJET instruction	UDAA
			-Supplying fuel for heavy equipment	UDAA
			-Assignment of civil engineer at KM8 disposal site	UDAA
			-Establishment of monitoring system	MONRE/DONRE
		3.1.2 To manage waste pickers and improve their working condition	-Study of waste pickers current condition	SJET
			-Procurement of ID card/ vaccine injection	SJET
			-Organizing the waste pickers/ID card	UDAA
		3.1.3 The feasible study at expected candidate site for new final disposal site in accordance with development plan, if necessary	-Implementation of vaccine injection for waste pickers	UDAA
			-No pilot project at this moment	None
	3.2 The sewage from septic tank is treated properly to mitigate around aquatic impact.	3.2.1 To introduce and manage the proper treatment facility for the sewage from septic tanks	-Study and plan of septic tank sludge treatment	SJET
			-Construction of septic tank sludge treatment facility	SJET
			-Operation of septic tank sludge treatment facility	UDAA
	3.3 The sound finance is established to manage the final disposal site properly.	3.3.1 To improve the finance system regarding the final disposal site.	-Study existing waste collection fee system	SJET/UDAA
			-Revise the fee system. -Put the new fee system into force.	
4. Health care waste management is improved.	4.1 Health care waste is separated properly to prevent the expansion of infectious pathogen at generation sources.	4.1.1 To establish the separation rule of health care waste at generation source and monitoring system.	-Preparation of waste separation guidelines.	MOH (this is outside of LPPE)
			-Instruction and monitoring of waste separation using the guidelines to hospitals	DOH (this is outside of LPPE)
			-Confirmation of hospitals which use the incineration service	DONRE, DOH, UDAA and target hospitals

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Strategies	Approach	Project	Activities	Organization Responsible
			(PP's target hospitals) and establish the infectious waste incineration committee	
			-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring.	DONRE (confirmation is required if such monitoring at generation sources is in the scope of its jurisdiction)
			-Preparation of plan of waste containers distribution	DOH and hospitals
			-Appraisal of the container distribution plan and procurement of containers for the target hospitals	SJET
			-Implementation of waste separation following the guidelines.	Target hospitals
			-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring.	DONRE
			-Giving advices	SJET
	4.2 Health care waste is transferred properly to prevent the expansion of infectious pathogen in the town.	4.2.1 To establish the collection and transportation system of health care waste and monitoring system.	-Preparation of the plan to collect and transport infectious and non-infectious waste from target hospitals (such as date of the week for collection, transportation route, waste delivery recording format, etc.)	UDAA
			-Implementation of the collection and transportation plan	UDAA
			-Preparation of monitoring sheets and implementation of monitoring	DONRE
			-Giving advices	SJET
	4.3 Health care waste is disposed properly to prevent the expansion of infectious pathogen at the disposal site.	4.3.1 To establish the treatment and disposal system of health care waste and monitoring system.	-Operation system establishment (assignment of personnel, operation recording format, procedure of waste reception, procedure of waste residue removal, etc.)	UDAA
			-Operation and maintenance.	UDAA
			-Preparation of monitoring sheets and implementation of monitoring	DONRE
			-Giving advices	SJET
	4.4 The sound finance is established to manage the treatment of health care waste properly.	4.4.1 To establish sound finance system regarding treatment of health care waste.	-Establishment of pricing and payment rules	DONRE, DOH, UDAA and target hospitals (committee)
			-Implementation of pricing and payment rules	UDAA and hospitals
			-Keeping the account of the PP and reporting it to the committee	UDAA
			-Review of the financial sustainability and revision of pricing if necessary	DONRE, DOH, UDAA and target hospitals (committee)
			-Giving advices	SJET

XYB pilot project and Organization responsible

Strategies	Approach	Project	Activities	Organization Responsible
1."3Rs" are promoted at generation sources.	1.1 "3Rs" are promoted at generation sources to control the waste amount generation.	1.1.1 To reduce the amount of kitchen waste and garden waste at households.	-Study and selection of pilot area for on-site (home) composting	SJET
			-Establish the management system (Assignment of staff)	DONRE/UDAA
			-Procurement of home compost barrels	SJET
			-Selection of participating households	DONRE/UDAA
			-Distribution and instruction of home compost barrels	DONRE/UDAA
			-Dissemination to other area (from July 2013 onwards)	DONRE/UDAA
		1.1.2 To collect recyclable waste separated at generation sources.	-Study and selection of pilot area	SJET
			-Making rule for collection of recyclable waste and designing the awareness raising tools (leaflet/equipment)	DONRE/UDAA
			-Procurement of awareness raising tools	SJET
			-Awareness program	DONRE/UDAA
			-Implementation of the program	DONRE/UDAA
			-Dissemination to other area (from July 2013 onwards)	DONRE/UDAA
		1.1.3 To avoid using excess packages such as plastic shopping bags.	-Study and selection of pilot area and pilot shops/markets	SJET
			-Making rule for reducing of the use of plastic bags and designing the awareness raising tools (leaflet/equipment)	DONRE/UDAA
			-Procurement of awareness raising tools	SJET
			-Awareness program	DONRE/UDAA
			-Implementation of the program	DONRE/UDAA
			-Dissemination to other area (from July 2013 onwards)	DONRE/UDAA
2.Waste collection system is gradually improved to keep the city clean.	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system	-Study of existing waste collection system	SJET
			-Identification of the waste to be collected	DONRE/UDAA
			-Selection of the priority area where new waste collection plan is implemented	DONRE/UDAA
			-Formulation of the new waste collection plan based on the waste to be collected and the area	DONRE/UDAA
			-Procurement of leaflet / necessary material	SJET
			-Construction of work shop building	SJET
			-Procurement of equipment for assembling 5m3 container	SJET
			-Management of workshop for assembling 5m3 container	DONRE/UDAA
			-Implementation new waste collection plan at the priority area	DONRE/UDAA
			-Study the existing waste discharge system at the priority area	SJET
		2.1.2 Improvement of existing waste discharge system	-Plan of the new waste discharge rule based on the waste to be collected and the area	DONRE/UDAA
			-Publicity of the waste discharge rule	DONRE/UDAA
			-Procurement of leaflet / necessary equipment	DONRE/UDAA
			-Implementation and monitoring of the waste discharge	DONRE/UDAA
			-Clarifying non collection area	SJET
	2.2 Expansion of waste collection service area.	2.2.1Expansion of waste collection system	-Study of the demanding of waste collection service	SJET
			-Selection of the priority area where new waste collection plan is implemented	DONRE/UDAA
			-Formulation of the new waste collection plan based on the waste to be collected and the area	DONRE/UDAA
			-Procurement of waste collection equipment	SJET
			-Implementation new waste collection plan at the priority area	DONRE/UDAA

Strategies	Approach	Project	Activities	Organization Responsible
3. Final disposal system is gradually improved in accordance with the increase of waste collection amount.	2.3 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.	2.2.2 Establishment of waste discharge rule in waste collection expansion area	-Dissemination to other area	DONRE/UDAA
			-Study existing condition at the priority area	SJET
			-Plan of the new waste discharge rule at the priority area	DONRE/UDAA
			-Publicity of the waste discharge rule	DONRE/UDAA
			-Implementation and monitoring of the waste discharge	DONRE/UDAA
			-Procurement of discharge equipment	SJET
			-Dissemination to other area	DONRE/UDAA
		2.3.1 To improve existing finance system regarding waste collection and transfer.	-Study existing waste collection fee system	SJET/UDAA
			-Revise the fee system.	
			-Put the new fee system into force.	
	3.1 The final disposal site is managed properly to discharge waste properly.	3.1.1 To instruct the proper management of existing final disposal site.	-Study and plan of improvement of KM9 disposal site	SJET
			-Procurement of concrete plate	SJET
			-Installation of concrete plate at KM9 disposal site	UDAA
			-Installation of site office	SJET
			-Operation of site office	UDAA
			-Preparation of operation plan of KM9 disposal site	SJET
			-Operation of proper landfill site by according to SJET instruction	UDAA
			-Supplying fuel for heavy equipment	UDAA
			-Assignment of staff and guards at KM disposal site	UDAA
			-Establishment of monitoring system	MONRE/DONRE
	3.2 The sewage from septic tank is treated properly to mitigate around aquatic impact.	3.2.1 To introduce and manage the proper treatment facility for the sewage from septic tanks	-Study of waste pickers current condition	SJET
			-Study and plan of septic tank sludge treatment	SJET
			-Improvement of septic tank sludge treatment facility	SJET
			-Operation of septic tank sludge treatment facility	UDAA
	3.3 The sound finance is established to manage the final disposal site properly.	3.3.1 To improve the finance system regarding the final disposal site.	-Study existing waste collection fee system	SJET/UDAA
			-Revise the fee system.	
			-Put the new fee system into force.	
4. Health care waste management is improved.	4.1 Health care waste is separated properly to prevent the expansion of infectious pathogen at generation sources.	4.1.1 To establish the separation rule of health care waste at generation source and monitoring system.	-Preparation of waste separation guidelines.	MOH (this is outside of LPPE)
			-Instruction and monitoring of waste separation using the guidelines to hospitals	DOH (this is outside of LPPE)
			-Confirmation of hospitals which use the infectious waste pit (PP's target hospitals) and establish the infectious waste safe-disposal committee	DONRE, DOH, UDAA and target hospitals
			-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring.	DONRE (confirmation is required if such monitoring at generation sources is in the scope of its jurisdiction)
			-Preparation of plan of waste containers distribution	DOH and hospitals
			-Appraisal of the container distribution plan and procurement of containers for the target hospitals	SJET
			-Implementation of waste separation following the guidelines.	Target hospitals
			-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring.	DONRE
			-Giving advices	SJET
	4.2 Health care waste is transferred properly to prevent the	4.2.1 To establish the collection and	-Preparation of the plan to collect and transport infectious and non-infectious waste from target hospitals (such as date of the	UDAA

Strategies	Approach	Project	Activities	Organization Responsible
	expansion of infectious pathogen in the town.	transportation system of health care waste and monitoring system.	week for collection, transportation route, waste delivery recording format, etc.)	
			-Implementation of the collection and transportation plan	UDAA
			-Preparation of monitoring sheets and implementation of monitoring	DONRE
			-Giving advices	SJET
	4.3 Health care waste is disposed properly to prevent the expansion of infectious pathogen at the disposal site.	4.3.1 To establish the treatment and disposal system of health care waste and monitoring system.	-Operation system establishment (preparation of infectious waste pit, instruction to site operators, operation recording format, procedure of waste reception, etc.)	UDAA
			-Operation and maintenance. (to be started by March 2013)	UDAA
			-Preparation of monitoring sheets and implementation of monitoring	DONRE
			-Giving advices	SJET
	4.4 The sound finance is established to manage the treatment of health care waste properly.	4.4.1 To establish sound finance system regarding treatment of health care waste.	-Establishment of pricing and payment rules	DONRE, DOH, UDAA and target hospitals (committee)
			-Implementation of pricing and payment rules	UDAA and hospitals
			-Keeping the account of the PP and reporting it to the committee	UDAA
			-Review of the financial sustainability and revision of pricing if necessary	DONRE, DOH, UDAA and target hospitals (committee)
			-Giving advices	SJET

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The technical committee agreed on the authorization of pilot projects and counterpart's responsibilities at three cities proposed by SJET.

3. CONCLUSION

- 3.1 Following the intensive and technical discussions among participants made at the meetings on 20th and 27th August 2012 at Vientiane capital, on 22nd August 2012 at Luang Prabang district and on 23rd August 2012 at Xayabouri district and the third technical committee on 31st August 2012, the above clarifications and modifications was fully approved by the both sides.



Agenda

The Third Technical Committee Meeting on 31st August 2012
The Environmental Management Component of the Laos Pilot Program for Narrowing the
Development Gap towards ASEAN Integration

Date and Time	Subject	Responsibility
8:00 - 8:30	Register	All
8:30 - 8:40	Welcome Remark	Vanxay PHIOMANYVONE LPP project coordinator
8:40 - 9:00	Open Remark	Director General of Pollution Control Department, MoNRE
9:00 - 9:30	Incinerators Handing Over Ceremony Section	
	- Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integrated (LPPE project)	- Masato TOGAWA Chief Representative of JICA Laos Office
	- Handing Over	
	- Comment forward for Laos Pilot Program for Narrowing the Development Gap towards -ASEAN Integrated (LPPE project)	- Director General of Pollution Control Department, MoNRE
9:30 - 10:00	LPPE Progress Report	Phengkhamla PHONVISAI LPPE project manager
10:00 - 10:15	Coffee Break	All
10:15 - 11:15	-Summary of strategy, approach and pilot project -Authorization of Pilot Project and responsibilities of counterpart at VTE, LPB & XYB	- VTE, LPB, XYB
11:15 - 12:00	-Appointment of Person in charge of each pilot activities by counterpart -Work plan	- VTE - LPB - XYB
12:00 - 13:30	Lunch Break	All
13:30 - 14:00	Schedule of Vision Editing	Naofumi SATO Deputy Team Leader
14:00 - 14:30	Study Tour Report	
	- Vietnam study tour	XYB representatives
	- Thailand study tour	LPB representatives
14:30 - 14:45	Coffee Break	All
14:45 - 15:45	Discussion	All
15:45 - 16:00	Conclusion and result of workshop report	Vanxay PHIOMANYVONE LPP project coordinator
16:00	Closing Remark	Director General of Pollution Control Department, MoNRE

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Attendant List on the Third Technical Committee meeting on 31st August 2012.

No.	Name	Organization	Title
1	Ms.Keobang A Keola	Central Government	Director General, Department of Pollution Control, MoNRE
2	Mr.Phengkhamla Phonvisai	Central Government	Chief, Division of Regulation and Information, DPC, MoNRE
3	Mr.Vanhxay Phiomanyvone	Central Government	Acting Chief, Division of Pollution Control, DPC, MoNRE
4	Mr.Ruen Chanphana	Central Government	Chief, Division of Administration and Planning, DPC, MoNRE
5	Mr.Thewaluck Phonekaew	Central Government	Chief, Division of Pollution Management, DPC, MoNRE
6	Mr.Sunadeth Sukchaloen	Central Government	Chief, Division of Technical Promotion, DPC, MoNRE
7	Mr.Noudeng Vongdala	Central Government	Technician, DPC, MoNRE
8	Ms.Palina Khotphouthone	Central Government	Technician, DPC, MoNRE
9	Ms.Khanmalee Suthammawong	Central Government	Technician, DPC, MoNRE
10	Ms.Supalanee Duangmala	Central Government	Technician, DPC, MoNRE
11	Ms.Amornrat Mancephone	Central Government	Technician, DPC, MoNRE
12	Mr.Bounthong Keohanam	Central Government	Director of Urban Development Division, Department of Housing and Urban Planning, MPWT
13	Dr.Vilaivone Mangkhaserm	Central Government	Deputy Chief of Health and Environment Division, Department of Health-Disease Protection, MPH
14	Dr.Bangon Sayarath	VTE	Deputy Director, DONRE, Vientiane Capital
15	Mr.Vilavong Kensouline	VTE	Deputy Chief, Division of Water Resources, DONRE, Vientiane Capital
16	Mr.Khamla Thammawong	VTE	Deputy Chief, Division of Environment, DONRE, Vientiane Capital
17	Mr.Khampian Inthaluecha	VTE	Chairman, VUDAA, Vientiane Capital
18	Mr.Nusone Muenviseth	VTE	Deputy Chairman, VUDAA, Vientiane Capital
19	Mr.Kaisone Chanthalath	VTE	Technician, VUDAA, Vientiane Capital
20	Mr.Bouakham Phakasoum	VTE	Board of Directors, Vientiane Solid Waste Collection Service, VUDAA, Vientiane Capital
21	Ms.Bouavone Luangkhot	VTE	Technician, DPWT, Vientiane Capital
22	Mr.Bounbueng Panyakit	VTE	Deputy Chief, Saysettha District, Vientiane Capital
23	Mr.Khounphawa Champasuk	VTE	Deputy Chief, Administration Office, Saysettha District, Vientiane Capital
24	Mr.Pouthavong Suwanphonesai	VTE	Technician, Administration Office, Saysettha District, Vientiane Capital
	Ms.Sudalai Manotham	VTE	Technician, Administration Office, Saysettha District, Vientiane Capital
	Ms.Khottamin Pongyalak	VTE	Vice Chief of Section, Administration Office, Vientiane Capital

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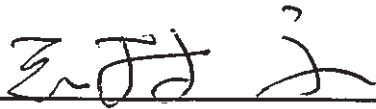
Mr.Vithone Lavaphong	VTE	Technician, Department of Planning and Investment, Vientiane Capital
Mr.Somphone	VTE	Technician, Department of Health, Vientiane Capital
Mr.Soumlah Thammawongsa	VTE	Deputy Chief of Administration Office, DONRE, Vientiane Capital
Dr.Thongfai Vongchaiya	VTE	Chief of Medical Service Division, 5 April Hospital
Dr.Khamphet Thammayong	VTE	Chief of Division, Settha Hospital
Ms.Sangsadeth	VTE	Mahosot Hospital
Mr.Bounthone Minmalaisingha	VTE	Deputy Chief of Nurse, Mittaphab Hospital
Mr.Somvieng Khaewvilai	VTE	Chief of Section, 103 Hospital
Ms.Sitsamone Kaewsanhom	VTE	Administration Officer, Lao Pasteur Institute
Mr.Phumy Orpetsan	LPB	Vice President of Luang Prabang District and Vice President of UDAA, Luang Prabang Province
Mr.Suraphone Philakoum	LPB	Chief of Environment Section, DONRE, Luang Prabang Province
Mr.Bounpheng Chittaphone	LPB	Chief of DPWT Office, Luang Prabang District
Ms.Kaisone Kaewprasert	LPB	Technician, Environmental Section, UDAA, Luang Prabang Province
Mr.Sakdaphone Khaewprachan	LPB	Technician, Environmental Section, DONRE, Luang Prabang Province
Mr.Phouthasone Manouphat	LPB	Technician, DPWT Office, Luang Prabang District
Mr.Khamphoey Kongpheng	LPB	Chief of Technical Section, Luang Prabang Provincial Hospital, Luang Prabang Province
Mr.Bounkhong Phongsawan	XYB	President of UDAA, Xayabouri Province
Ms.Khamphiou Phanthavong	XYB	Deputy Chief of DONRE, Xayabouri Province
Mr.Chanpheng Panthuarat	XYB	Deputy Chief of DPWT, Xayabouri Province
Mr.Phattanong Sonephone	XYB	Technician, UDAA, Xayabouri Province
Mr.Khamha Kongsub	XYB	Technician, UDAA, Xayabouri Province
Mr.Somnuk Sainathee	XYB	Deputy Chief of Xayabouri District, Xayabouri Province
Mr.Kittasamone Photilack	XYB	Technician, DONRE, Xayabouri Province
Mr.Vilaisack Linthawong	XYB	Technician, DPWT, Xayabouri Province

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**MINUTES OF MEETINGS
FOR
THE FOURTH TECHNICAL COMMITTEE
ON
THE ENVIRONMENTAL MANAGEMENT COMPONENT OF
THE LAOS PILOT PROGRAM FOR NARROWING THE DEVELOPMENT GAP
TOWARDS ASEAN INTEGRATION**

Xayabouri, 14th February 2013



Mr. Susumu SHIMURA
Team Leader of Short-term JICA Expert
Team for Environmental Component of LPP



Mr. Phengkhamla PHONVISAI
Project Manager of the C/P Team
Ministry of Natural Resources and Environment

The Fourth Technical Committee Meeting on the Project

The fourth technical committee meeting of “the Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” (hereinafter referred to as the Project) was held on the 14th February 2013 at Xayabouri District office. The Project Manager of the C/P Team, Mr. Phengkhamla PHONVISAI Director of Regulation and Information Division, Pollution Control Depart of Ministry of Natural Resource and Environment (hereinafter referred to as PCD of MONRE), chaired the meeting.

1. INTRODUCTION

The fourth technical committee meeting was preceded according to the agenda as shown in Appendix 1. A list of officials attending the meeting is given in Appendix 2

2. ISSUES AND DECISIONS

2.1 Amendment of Member of Counterpart (C/P) Team

The Project Manager informed that the appointments of following members as the counterpart (C/P) personnel were amended in accordance with personal changes by February 2013.

Assignment	Name	Position and Organization
Project Manager	Mr. Phengkhamla PHONVISAI	Director of Legislation and Information Division, DoPC, MONRE
Project Coordinator	Mr. Vanxay PHIOMANYVONE	Acting Director of Pollution Control Division, DoPC, MONRE

Table1: Amended Member of Counterpart (C/P) Team

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
1.4 Formulation of the Environment and Development Vision for the Pilot Cities	Director of Legislation and Information Division Department of Pollution Control, MONRE Mr. Phengkhamla PHONVISAI	Department of Natural Resources and Environment of VTE: 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong Kensouline Department of Public Works and Transport of VTE: 1. Mr. Dethsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhith Meungpak Vientiane Urban Development and Administration: 1. Mr. Noursone Meunviseth 2. Mr. Sonethavy Phimmassane 3. Mr. Kaysone Chanthathath	Department of Natural Resources and Environment of LPB Mr. Chanthavong Phonnachit Urban Development Administration Authority Mr. Phoumy Orpethsan Department of Public Works and Transport of LPB: Mr. Bounpheng Chithaphone	Department of Natural Resources and Environment of XYB Ms. Khamphew Phanthavong
1.5 Formulation of the Cooperation Scenario for the Environment and Development of the Pilot Cities	Director of Legislation and Information Division Department of Pollution Control, MONRE Mr. Phengkhamla PHONVISAI	Department of Natural Resources and Environment of VTE: 1. Mr. Vilavong KENSOUline 2. Mrs. Khamla Thammavong Department of Public Works and Transport of VTE: 1. Mr. Somkhith Meungpak 2. Ms. Bouavone Luangkhot Vientiane Urban Development and Administration: 1. Mr. Sonethavy Phimmassane 2. Mr. Kaysone Chanthathath	Department of Natural Resources and Environment of LPB Mr. Chanthavong Phonnachit Urban Development Administration Authority Mr. Phoumy Orpethsa	Department of Public Works and Transport of XYB: Mr. PhouangKham PHILAKET
1.6 Review of the ESC Guidelines of Laos	Acting Director of Pollution Control Division Department of Pollution Control, MONRE Mr. Vanxay Phiomanyvone	Department of Natural Resources and Environment of VTE: 1. Mr. Vilavong KENSOUline 2. Mrs. Khamla Thammavong Department of Public Works and Transport of VTE: 1. Mr. Sonethavy Phimmassane 2. Mr. Kaysone Chanthathath	Department of Natural Resources and Environment of LPB Mr. Chanthavong Phonnachit Urban Development Administration Authority Mr. Phoumy Orpethsan	District vice governor of XYB district Mr. SomNuk Xaynathee Department of Public Works and Transport of XYB: Mr. PhouangKham

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
		<u>Urban Development and Administration;</u> 1. Mr. Sonethavy Phimmasane 2. Mr. Kaysone Chanthalath	<u>Department of Public Works and Transport of LPB;</u> Mr.Bounpheng Chithaphone	PHILAKET
1.7 Finalization of the ESC Guidelines of Laos and the Preparation of the Manual for the Guidelines	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE;</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE;</u> 1. Mr. Dethsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration;</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit	<u>Urban Development and Administration Agency;</u> Mr Bounkhong Phongsavanh
2.3 Implementation of the Pilot Projects	<u>Director of Legislation and Information Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Phengkhamla PHONVISAI	<u>Department of Public Works and Transport of VTE;</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Ms. Bouavone Luangkhot 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration;</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsan <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>Urban Development and Administration Agency;</u> Mr.Phathanong Sonephan
2.4 Presentation of the Results of the Pilot Projects	<u>Director of Legislation and Information Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Phengkhamla PHONVISAI	<u>Department of Public Works and Transport of VTE;</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 2. Ms. Bouavone Luangkhot 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration;</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsan	<u>Urban Development and Administration Agency;</u> Mr.Phathanong Sonephan
3.3 Formulation of the Environmental Education and Awareness Program for SWM Improvement in the three pilot cities	Technical staff of <u>Legislation and Information Division,</u> <u>Department of Pollution Control,</u> MONRE, Ms Soukpalamy DUANGMALA -	<u>Department of Natural Resources and Environment of VTE;</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE;</u> 1. Mr. Dethsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration;</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Department of Public Works and Transport of LPB;</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>Urban Development and Administration Agency;</u> Mr.Phathanong Sonephan
3.4 Planning of the EEA Pilot Projects for SWM to Facilitate Activity 2.2	<u>Director of Legislation and Information Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Phengkhamla PHONVISAI	<u>Department of Natural Resources and Environment of VTE;</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE;</u> 1. Mr. Dedsongkham Thammavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration;</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthalath	<u>Department of Public Works and Transport of LPB;</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>District vice governor of XYB district</u> Mr.SomNuk Xaynathee
3.5 Development of EEA Tools for SWM and Enhancement of the Implementation System	<u>Acting Director of Pollution Control Division,</u> <u>Department of Pollution Control,</u> MONRE Mr. Vanhxay Phiomanyvone	<u>Department of Natural Resources and Environment of VTE;</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thammavong 3. Mr. Vilavong KENSOUINE <u>Department of Public Works and Transport of VTE;</u> 1. Mr. Dedsongkham Thammavong	<u>Department of Public Works and Transport of LPB;</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan	<u>Urban Development and Administration Agency;</u> Mr Bounkhong Phongsavanh

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
		2. Mr. Oudone Ngengvannavong 2. Ms. Bouavone Luangkhot 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthathath		
3.6 Implementation of the EEA Pilot Projects	Technical staff of <u>Legislation and Information Division, Department of Pollution Control, MONRE, Ms Soukpalamy DUANGMALA</u>	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOLINE	<u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>Department of Public Work and Transport</u> Mr Vilaysak Linthavong
3.7 Analysis of the Result of the EEA Pilot Project	Technical staff of <u>Legislation and Information Division, Department of Pollution Control, MONRE, Ms Soukpalamy DUANGMALA</u>	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOLINE	<u>Department of Public Works and Transport of LPB:</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>District vice governor of XYB district</u> Mr.SomNuk Xaynathee
3.8 Presentation of the EEA Pilot Project in Collaboration with Activity 2.4	Technical staff of <u>Legislation and Information Division, Department of Pollution Control, MONRE, Ms Soukpalamy DUANGMALA</u>	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOLINE	<u>Department of Public Works and Transport of LPB:</u> Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr Bounkhong Phongsavanh

The SJET acknowledged the appointment.

2.3 Amendment of Member of Technical Committee (TC)

The Project Manager informed that the appointments of following technical committee members were amended in accordance with personal changes by February 2013.

Table2: Amended Member of Technical Committee (T/C)

Assignment	Central Government	Vientiane Capital (VTE)	Luang Prabang (LPB)	Xayabouri(XYB)
Chairperson	Director of Legislation and Information Division, DoPC of MONRE Mr. Phengkhamla Phonvisai	<u>Department of Natural Resources and Environment of XYB</u> Dr. Bagng on Sayarath	<u>Department of Natural Resources and Environment of LPB</u> Mr. Chantovong Phonnachit	<u>Department of Natural Resources and Environment of XYB</u> Ms. Khamphew Phanthavong
Member	<u>Planning/Ministry of Public Works and Transport</u> Mr. Bounthong Keohanam	<u>Department of Public Works and Transport of VTE</u> Mr. Dethsongkham THAMMAVONG	<u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee
	Deputy Chief of Health and Environment Division, Ministry of Health Ms Vilayvone MUNGKHASERM	<u>Department of Public Works and Transport of VTE</u> Mr. Oudone NGENGVANNAVONG	<u>Department of Public Works and Transport of LPB:</u> Mr. Bounpheng Chithaphone	<u>Urban Development and Administration Agency of XYB:</u> Mr Bounkhong Phongsavanh
	<u>Acting Director of Pollution Control Division, DoPC, MONRE</u> Mr. Vanhxay Phiomanyvone	<u>Vientiane Urban Development and Administration:</u> Mr. Nounsone Meunviseth	<u>Department of Public Works and Transport of LPB:</u> Mr. Phouttasorn Manophat	<u>Department of Public Works and Transport of XYB:</u> Mr PhouangKham PHILAKET
	<u>Technical Staff of Department of Pollution</u>	<u>Department of Public Works and Transport of VTE:</u> Mr. Somkhith Moungpak	<u>Urban Development and Administration Agency of LPB</u>	<u>Urban Development and Administration Agency of XYB:</u>

Assignment	Central Government	Vientiane Capital (VTE)	Luang Prabang (LPB)	Xayaboury(XYB)
	Control. MONRE Mrs. Palina Khotphouthane		Mr. Phumy Orpethsan	Mr. Phathanong Sonephan
	Technical Staff of Department of Pollution Control. MONRE Mr. Noudeng Vongdala	Department of Natural Resources and Environment of VTE: Mr. Vilavong KENSOUINE	Urban Development and Administration Agency of LPB Ms. Kaisone Keopraserth	Department of Natural Resources and Environment of XYB Mr. Kissamone Photiluck
	Technical Staff of Department of Pollution Control. MONRE Ms Soukpalamy DUANGMALA	Vientiane Urban Development and Administration: Mr. Kaysone Chanthathath		Department of Public Work and Transport of XYB Mr Vilaysak Linthavong
	Technical Staff of Department of Pollution Control. MONRE Mr Nakkhalin VORRASARN	Vientiane Urban Development and Administration: Mr. Sonethavy Phimmasane		Urban Development and Administration Agency of XYB: Mr Khamla Khongsap
	Technical Staff of Department of Pollution Control. MONRE Mr Khounsamay SILAPHET	Department of Natural Resources and Environment of VTE: Mrs. Khamla Thammavong		
	Technical Staff of Department of Pollution Control. MONRE Mr Sivanh KHONESAVANH	Department of Public Works and Transport of VTE: Ms. Bouavone Luangkhot		
	Technical Staff of Department of Pollution Control. MONRE Ms Kesone DALASENG			
	Technical Staff of Department of Pollution Control. MONRE Ms thidalath VONGXAYA			

The SJET acknowledged the appointment.

2.4 The PDM₁ and PO₁ are revised to PDM₂ and PO₂

PDM₁ and PO₁ are revised to PDM₂ (Appendix 3) and PO₂ (Appendix 4) by amending them as follows.

Project Purpose:

- **Objectively verifiable indicators:** “The ESC Guidelines and its Manual are disseminated.” is changed to “The ESC Guidelines are widely used.”
- **Means of verification:** “1. The number of seminars/workshops held to disseminate the ESC Guidelines and its Manual, and the number of participating cities.” is changed to “1. The number of cities formulated “Vision for ESC.””

Output 1:

- **Narrative Summary:** “The Guidelines on ESC is formulated based on the National Environmental Strategy 2020 and related strategies and action plans.” is changed to “The Guidelines on ESC is formulated and disseminated based on the National Environmental Strategy 2020 and related strategies and action plans.”
- **Objectively verifiable indicators:** “The ESC Guidelines is formulated.” is changed to “The ESC Guidelines is formulated and disseminated.”
- **Means of verification:** “2. The number of seminars/workshops held to disseminate the ESC Guidelines and the number of participating cities.” is added.

Output 2:

- **Objectively verifiable indicators:** “(In each pilot site) To be specifically determined when the content of the pilot projects are confirmed (in the first half of Year 2)” is changed to “As shown in the detailed PDM table for output 2 & 3 below.”

Output 3:

- **Objectively verifiable indicators:** “2. The extent of community participation in the pilot projects (to be specifically determined when the content of the pilot projects are confirmed (in the first half of Year 2)).” is changed to “2. As shown in the detailed PDM table for output 2 & 3 below.”

Activities:

- The term of Activity 1.8 “Dissemination activities of the ESC Guidelines are implemented to other (non-pilot) cities.” is added.

Based on the various discussions made regarding the PDM₁ and PO₁ by the SJET and Counterpart (C/P), the amendments on them were presented to TC members. As a result of discussion, the PDM₂ and PO₂ were approved by TC members.

2.5 Amendment of Authorization of Pilot Projects and Counterpart's Responsibilities at three cities

The Authorization of Pilot Projects and Counterpart's Responsibilities at three cities is amended as shown in the Appendix 5. The main amendment is shown below.

2.5.1 VTE

- (1) The following approaches shall be deleted from original table and merged as “5. Institutional system improvement”

“2.4 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.”

“3.3 The sound finance is established to manage the final disposal site properly.”

“4.4 The sound finance is established to manage the treatment of health care waste properly.”

- (2) “4.1 Health care waste is separated properly to prevent the expansion of infectious pathogen at generation sources.” shall be deleted from original table.

2.5.2 LPB

- (1) “1.1 “3Rs” are promoted at generation sources to control the waste amount generation.” shall be amended as “1.1 “3Rs” are promoted at on-site to control the waste amount generation.”

(2) “1.1.1 To reduce the amount of kitchen waste and garden waste at households, hotels, guest houses and restaurants” shall be amended as “1.1.1 To reduce the amount of kitchen waste and garden waste at households”

(3) “1.2 Recycling is promoted at off-site by composting” shall be added.

(4) “1.2.1 To reduce the final disposal amount of kitchen waste from hotels” shall be added.

(5) The following approaches shall be deleted from original table and merged as “5. Institutional system improvement”

“2.3 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.”

“3.3 The sound finance is established to manage the final disposal site properly.”

“4.4 The sound finance is established to manage the treatment of health care waste properly.”

(6) “4.1 Health care waste is separated properly to prevent the expansion of infectious pathogen at generation sources.” shall be deleted from original table.

2.5.3 XYB

(1) The following approaches shall be deleted from original table and merged as “5. Institutional system improvement”

“2.3 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.”

“3.3 The sound finance is established to manage the final disposal site properly.”

“4.4 The sound finance is established to manage the treatment of health care waste properly.”

(2) “4.1 Health care waste is separated properly to prevent the expansion of infectious pathogen at generation sources.” shall be deleted from original table.

The technical committee agreed on the amendment of authorization of pilot projects and counterpart’s responsibilities at three cities proposed by SJET.

3. CONCLUSION

3.1 Following the intensive and technical discussions among participants made at the meetings on 10th January 2013 at Vientiane capital, on 23rd January 2013 at Luang Prabang district and on 25th January at Xayabouri district and the fourth technical

committee on 14th February 2013, the above clarifications and modifications was fully approved by the both sides.

Agenda

The agenda of the fourth technical committee meeting on 14th February 2013 for the “Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” is shown in the table below.

Subject	Responsible Personnel	Time
Registration		8:00 – 8:30
P.1 Opening Speech	<ul style="list-style-type: none"> • Governor of XYB District • Director General of PCD, MONRE 	8:30 – 9:00
P.2 Progress of the LPPE from Sep 2012 to Feb 2013	Director of Legislation and Information Division of PCD	9:00 – 9:20
P.3 Planned Activities of the LPPE from Mar 2013 to Aug 2013 and Modification of PDM	Team Leader of SJET	9:20 – 10:00
Coffee Break		10:00 – 10:30
P.4 Revised Vision for the ESC of Each Pilot City	<ul style="list-style-type: none"> • Vientiane Capital DONRE • Luang Prabang DONRE • Xayabouri DONRE 	10:30 – 11:00
P.5 Selected PPs and their Contents and Issues	<ul style="list-style-type: none"> • Vientiane Capital VUDAA • Luang Prabang UDAA • Xayabouri UDAA 	11:00 – 12:00
Lunch		12:00 – 13:30
P.6 Group Discussion on the Strength and Weakness of Each Pilot City and the Issues for Successful Implementation of PPs and How to Conquer the Issues	<ul style="list-style-type: none"> • Vientiane Capital VUDAA • Luang Prabang UDAA • Xayabouri UDAA 	13:30 – 15:00
P.7 Results of the Group Discussion	Representatives of Groups	15:00 – 15:30
P.8 Conclusion of the 4 th TC	Acting Director of Pollution Management Division of PCD	15:30 – 15:45
P.9 Closing Speech	<ul style="list-style-type: none"> • Governor of XYB District • Director General of PCD, MONRE 	15:45 – 16:00

Attendant List on the Third Technical Committee meeting on 14th February 2013.

No	Name	Position	Title
1	Ms KeobangA KEOLA	Central Government	Director General, Department of Pollution Control, MoNRE
2	Mr Phengkhamla PHONVISAI	Central Government	Chief, Division of Regulation and Information, DPC, MoNRE
3	Mr Vanxay PHIOMANYVONE	Central Government	Acting Chief, Division of Pollution Control, DPC, MoNRE
4	Mr Suphin SOMAYA	Central Government	Director General of Cabinet Office
5	Mr Outha ISSALAVONG	Central Government	Deputy Director of Division
6	Mrs Palina KHODPHOUTHONE	Central Government	Technician, DPC, MoNRE
7	Mr Noudeng VONGDALA	Central Government	Technician, DPC, MoNRE
8	Mr Sivanh KHONESAVANH	Central Government	Technician, DPC, MoNRE
9	Ms Soukpalamy DOUANGMALA	Central Government	Technician, DPC, MoNRE
10	Ms Kesone DALASENG	Central Government	Technician, DPC, MoNRE
11	Mrs Thidalath VONGXAYA	Central Government	Technician, DPC, MoNRE
12	Mr Nakhalin VORASANE	Central Government	Technician, DPC, MoNRE
13	Mr Khounsamay SILAPHET	Central Government	Technician, DPC, MoNRE
14	Mrs Bangon SAYYARATH	VTE	Deputy Director, DONRE, Vientiane Capital
15	Mr Khampien INTHALUESA	VTE	Chairman, VUDAA, Vientiane Capital
16	Mr Thavixay MAOSOMPHOU	VTE	Vice governor of Saysetha District
17	Ms Malakhone SONETHAVONG	VTE	Project Assistant Officer, LPPO
18	Mr. khoumkham KHANKHAM	VTE	Officer, MOH
19	Mrs Bouavone LUANGKHOT	VTE	Technician, DPWT
20	Mr Sonethavy PHIMMASANE	VTE	Vice Chief of Section, VUDAA
21	Mr Alounsay MINGBOUPPHA	VTE	Officer, Saysettha District
22	Mr Vilachith DUANGCHAN	VTE	Officer, DPWT
23	Mrs Khamlar THAMMAVONG	VTE	Officer, DONRE
24	Mrs Manoluck KEOMANIVONG	VTE	Cabinet Office, MONRE
25	Mr Boualomphone KHAMVONGSA	VTE	Department of Planning and Investment, MONRE
26	Mr. Susumu SHIMURA	LPPE	Team leader of LPPE project
27	Ms. Noriko OTSUKI	LPPE	Expert of LPPE project in charge of Environmental education
28	Mr Shinnosuke ODA	LPPE	Expert of LPPE project in charge of improving collection service and transportation
29	Mr. Yuji IWATSUKI	LPPE	Construction Supervisor
30	Mr SayyamungNANTHANAVONE	LPPE	Project's staff

31	Mr Saysavanh INTHAPANYA	LPPE	Project's staff
32	Ms. Malakhon SONETHAVONG	LPPO	Project assistant officer
33	Ms. Sherry IVYVALENZUELA	Nagoya University	Internship
34	Mr. Khamphet SAYYAVONG	VTE	National Television of Laos
35	Mr. Phetsavanh SISUMUNG	VTE	National Television of Laos
36	Mr Phoumy ORPHETSANE	LPB	Deputy Director of UDAA
37	Mrs Kaisone KEOPASERT	LPB	Chief Section of UDAA
38	Mr Sakdaphone KEOPHACHAN	LPB	Deputy chief of Section
39	Mr Khampadit PHONNACHITH	LPB	Staff of DONRE
40	Mrs Bounphuk INTAPANYA	XYB	Governor of XYB District
41	Mr. Bounthavy BOUNSOUHACK	XYB	Vice governor
42	Mr Pien CHANTHIP	XYB	Director of DONRE
43	Ms. Khamphiew PHANTHAVONG	XYB	Deputy Director of DONRE
44	Mr. Bounhom SENKHAM	XYB	Chief of Environmental Section
45	Mr. Kitsamone PHOTHILACK	XYB	Staff of DONRE
46	Ms. Souphapone	XYB	Staff of DONRE
47	Ms. Sonesavanh	XYB	Staff of DONRE
48	Mr Bounkhong PHONGSAVANH	XYB	President of UDAA
49	Mr Thonglan PHEUAPHOM	XYB	Deputy Director of UDAA
50	Mr. Farsananh THAMMAVONG	XYB	Chief of Unit ,UDAA
51	Mr Phutthanong SONEPHAN	XYB	Vice Chief of Unit ,UDAA
52	Mr Sayyasith SOMSY	XYB	Officer, UDAA
53	Mr Seth SOUKNAKHONE	XYB	Deputy Director of Trade Union
54	Mr. Phouvieng CHANTHIP	XYB	Chief of management section
55	Mr Sulisack KHAMON	XYB	Secretariat of Youth Union
56	Mr Bouachan VANPHAN	XYB	Deputy Director
57	Ms Thevy PHANLACK	XYB	Director of Women's Union
58	Mr Kapkeo SISUMLARN	XYB	Vice Chief of Division
59	Mr. Phouankham PHILAKETH	XYB	Vice Chief of Section, DPWT
60	Mr. Vilaysack LINTHAVONG	XYB	Staff of DPWT
61	Ms. Vilayvanh	XYB	Journalist
62	Ms. Shaly	XYB	Journalist
63	Mr. Letsamone	XYB	Journalist

Project Design Matrix (PDM₂)

Appendix 3

Project title: LPP Environmental Management Component

Target Area: Three pilot cities (Vientiane Capital, Luang Prabang District and Xayaboury District)

Period: August 2011-October 2015

Ver. 2

PDM₂ February 2013

Narrative Summary	Objectively verifiable indicators	Means of verification	Important assumptions
Project purpose Promotion of ESC in Laos is enhanced based on the AIESC.	The ESC Guidelines are widely used.	1. The number of cities formulated "Vision for ESC" 2. Established institutional arrangement for the dissemination of the ESC Guidelines and its Manual. 3. The number of cities newly registered as ESC.	1. Environmental policy of the Lao Government is not drastically changed.
Outputs 1 The Guidelines on ESC is formulated and disseminated based on the National Environmental Strategy 2020 and related strategies and action plans.	The ESC Guidelines is formulated and disseminated.	1. Formulated ESC Guidelines 2. The number of seminars/workshops held to disseminate the ESC Guidelines and the number of participating cities.	
2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	As shown in the detailed PDM table for output 2 & 3 below.	Same as on the left	
3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	1. EEA Program for SWM improvement in the three pilot cities is formulated. 2. As shown in the detailed PDM table for output 2 & 3 below.	1. Formulated EEA program 2. Same as on the left	
Activities 1.1 Basic environmental information of pilot cities are collected and analyzed 1.2 Laws, strategies and action plans for environmental management are collected and analyzed. 1.3 The best practices of UEM in ASEAN countries are reviewed and their applicability to Laos is analyzed. 1.4 The environment and development visions for the pilot cities are formulated. 1.5 The cooperation scenario for the environment and development of the pilot cities are formulated. (*1) 1.6 The ESC Guidelines of Laos are formulated.	Inputs <From Laos> 1. Counterpart personnel from the following organizations - MONRE - MPWT - Local offices of MONRE and MPWT - UDAAAs (VUDAA) in pilot cities - Other relevant organizations 2. Facilities - Offices for experts in Vientiane and pilot cities	<From Japan> 1. Experts of the following specialities - Team leader/urban environmental management - Deputy team leader/intermediate treatment/final disposal - Water environment management - Waste collection and transport - Community-based urban environmental management (1)/environmental education - Community-based urban environmental management (2)/pilot project	2. The price of materials, equipment and fuels is not drastically increased. 3. Security is maintained in the pilot cities.

1.7	The ESC Guidelines of Laos are finalized and the manual for the guidelines is prepared.	- Utilities such as electricity, water, sewerage, telephone, etc. of the offices.	- Baseline survey on urban environmental management	
1.8	Dissemination activities of the ESC Guidelines are implemented to other (non-pilot) cities.	- Data and information	2. Cost of necessary survey	
2.1	The pilot projects for urban environmental management are selected. (*2)	3. Operation cost	3. Provision of equipment if necessary	
2.2	The pilot projects are planned.		4. Support for operation cost	
2.3	The pilot projects are implemented.		5. Training opportunity in Japan and/or ASEAN countries	
2.4	The results of the pilot projects are presented.		<From ASEAN as expected>	
3.1	The best practices of community-based UEM in Laos are reviewed.		1. Experts to be dispatched on demand	Pre-conditions
3.2	The best practices of Community-based UEM in ASEAN Countries are reviewed and their applicability to Laos is analyzed.		2. Consultation and joint activities (study tour, data and information)	All relevant personnel participates the project.
3.3	The environmental education and awareness (EEA) programs for SWM improvement in the pilot cities are formulated.		3. Training opportunity in ASEAN countries (cost sharing with JICA)	
3.4	The EEA pilot projects to facilitate Activity 2.2 are planned.		4. Support for resource mobilization	
3.5	EEA Tools for SWM are developed and the implementation system is enhanced.			
3.6	The EEA pilot projects are implemented.			
3.7	The results of the EEA pilot project are analyzed.			
3.8	The EEA pilot projects are presented in collaboration with Activity 2.4			

(*1) Scenarios are to be formulated for SWM in Vientiane Capital, SWM in Luang Prabang District, SWM in Xayabouri District and water environment management in Vientiane Capital.

(*2) Pilot projects are to be implemented for the improvement of SWM in Vientiane Capital, Luang Prabang District and Xayabouri District.

【Objectively Verifiable Indicators and Means of Verifications of PDM(2) for Outputs 2 and 3 (Vientiane Capital)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. On-site composting is implemented in one or more new villages under the instruction of the C/P. 2. Recyclable waste is separately discharged in one or more new villages under the instruction of the C/P. 3. Plastic shopping bag reduction activities are started at one or more new local markets under the instruction of the C/P.	1. LPPE Progress Report 2. LPPE Progress Report 3. Survey of the local market
	Indicator 2.2. The solid waste collection system is improved. 1. Waste discharge and collection rule(s) are applied to one or more new villages under the instruction of the C/P. 2. The number of non-served households in one or more new villages reduces by 50% under the instruction of the C/P.	1. Information from the district officers 2. Information from the district officers
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee twice a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 VUDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of VTE's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>To be decided</u> 2. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: <u>To be decided</u> 3. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>To be decided</u> 4. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>To be decided</u>	1. POS 2. POS 3. POS 4. Information from the stalls

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
	Indicator 3.3. The residents cooperate with the waste collection system. 1. The rate of the households that follow the waste discharge and collection rule to all the households in all the pilot villages: 70%	1. POS

Note:

"New villages" or "new markets" mean the villages or markets which are selected as targets after the pilot projects in the initially selected villages or markets.
 POS: Public opinion survey

SW

[Signature]

【Objectively Verifiable Indicators and Means of Verifications of PDM(2) for Outputs 2 and 3 (Luang Prabang)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. On-site composting is implemented in one or more new villages under the instruction of the C/P. 2. Recyclable waste is separately discharged in one or more new villages under the instruction of the C/P. 3. More than 30 hotels participate in the off-site compost project or the plastic shopping bag reduction project. 4. Compost is produced at the off-site compost plant. 5. Plastic shopping bag reduction activities are started at one or more new local markets under the instruction of the C/P.	1. LPPE Progress Report 2. LPPE Progress Report 3. LPPE Progress Report 4. LPPE Progress Report 5. Survey of the local market
	Indicator 2.2. The solid waste collection system is improved. 1. A waste collection and transportation plan of LPB is formulated. 2. The activities of the existing collection improvement PP are implemented in one or more new villages under the instruction of the C/P. 3. The activities of the collection expansion PP are implemented in one or more new villages under the instruction of the C/P.	1. Waste collection and transportation plan 2. LPPE Progress Report 3. LPPE Progress Report
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee twice a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of LPB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.2. The residents participate the 3Rs activities. <ol style="list-style-type: none"> 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>To be decided</u> 2. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: <u>To be decided</u> 3. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>To be decided</u> 	<ol style="list-style-type: none"> 1. POS 2. POS 3. Information from the stalls
	Indicator 3.3. The residents cooperate with the waste collection system. <ol style="list-style-type: none"> 1. Waste management units are established in the of the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70% 3. The rate of the households that follow new waste discharge rules to all the households covered by the collection service expansion PP: 70% 	<ol style="list-style-type: none"> 1. Memorandums of unit establishment 2. POS 3. POS

Note: "New villages" or "new markets" mean the villages or markets which are selected as targets after the pilot projects in the initially selected villages or markets.
 POS: Public opinion survey

【Objectively Verifiable Indicators and Means of Verifications of PDM(2) for Outputs 2 and 3 (Xayabouri)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. On-site composting is implemented in one or more new villages under the instruction of the C/P. 2. Recyclable waste is separately discharged in one or more new villages under the instruction of the C/P. 3. Plastic shopping bag reduction activities are started at one or more new local markets under the instruction of the C/P.	1. LPPE Progress Report 2. LPPE Progress Report 3. Survey of the local market
	Indicator 2.2. The solid waste collection system is improved. 1. A waste collection and transportation plan of XYB is formulated. 2. The activities of the existing collection improvement PP are implemented in one or more new villages under the instruction of the C/P. 3. The activities of the collection expansion PP are implemented in one or more new villages under the instruction of the C/P.	1. Waste collection and transportation plan 2. LPPE Progress Report 3. LPPE Progress Report
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee twice a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of XYB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>To be decided</u> 2. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: <u>To be decided</u> 3. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>To be decided</u> 4. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>To be decided</u>	1. POS 2. POS 3. POS 4. Information from the stalls

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
	<p>Indicator 3.3. The residents cooperate with the waste collection system.</p> <ol style="list-style-type: none"> 1. Waste management units are established in the of the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70% 3. The rate of the households that follow new waste discharge rules to all the households covered by the collection service expansion PP: 70% 	<ol style="list-style-type: none"> 1. Memorandums of unit establishment 2. POS 3. POS

Note: "New villages" or "new markets" mean the villages or markets which are selected as targets after the pilot projects in the initially selected villages or markets.
 POS: Public opinion survey

Year	2011				2012				2013				2014				2015																							
Contract Term	Year 1				Year 2				Year 3				Year 4																											
	8	9	10	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	1	2	3	4	5	6	7	8	9	10	
0. Common Activities for All Outputs																																								
0.1 Preparation of IC/R	■																																							
0.2 Discussion on IC/R	■																																							
0.3 Capacity Assessment																																								
0.4 Preparation of P/R							■					■								■					■													■		
0.5 Wrap-up Workshop																																								■
1. Activities for Output 1																																								
1.1 Collection and Analysis of Basic Environmental Information of Pilot Cities																																								
1.2 Collection and Analysis of Laws, Strategies and Action Plans for Environmental Management																																								
1.3 Review of the Best Practices of UEM in ASEAN Countries and Analysis of Their Applicability to Laos																																								
1.4 Formulation of the Vision for ESC of the Pilot Cities																																								
1.5 Formulation of the Action Plan for the Environment and Development of the Pilot Cities																																								
1.6 Formulation of the ESC Guidelines of Laos																																								
1.7 Finalization of the ESC Guidelines of Lao and the Preparation of the Manual for the Guideline																																								
1.8 Dissemination activities of the ESC Guidelines are implemented to other (non-pilot) cities.																																								
2. Activities for Output 2																																								
2.1 Selection of Pilot Projects for Urban Environmental Management																																								
2.2 Formulation of the Plans for the Pilot Projects																																								
2.3 Implementation of the Pilot Projects																																								
2.4 Presentation of the Results of the Pilot Projects																																								
3. Activities for Output 3																																								
3.1 Review of the Best Practices of Community-based UEM in Laos																																								
3.2 Review of the Best Practices of Community-based UEM in A Countries and Analysis of Their Applicability to Laos																																								
3.3 Formulation of the Environmental Education and Awareness (EEA) Programs for SVM Improvement in the three pilot cities.																																								
3.4 Planning of the EEA Pilot Projects to Facilitate Activity 2.2																																								
3.5 Development of EEA Tools and Enhancement of the Implementation System																																								
3.6 Implementation of the EEA Pilot Projects																																								
3.7 Analysis of the Result of the BEA Pilot Projects																																								
3.8 Presentation of the EEA Pilot Project in Collaboration with Activity 2.4																																								

 Activities to be continued only by the counterparts.

VTE pilot project and Organization responsible

Appendix 5

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
1. "3Rs" are promoted at generation sources.	1.1 "3Rs" are promoted at generation sources to control the waste amount generation.	1.1.1 To reduce the amount of kitchen waste and garden waste at households.	Xaisethha district (1) B.None Sabang (2) B.Hougsouphab (3) B.Nonsavanh (4) B.Amone	-Study and selection of pilot area for on-site (home) composting	Done	SJET
				-Establish the management system (Assignment of staff)	Done	DONRE /priority area district
				-Selection of participating households	March 2013	DONRE/priority area district
				-Procurement of home compost barrels	April-May 2013	SJET
				-Designing the awareness raising tools (leaflet/equipment)	April-May 2013	DONRE
				-Procurement of awareness raising tools	April-May 2013	SJET
				-Distribution and instruction of home compost barrels	From May 2013	DONRE/priority area district
				-Dissemination to other area	From 2014	DONRE/priority area district
				-Study and selection of pilot area	Done	SJET
				-Making rule for collection of recyclable waste and designing the awareness raising tools (leaflet/equipment)	March-April 2013	DONRE/priority area district and VUDAA
		1.1.2 To collect recyclable waste separated at generation sources.		-Procurement of awareness raising tools	April-May 2013	SJET
				-Preparation of awareness program	April-May 2013	DONRE/priority area district
				-Implementation of the program	From May 2013	DONRE/priority area district
				-Dissemination to other area	From 2014	DONRE/priority area district
				-Study and selection of pilot area and pilot shops/markets	Done	SJET
2. Waste collection and transportation system is improved to keep the city clean and raise its efficiency.	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system	Xaisethha district (1) B.None Sabang (2) B.Hougsouphab (3) B.Nonsavanh (4) B.Amone	-Making rule for reducing of the use of plastic bags and designing the awareness raising tools (leaflet/equipment)	March-April 2013	DONRE/priority area district
				-Procurement of awareness raising tools	April-May 2013	SJET
				-Preparation of awareness program	April-May 2013	DONRE/priority area district
				-Implementation of the program	From May 2013	DONRE/priority area district
				-Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/priority area district
				-Study of existing waste collection system	Done	SJET
				-Identification of the waste to be collected	Done	VUDAA/priority area district
				-Selection of the priority area where new waste collection plan is implemented	Done	VUDAA/priority area district
				-Formulation of the new waste collection plan based on the waste to be collected and the area	March-April 2013	VUDAA/priority area district
				-Procurement of leaflet / necessary equipment	April-May 2013	SJET
		2.1.2 Improvement of existing waste		-Implementation new waste collection plan at the priority area	From May 2013	VUDAA/priority area district
				-Study the existing waste discharge system at the priority area	Done	SJET

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
		discharge system		-Plan of the new waste discharge rule based on the waste to be collected and the area	March-April 2013	VUDAA/priority area district
		-Publicity of the waste discharge rule		April-May 2013	VUDAA/priority area district	
		-Procurement of leaflet / necessary material		April-May 2013	VUDAA/priority area district	
		-Implementation and monitoring of the waste discharge		From May 2013	VUDAA/priority area district	
	2.2 Expansion of waste collection service area.	2.2.1Expansion of waste collection system	Xaisethha district (1) B.None Sabang (2) B.Hougsouphab (3) B.Nonsavanh (4) B.Amone	-Clarifying non collection area	Done	SJET
				-Study of the demanding of waste collection service	Done	SJET
				-Selection of the priority area where new waste collection plan is implemented	Done	VUDAA/priority area district
				-Formulation of the new waste collection plan based on the waste to be collected and the area	March-April 2013	VUDAA/priority area district
				-Procurement of waste collection equipment	April-May 2013	SJET
				-Implementation new waste collection plan at the priority area	From May 2013	VUDAA/priority area district
				-Dissemination to other area	From 2014	VUDAA/priority area district
		2.2.2 Establishment of waste discharge rule in waste collection expansion area	Xaisethha district (1) B.None Sabang (2) B.Hougsouphab (3) B.Nonsavanh (4) B.Amone	-Study existing condition at the priority area	Done	SJET
				-Plan of the new waste discharge rule at the priority area	March-April 2013	VUDAA/priority area district
				-Publicity of the waste discharge rule	April-May 2013	VUDAA/priority area district
				-Implementation and monitoring of the waste discharge	April-May 2013	VUDAA/priority area district
				-Procurement of waste discharge equipment	May 2013	SJET
				-Dissemination to other area	From 2014	VUDAA/priority area district
	2.3 The proper plan of waste transfer is studied and improved to manage the waste transfer efficiently.	2.3.1 To study and introduce the new transfer station.	-	-No pilot project	-	Seeking for the candidate site by VUDAA and DPWT
	2.4 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.	2.4.1 To improve existing finance system regarding waste collection and transfer.		-Study existing waste collection fee system		SJETA/VUDAA
				-Revise the fee system. -Put the new fee system into force.		

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
3. Final disposal system is improved to mitigate adverse impacts on the surrounding areas.	3.1 The final disposal site is managed properly to discharge waste properly.	3.1.1 To instruct the proper management of existing final disposal site.	KM32 existing landfill site	-Study and plan of improvement of KM32 disposal site	Done	SJET
				-Procurement of concrete plate	Done	SJET
				-Installation of concrete plate at KM32 disposal site	Done	VUDAA
				-Improvement of access road at KM32 disposal site	Done	SJET
				-Establishment of buffer zone	Done	SJET
				-Preparation of operation plan of KM32 disposal site	From March 2013	SJET
				-Operation of proper landfill site by according to SJET instruction	From March 2013	VUDAA
				-Supplying fuel for heavy equipment	From March 2013	VUDAA
				-Assignment of civil engineer at KM32 disposal site	From March 2013	VUDAA
				-Establishment of monitoring system	From March 2013	MONRE/DONRE
				-Study of waste pickers current condition	Done	SJET
				-Procurement of ID card/ vaccine injection	From March 2013	SJET
				-Organizing the waste pickers/ID card	From March 2013	VUDAA
				-Implementation of vaccine injection for waste pickers	From March 2013	VUDAA
		3.1.2 To manage waste pickers and improve their working condition		-Study and plan of septic tank sludge treatment	Done	SJET
	3.2 The sewage from septic tank is treated properly to mitigate around aquatic impact.	3.2.1 To introduce and manage the proper treatment facility for the sewage from septic tanks		-Construction of septic tank sludge treatment facility	March-May 2013	SJET
				-Operation of septic tank sludge treatment facility	From March 2013	VUDAA
	3.3 The sound finance is established to manage the final disposal site properly.	3.3.1 To improve the finance system regarding the final disposal site.		-Study existing waste collection fee system -Revise the fee system. -Put the new fee system into force.		SJET/VUDAA
4. Health care waste management is improved.	4.1 Health care waste is separated properly to prevent the expansion of infectious pathogen at generation sources.	4.1.1 To establish the separation rule of health care waste at generation source and monitoring system.		-Preparation of waste separation guidelines.		MOH (this is outside of LPPE)
				-Instruction and monitoring of waste separation using the guidelines to hospitals		DOH (this is outside of LPPE)
				-Confirmation of hospitals which use the incineration service (PP's target hospitals) and establish the infectious waste incineration committee by September 2013		DONRE, DOH, VUDAA and target hospitals

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
				-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring--		DONRE (confirmation is required if such monitoring at generation sources is in the scope of its jurisdiction)--
				-Preparation of plan of waste containers distribution		DOH and hospitals--
				-Appraisal of the container distribution plan and procurement of containers for the target hospitals		SJET
				-Implementation of waste separation following the guidelines.		Target hospitals
				-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring--		DONRE
				-Giving advices--		SJET
	4.2 Health care waste is transferred properly to prevent the expansion of infectious pathogen in the town.	4.2.1 To establish the collection and transportation system of health care waste and monitoring system.	Targets medical institutions (MIs)	-Preparation of the plan to collect and transport infectious and non-infectious waste from target hospitals (such as date of the week for collection, transportation route, waste delivery recording format, etc.)	From February 2013-	VUDAA
				-Implementation of the collection and transportation plan	From March 2013	VUDAA
				-Preparation of monitoring sheets and implementation of monitoring	From March 2013	DONRE
				-Giving advices	From February 2013-	SJET
	4.3 Health care waste is disposed properly to prevent the expansion of infectious pathogen at the disposal site.	4.3.1 To establish the treatment and disposal system of health care waste and monitoring system.	KM32 existing landfill site	-Operation system establishment (assignment of personnel, operation recording format, procedure of waste reception, procedure of waste residue removal, etc.)	February 2013-	VUDAA
				-Operation and maintenance .	From March 2013	VUDAA
				-Preparation of monitoring sheets and implementation of monitoring	From March 2013	DONRE
				-Giving advices	From February 2013-	SJET
	4.4 The sound finance is established to manage the treatment of health care waste properly.	4.4.1 To establish sound finance system regarding treatment of health care waste.		-Establishment of pricing and payment rules--		DONRE, DOH, VUDAA and target hospitals (committee)
				-Implementation of pricing and payment rules		VUDAA and hospitals
				-Keeping the account of the PP and reporting it to the committee--		VUDAA
				-Review of the financial sustainability and revision of pricing if necessary		DONRE, DOH, VUDAA and target hospitals (committee)
				-Giving advices--		SJET
5. Institutional system improvement	5.1 The responsibilities that	5.1.1 To codify the responsibilities of each	VTE Capital	-Study existing decrees, regulations and rules	March-December 2013	SJET

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
	the relevant stakeholders should bear to achieve a goal of SWM are clarified.	stakeholder and build consensus.		-Examination of improvement needs on decrees, regulations and rules	March-December 2013	SJET/VUDAA/DONRE
				- Preparation of proposals for decrees, regulations and rules necessary for SWM improvement	June-December 2013	VUDAA/DONRE/SJET
				-Put the proposal into force.	From 2014	VUDAA/DONRE
	5.2 Financial system necessary for proper SWM is improved.	5.2.1 Preparation of proposals for financial system improvement necessary for SWM improvement	VTE Capital	-Study existing financial system		
				-Examination of improvement needs on the financial system.	March-December 2013	SJET
				-Preparation of proposals for for financial system improvement	June-December 2013	VUDAA/DONRE/SJET
				-Put the new fee system into force.	From 2014	VUDAA/DONRE

LPB pilot project and Organization responsible

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
1."3Rs" are promoted	1.1"3Rs" are promoted at on-site to control the waste amount generation.	1.1.1 To reduce the amount of kitchen waste and garden waste at households	(1)B.Vat Thath: (2)B.Phongvon:	-Study and selection of pilot area for on-site (home) composting	Done	SJET
				-Establish the management system (Assignment of staff)	March 2013	DONRE/UDAA
				-Selection of participating households	March 2013	DONRE/UDAA
				-Procurement of home compost barrels	April-May 2013	SJET
				-Designing the awareness raising tools (leaflet/equipment)	April-May 2013	DONRE/UDAA
				-Procurement of awareness raising tools	April-May 2013	SJET
				-Distribution and instruction of home compost barrels	From May 2013	DONRE/UDAA
				-Dissemination to other area	From 2014	DONRE/UDAA
		1.1.2 To collect recyclable waste separated at generation sources.	(1)B.Phongvon:	-Study and selection of pilot area	Done	SJET
				-Making rule for collection of recyclable waste and designing the awareness raising tools (leaflet/equipment)	March-April 2013	DONRE/UDAA
				-Procurement of awareness raising tools	April-May 2013	SJET
				-Preparation of awareness program	April-May 2013	DONRE/UDAA
	1.2 Recycling is promoted at off-site by composting.	1.1.3 To avoid using excess packages such as plastic shopping bags.	(1)B. Pakham (Thaheua market) (2) Hotels registered to association	-Implementation of the program	April-May 2013	DONRE/UDAA
				-Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/UDAA
				-Study and selection of pilot area and pilot shops/markets	Done	SJET
				-Making rule for reducing of the use of plastic bags and designing the awareness raising tools (leaflet/equipment)	March-April2013	DONRE/UDAA
				-Procurement of awareness raising tools	April-May 2013	SJET
				-Preparation of awareness program	April-May 2013	DONRE/UDAA
				-Implementation of the program	From May 2013	DONRE/UDAA
				-Dissemination to other area	From 2014	DONRE/UDAA
2.Waste collection system is improved through the strengthening of collection service capacity and	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system	(1)B.Hua Xieng (2)B. Wat Thad (3)B.A Phay	-Study and plan of off-site compost	Done	SJET
				-Selection of participating hotels, guest houses and restaurants	March 2013	DONRE/UDAA
				-Construction of compost plant	March-May 2013	SJET
				-Implementation of organic waste collection and operation of off-site composting	From May 2013	UDAA
				-Study of existing waste collection system	Done	SJET
				-Identification of the waste to be collected	Done	UDAA
				-Selection of the priority area where new waste collection plan is implemented	Done	UDAA
				-Formulation of the new waste collection plan based on the waste to be collected	March-April 2013	UDAA

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
enhancement of public cooperation		2.1.2 Improvement of existing waste discharge system	(1)B.Hua Xieng (2)B.Wat Thad (3)B.A Phay	and the area		
				-Procurement of leaflet / necessary material	April-May 2013	SJET
				-Implementation new waste collection plan at the priority area	From May2013-	UDAA
				-Dissemination to other area	From 2014	UDAA
				-Study the existing waste discharge system at the priority area	Done	SJET
				-Plan of the new waste discharge rule based on the waste to be collected and the area	March-April 2013	UDAA
				-Publicity of the waste discharge rule	April-May 2013	UDAA
				-Procurement of leaflet / necessary equipment	April-May 2013	UDAA
				-Implementation and monitoring of the waste discharge	From May2013-	UDAA/DONRE
				-Dissemination to other area	From 2014	UDAA
	2.2 Expansion of waste collection service area.	2.2.1 Expansion of waste collection system	To be decided:	-Clarifying non collection area	Done	SJET
				-Construction of workshop building	March -May2013	SJET
				-Procurement of equipment and material for making 5m3 container	March -May2013	SJET
				-To make 5m3 container	March -May2013	UDAA
				-Study of the demanding of waste collection service	April 2013	SJET
				-Selection of the priority area where new waste collection plan is implemented	May 2013	UDAA
				-Formulation of the new waste collection plan based on the waste to be collected and the area	June 2013	UDAA
				-Implementation new waste collection plan at the priority area	From July 2013	UDAA
				-Dissemination to other area	From 2014	UDAA
		2.2.2Establishment of waste discharge rule in waste collection expansion area	To be decided:	-Plan of the new waste discharge rule at the priority area (including fee collection)	June 2013	UDAA
				-Publicity and discussion about the waste discharge rule (including fee collection)	June 2013	UDAA
				-Procurement of discharge equipment	July 2013	UDAA
				-Implementation and monitoring of the waste discharge	From July 2013	UDAA
				-Dissemination to other area	From 2014	UDAA
		2.3 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.		-Study existing waste collection fee system		SJET/UDAA
				-Revise the fee system		
				-Put the new fee system into force.		

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
3. Final disposal system is improved to mitigate adverse impacts on the surrounding areas.	3.1 The final disposal site is managed properly to dispose of waste properly.	3.1.1 To instruct the proper management of existing final disposal site.	KM8 existing disposal site	-Study and plan of improvement of KM8 disposal site	Done	SJET
				-Procurement of concrete plate	Done	SJET
				-Installation of concrete plate at KM8 disposal site	Done	UDAA
				-Construction of new access road at KM8 disposal site	Done	SJET
				-Construction of new disposal cell	Done	SJET
				-Site clearance for weigh bridge	Done	UDAA
				-Installation of weigh bridge	Done	SJET
				-Operation of weigh bridge	From March 2013-	UDAA
				-Preparation of operation plan of KM8 disposal site	From March 2013-	SJET
				-Operation of proper landfill site by according to SJET instruction	From March 2013-	UDAA
				-Supplying fuel for heavy equipment	From March 2013-	UDAA
				-Assignment of civil engineer at KM8 disposal site	From March 2013-	UDAA
				-Establishment of monitoring system	From March 2013-	MONRE/DONRE
	3.1.2 To manage waste pickers and improve their working condition	3.1.2 To manage waste pickers and improve their working condition	KM8 existing disposal site	-Study of waste pickers current condition	Done	SJET
				-Procurement of ID card/ vaccine injection	From March 2013-	SJET
				-Organizing the waste pickers/ID card	From March 2013-	UDAA
				-Implementation of vaccine injection for waste pickers	From March 2013-	UDAA
	3.1.3 The feasible study at expected candidate site for new final disposal site in accordance with development plan, if necessary	3.1.3 The feasible study at expected candidate site for new final disposal site in accordance with development plan, if necessary	-	-No pilot project at this moment	-	None
	3.2 The sewage from septic tank is treated properly to mitigate around aquatic impact.	3.2.1 To introduce and manage the proper treatment facility for the sewage from septic tanks	KM8 existing disposal site	-Study and plan of septic tank sludge treatment	Done	SJET
				-Construction of septic tank sludge treatment facility	March-May 2013	SJET
				-Operation of septic tank sludge treatment facility	From May 2013	UDAA
	3.3 The sound finance system is established to manage the final disposal site properly.	3.3.1 To improve the system regarding the final disposal site.		-Study existing waste collection fee system -Revise the fee system. -Put the new fee system into force.		SJET/UDAA
4. Health care waste management is	4.1 Health care waste is separated properly.	4.1.1 To establish the separation rule of		-Preparation of waste separation guidelines.		MOH (this is outside of LPPE)

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
improved.	to prevent the expansion of infectious pathogen at generation sources.	health care waste at generation source and monitoring system.		-Instruction and monitoring of waste separation using the guidelines to hospitals		DOH (this is outside of LPPB)
				-Confirmation of hospitals which use the incineration service (PP's target hospitals) and establish the infectious waste incineration committee		DONRE, DOH, UDAA and target hospitals
				-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring.		DONRE (confirmation is required if such monitoring at generation sources is in the scope of its jurisdiction)
				-Preparation of plan of waste containers distribution		DOH and hospitals
				-Appraisal of the container distribution plan and procurement of containers for the target hospitals		SJET
				-Implementation of waste separation following the guidelines.		Target hospitals
				-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring.		DONRE
				-Giving advices		SJET
	4.2 Health care waste is transferred properly to prevent the expansion of infectious pathogen in the town.	4.2.1 To establish the collection and transportation system of health care waste and monitoring system.	Targets medical institutions (MIs)	-Preparation of the plan to collect and transport infectious and non-infectious waste from target hospitals (such as date of the week for collection, transportation route, waste delivery recording format, etc.)	From March 2013-	UDAA
				-Implementation of the collection and transportation plan	From March 2013-	UDAA
				-Preparation of monitoring sheets and implementation of monitoring	From March 2013-	DONRE
				-Giving advices	From February 2013-	SJET
	4.3 Health care waste is disposed properly to prevent the expansion of infectious pathogen at the disposal site.	4.3.1 To establish the treatment and disposal system of health care waste and monitoring system.	Incinerator at Provincial hospital	-Operation system establishment (assignment of personnel, operation recording format, procedure of waste reception, procedure of waste residue removal, etc.)	February 2013-	UDAA
				-Operation and maintenance.	From March 2013-	UDAA
				-Preparation of monitoring sheets and implementation of monitoring	From March 2013-	DONRE
				-Giving advices	From February 2013-	SJET
	4.4 The sound finance is established to manage the treatment of health care waste properly.	4.4.1 To establish sound finance system regarding treatment of health care waste.		-Establishment of pricing and payment rules		DONRE, DOH, UDAA and target hospitals (committee)
				-Implementation of pricing and payment rules		UDAA and hospitals
				-Keeping the account of the PP and reporting it to the committee		UDAA

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
				-Review of the financial sustainability and revision of pricing if necessary		DONRE, DOH, UDAA and target hospitals (committee)
				-Giving advices-		SJET
5. Institutional system improvement	5.1 The responsibilities that the relevant stakeholders should bear to achieve a goal of SWM are clarified.	5.1.1 To codify the responsibilities of each stakeholder and build consensus.	LPB District	-Study existing decrees, regulations and rules	March-December 2013	SJET
				-Examination of improvement needs on decrees, regulations and rules	March-December 2013	SJET/UDAA/DONRE
				- Preparation of proposals for decrees, regulations and rules necessary for SWM improvement	June-December 2013	UDAA/DONRE/SJET
				-Put the proposal into force.	From 2014	UDAA/DONRE
	5.2 Financial system necessary for proper SWM is improved.	5.2.1 Preparation of proposals for financial system improvement necessary for SWM improvement	LPBB District	-Examination of improvement needs on the financial system.	March-December 2013	SJET
				-Preparation of proposals for for financial system improvement	June-December 2013	UDAA/DONRE/SJET
				-Put the new fee system into force.	From 2014	UDAA/DONRE

XYB pilot project and Organization responsible

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
1."3Rs" are promoted at generation sources.	1.1 "3Rs" are promoted at generation sources to control the waste amount generation.	1.1.1 To reduce the amount of kitchen waste and garden waste at households.	(1)B.Thinh (2)B.Phapoom (3) B.Natono	-Study and selection of pilot area for on-site (home) composting	Done	SJET
				-Establish the management system (Assignment of staff)	March 2013	DONRE/UDAA
				-Selection of participating households	March 2013	DONRE/UDAA
				-Procurement of home compost barrels	April-May 2013	SJET
				-Designing the awareness raising tools (leaflet/equipment)	April-May 2013	DONRE/UDAA
				-Procurement of awareness raising tools	April-May 2013	SJET
				-Distribution and instruction of home compost barrels	From May 2013	DONRE/UDAA
				-Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/UDAA
		1.1.2 To collect recyclable waste separated at generation sources.		-Study and selection of pilot area	Done	SJET
				-Making rule for collection of recyclable waste and designing the awareness raising tools (leaflet/equipment)	March-April 2013	DONRE/UDAA
				-Procurement of awareness raising tools	April-May 2013	SJET
				-Preparation of awareness program	April-May 2013	DONRE/UDAA
				-Implementation of the program	April-May 2013	DONRE/UDAA
				-Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/UDAA
		1.1.3 To avoid using excess packages such as plastic shopping bags.	(1)B.Thinh (2)B.Phapoom (3)B.Natono (4)Xayabouri market	-Study and selection of pilot area and pilot shops/markets	Done	SJET
				-Making rule for reducing of the use of plastic bags and designing the awareness raising tools (leaflet/equipment)	March 2013	DONRE/UDAA
				-Procurement of awareness raising tools	April-May 2013	SJET
				-Preparation of awareness program	April-May 2013	DONRE/UDAA
				-Implementation of the program	From May 2013	DONRE/UDAA
				-Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/UDAA
2.Waste collection system is gradually improved to keep the city clean.	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system	(1)B. Simuang Khoun (2)B. Done Mai (3)B. Boung (4)B. Kaeng (5)B. Na Tor Noi	-Study of existing waste collection system	Done	SJET
				-Identification of the waste to be collected	Done	UDAA
				-Selection of the priority area where new waste collection plan is implemented	Done	UDAA
				-Formulation of the new waste collection plan based on the waste to be collected and the area	March-April 2013	UDAA
				-Procurement of leaflet / necessary material	April-May 2013	SJET

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
		2.1.2 Improvement of existing waste discharge system	(1)B. Simuang Khoun (2)B. Done Mai (3)B. Boung (4)B. Kaeng (5)B. Na Tor Noi	-Implementation new waste collection plan at the priority area	From May2013	UDAA
				-Dissemination to other area	From 2014	UDAA
				-Study the existing waste discharge system at the priority area	Done	SJET
				-Plan of the new waste discharge rule based on the waste to be collected and the area	March-April 2013	UDAA
				-Publicity of the waste discharge rule	April-May 2013	UDAA
				-Procurement of leaflet / necessary equipment	April-May 2013	UDAA
				-Implementation and monitoring of the waste discharge	From May2013-	UDAA/DONRE
				-Dissemination to other area	From 2014	UDAA
				-Clarifying non collection area	Done	SJET
				-Construction of work shop building	March -May2013	SJET
	2.2 Expansion of waste collection service area.	2.2.1Expansion of waste collection system	To be decided:	-Procurement of equipment and material for making 5m3 container	March -May2013	SJET
				-To make 5m3 container	March -May2013	UDAA
				-Study of the demanding of waste collection service	April 2013	SJET
				-Selection of the priority area where new waste collection plan is implemented	May 2013	UDAA
				-Formulation of the new waste collection plan based on the waste to be collected and the area	June 2013	UDAA
				-Implementation new waste collection plan at the priority area	From July 2013	UDAA
				-Dissemination to other area	From 2014	UDAA
		2.2.2Establishment of waste discharge rule in waste collection expansion area	To be decided:	-Plan of the new waste discharge rule at the priority area (including fee collection)	June 2013	UDAA
				-Publicity and discussion about the waste discharge rule (including fee collection)	June 2013	UDAA
				-Procurement of discharge equipment	July 2013	UDAA
				-Implementation and monitoring of the waste discharge	From July 2013	UDAA
				-Dissemination to other area	From 2014	UDAA
	2.3 The sound finance of Solid Waste Management is established to manage proper waste collection and transfer.	2.3.1 To improve existing finance system regarding waste collection and transfer.		-Study existing waste collection fee system-		SJET/UDAA
				-Revise the fee system-		
				-Put the new fee system into force.		
3. Final disposal system is gradually improved in accordance with the	3.1The final disposal site is managed properly to dispose of waste	3.1.1 To instruct the proper management of existing final disposal site.	KM9 existing disposal site	-Study and plan of improvement of KM9 disposal site	Done	SJET
				-Procurement of concrete plate	Done	SJET
				-Installation of concrete plate at KM9	Done	UDAA

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
increase of waste collection amount.	properly.			disposal site		
				-Construction of site office	February 2013	SJET
				-Operation of site office	From March2013-	UDAA
				-Preparation of operation plan of KM9 disposal site	From March2013-	SJET
				-Operation of proper landfill site by according to SJET instruction	From March2013-	UDAA
				-Supplying fuel for heavy equipment	From March2013-	UDAA
				-Assignment of staff and guards at KM disposal site	From March2013-	UDAA
		3.1.2 To manage waste pickers and improve their working condition	KM9 existing disposal site	-Establishment of monitoring system	From March2013-	MONRE/DONRE
				-Study of waste pickers current condition	Done	SJET
				-Procurement of ID card/ vaccine injection	From March2013-	SJET
				-Organizing the waste pickers/ID card	From March2013-	UDAA
		3.2 The sewage from septic tank is treated properly to mitigate around aquatic impact.	KM9 existing disposal site	-Implementation of vaccine injection for waste pickers	From March2013-	UDAA
				-Study and plan of septic tank sludge treatment	Done	SJET
				-Improvement of septic tank sludge treatment facility	March-May 2013	SJET
4. Health care waste management is improved.	4.1 Health care waste is separated properly to prevent the expansion of infectious pathogen at generation sources.	3.3 The sound finance is established to manage the final disposal site properly.	3.3.1 To improve the finance system regarding the final disposal site.	-Operation of septic tank sludge treatment facility	From May2013	UDAA
				-Study existing waste collection fee system -Revise the fee system. -Put the new fee system into force.		SJET/UDAA
		4.1.1 To establish the separation rule of health care waste at generation source and monitoring system.		-Preparation of waste separation guidelines.		MOH (this is outside of LPPE)
				-Instruction and monitoring of waste separation using the guidelines to hospitals		DOH (this is outside of LPPE)
				-Confirmation of hospitals which use the infectious waste pit (PP's target hospitals) and establish the infectious waste safe disposal committee		DONRE, DOH, UDAA and target hospitals
				-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring.		DONRE (confirmation is required if such monitoring at generation sources is in the scope of its jurisdiction)
				-Preparation of plan of waste containers distribution		DOH and hospitals
				-Appraisal of the container distribution plan and procurement of containers for the target hospitals		SJET
				-Implementation of waste separation following the guidelines.		Target hospitals

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
	4.2 Health care waste is transferred properly to prevent the expansion of infectious pathogen in the town.	4.2.1 To establish the collection and transportation system of health care waste and monitoring system.	Targets medical institutions (MIs)	-Preparation of monitoring sheets to monitor waste separation practices at the target hospitals and implementation of monitoring.		DONRE
				-Giving advices		SJET
				-Preparation of the plan to collect and transport infectious and non-infectious waste from target hospitals (such as date of the week for collection, transportation route, waste delivery recording format, etc.)	From March 2013-	UDAA
				-Implementation of the collection and transportation plan	From March 2013-	UDAA
				-Preparation of monitoring sheets and implementation of monitoring	From March 2013-	DONRE
				-Giving advices	From March 2013-	SJET
			KM9 existing landfill site	-Operation system establishment (preparation of infectious waste pit, instruction to site operators, operation recording format, procedure of waste reception, etc.)	From March 2013-	UDAA
				-Operation and maintenance. (to be started by March 2013)	From March 2013-	UDAA
				-Preparation of monitoring sheets and implementation of monitoring	From March 2013-	DONRE
				-Giving advices	From March 2013-	SJET
		4.4-The sound-finance is established to manage the treatment of health-care waste properly.		-Establishment of pricing and payment rules		DONRE, DOH, UDAA and target hospitals (committee)
				-Implementation of pricing and payment rules		UDAA and hospitals
				-Keeping the account of the PP and reporting it to the committee		UDAA
				-Review of the financial sustainability and revision of pricing if necessary		DONRE, DOH, UDAA and target hospitals (committee)
5. Institutional system improvement	5.1 The responsibilities that the relevant stakeholders should bear to achieve a goal of SWM are clarified.	5.1.1 To codify the responsibilities of each stakeholder and build consensus.	XYB District	-Giving advices		SJET
				-Study existing decrees, regulations and rules	March-December 2013	SJET
				-Examination of improvement needs on decrees, regulations and rules	March-December 2013	SJET/UDAA/DONRE
				- Preparation of proposals for decrees, regulations and rules necessary for SWM improvement	June-December 2013	UDAA/DONRE/SJET
	5.2 Financial system necessary for proper SWM is improved.	5.2.1 Preparation of proposals for financial system improvement necessary for SWM	XYB District	-Put the proposal into force.	From 2014	UDAA/DONRE
				-Examination of improvement needs on the financial system.	March-December 2013	SJET
				-Preparation of proposals for financial system improvement	June-December 2013	UDAA/DONRE/SJET

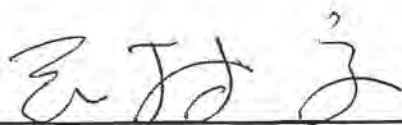
Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
		improvement		-Put the new fee system into force.	From 2014	UDAA/DONRE

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**MINUTES OF MEETINGS
FOR
THE FIFTH TECHNICAL COMMITTEE
ON
THE ENVIRONMENTAL MANAGEMENT COMPONENT OF
THE LAOS PILOT PROGRAM FOR NARROWING THE DEVELOPMENT GAP
TOWARDS ASEAN INTEGRATION**

Luang Prabang, 20th August 2013



Mr. Susumu SHIMURA

Team Leader of Short-term JICA Expert

Team for Environmental Component of LPP



Mr. Vanhxay PHIOMANYVONE

Project Manager of the C/P Team

Ministry of Natural Resources and Environment

The Fifth Technical Committee Meeting on the Project

The fifth technical committee meeting of “the Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” (hereinafter referred to as the Project) was held on the 20th August 2013 at Agriculture and Forestry Meeting Room of Luang Prabang Province. The Project Manager of the C/P Team, Mr Vanhxay PHIOMANYVONE Deputy Director of Pollution Management Division, Pollution Control Department of Ministry of Natural Resource and Environment (hereinafter referred to as PCD of MONRE), chaired the meeting.

1. INTRODUCTION

The fifth technical committee meeting was preceded according to the agenda as shown in Appendix 1. A list of officials attending the meeting is given in Appendix 2

2. ISSUES AND DECISIONS

2.1 Amendment of Member of Counterpart (C/P) Team

The Project Manager informed that the appointments of following members as the counterpart (C/P) personnel were amended in accordance with personal changes by Agreement on Appointment of Staff to LPPE issued by DG of PCD, MONRE on 31st July 2013.

Assignment	Name	Position and Organization
Project Manager	Mr. Vanhxay PHIOMANYVONE	Deputy Director of Pollution Management Division, PCD, MONRE
Project Coordinator	Mr. Noudeng VONGDALA	Staff of Pollution Management Division, PCD, MONRE
Project Coordinator	Mr. Sivanh KHONESAVANH	Staff of Pollution Management Division, PCD, MONRE
Project Coordinator	Mr. Nakkkalin VORASARN	Staff of Technical Support Division, PCD, MONRE
Project Coordinator	Ms. Phatsada KHOUNPHONEPAKDI	Staff of Pollution Management Division, PCD, MONRE

Table1: Amended Member of Counterpart (C/P) Team

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
1.5 Formulation of the Cooperation Scenario for the Environment and Development of the Pilot Cities	Deputy Director of Pollution Management Division, PCD, MONRE Mr. Vanhxay PHIOMANYVONE	Department of Natural Resources and Environment of VTE: 1. Mr. Vilavong KENSOULINE 2. Mrs. Khamla Thamavong Department of Public Works and Transport of VTE: 1. Mr. Somkhit Meungpak 2. Ms. Bouavone Luangkho Vientiane Urban Development and Administration: 1. Mr. Sonethavy Phimmasane 2. Mr. Kaysone Chanthathath	Department of Natural Resources and Environment of LPB Mr. Chanthavong Phonnachit Urban Development Administration Authority Mr. Phoumy Orpethsa	Department of Public Works and Transport of XYB: Mr. PhouangKham PHILAKET
1.6 Review of the ESC Guidelines of Laos	Deputy Director of Pollution Management Division, PCD, MONRE Mr. Vanhxay PHIOMANYVONE	Department of Natural Resources and Environment of VTE: 1. Mr. Vilavong KENSOULINE 2. Mrs. Khamla Thamavong Department of Public Works and Transport of VTE: 1. Mr. Sonethavy Phimmasane 2. Mr. Kaysone Chanthathath Vientiane Urban Development and Administration: 1. Mr. Sonethavy Phimmasane 2. Mr. Kaysone Chanthathath	Department of Natural Resources and Environment of LPB Mr. Chanthavong Phonnachit Urban Development Administration Authority Mr. Phoumy Orpethsa Department of Public Works and Transport of LPB: Mr. Bounpheng Chithaphone	District vice governor of XYB district Mr. SomNuk Xaynathee Department of Public Works and Transport of XYB: Mr. PhouangKham PHILAKET
1.7 Finalization of the	Deputy Director of Pollution Management	Department of Natural Resources and Environment of VTE:	Department of Natural Resources and Environment of LPB	Urban Development and Administration Agency:

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Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
ESC Guidelines of Laos and the Preparation of the Manual for the Guidelines	<u>Division, PCD, MONRE</u> Mr. Vanhxay PHIOMANYVONE	1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOUJINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dethsongkham Thamavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthathath	Mr.Chanthavong Phonnachit	Mr Bounkhong Phongsavanli
1.8 Dissemination of the ESC Guidelines to other (non-pilot) cities	<u>Deputy Director of Pollution Management Division, PCD, MONRE</u> Mr. Vanhxay PHIOMANYVONE	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOUJINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dethsongkham Thamavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthathath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit	<u>Urban Development and Administration Agency:</u> Mr Bounkhong Phongsavanli
2.2 Planning of the Pilot Projects	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Noudeng VONGDALA and Mr. Sivanh KHONESAVANH	<u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thamavong 2. Mr. Oudone Ngengvannavong 2. Ms. Bouavone Luangkhot 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthathath	<u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsan <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr.Phathanong Sonephan
2.3 Implementation of the Pilot Projects	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Noudeng VONGDALA, Mr. Sivanh KHONESAVANH and Ms. Phatsada KHOUNPHONEPAKDI	<u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thamavong 2. Mr. Oudone Ngengvannavong 2. Ms. Bouavone Luangkhot 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthathath	<u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsan <u>Urban Development Administration Authority</u> Ms.Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr.Phathanong Sonephan
2.4 Presentation of the Results of the Pilot Projects	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Noudeng VONGDALA and Mr. Sivanh KHONESAVANH	<u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thamavong 2. Mr. Oudone Ngengvannavong 2. Ms. Bouavone Luangkhot 3. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthathath	<u>Department of Natural Resources and Environment of LPB</u> Mr.Chanthavong Phonnachit <u>Urban Development Administration Authority</u> Mr.Phoumy Orpethsan	<u>Urban Development and Administration Agency:</u> Mr.Phathanong Sonephan
3.3 Formulation of the Environmental Education and Awareness Program for SWM Improvement in the three pilot cities	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Noudeng VONGDALA and Mr. Sivanh KHONESAVANH	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOUJINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dethsongkham Thamavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhith Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Nounsone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthathath	<u>Department of Public Works and Transport of LPB:</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr. Phathanong Sonephan
3.4 Planning of the EEA	<u>Staff of Pollution Management Division,</u>	<u>Department of Natural Resources and Environment of VTE:</u>	<u>Department of Public Works and Transport of LPB:</u>	District vice governor of XYB district

Activities	Central Government	Vientiane Capital (VTN)	Luang Prabang (LPB)	Xayabouri (XYB)
Pilot Projects for SWM to Facilitate Activity 2.2	<u>PCD, MONRE</u> Mr. Noudeng VONGDALA and Mr. Sivanh KHONESAVANH	1. Dr. Bangone Xayarath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOU LINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thamavong 2. Mr. Oudone Ngengvannavong 3. Ms. Bouavone Luangkhot 4. Mr. Somkhut Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Noursone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthathath	Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	Mr. SomNuk Xaynathee
3.5 Development of EEA Tools for SWM and Enhancement of the Implementation System	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Noudeng VONGDALA and Mr. Sivanh KHONESAVANH	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOU LINE <u>Department of Public Works and Transport of VTE:</u> 1. Mr. Dedsongkham Thamavong 2. Mr. Oudone Ngengvannavong 2. Ms. Bouavone Luangkhot 3. Mr. Somkhut Meungpak <u>Vientiane Urban Development and Administration:</u> 1. Mr. Noursone Meunviseth 2. Mr. Sonethavy Phimmasane 3. Mr. Kaysone Chanthathath	<u>Department of Public Works and Transport of LPB:</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan	<u>Urban Development and Administration Agency:</u> Mr. Bounkhong Phongsavanh
3.6 Implementation of the EEA Pilot Projects	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Noudeng VONGDALA, Mr. Sivanh KHONESAVANH and Ms. Phatsada KHOUNPHONEPAKDI	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOU LINE	<u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Department of Public Work and Transport</u> Mr. Vilaysak Linthavong
3.7 Analysis of the Result of the EEA Pilot Project	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Noudeng VONGDALA, Mr. Sivanh KHONESAVANH and Ms. Phatsada KHOUNPHONEPAKDI	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOU LINE	<u>Department of Public Works and Transport of LPB:</u> Mr. Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee
3.8 Presentation of the EEA Pilot Project in Collaboration with Activity 2.4	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Noudeng VONGDALA, Mr. Sivanh KHONESAVANH and Ms. Phatsada KHOUNPHONEPAKDI	<u>Department of Natural Resources and Environment of VTE:</u> 1. Dr. Bangone Xayyalath 2. Mrs. Khamla Thamavong 3. Mr. Vilavong KENSOU LINE	<u>Department of Public Works and Transport of LPB:</u> Phouthasorn Manophat <u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan <u>Urban Development Administration Authority</u> Mr. Santisouk PHOMMACHANH <u>Urban Development Administration Authority</u> Ms. Kaisorn Keopraserth	<u>Urban Development and Administration Agency:</u> Mr. Bounkhong Phongsavanh

The SJET acknowledged the appointment.

2.3 Amendment of Member of Technical Committee (TC)

The Project Manager informed that the appointments of following technical committee members were amended in accordance with by Agreement on Appointment of Staff to LPPE issued by DG of PCD, MONRE on 31st July 2013.

Table2: Amended Member of Technical Committee (T/C)

Assignment	Central Government	Vientiane Capital (VTE)	Luang Prabang (LPB)	Xayabouri(XYB)
Chairperson	<u>Deputy Director of Pollution Management Division, PCD, MONRE</u> Mr. Vanixay PHOMMANYVONE	<u>Department of Natural Resources and Environment of XYB</u> Dr. Bagong on Sayarath	<u>Department of Natural Resources and Environment of LPB</u> Mr. Chantovong Phonnachit	<u>Department of Natural Resources and Environment of XYB</u> Ms. Khamphew Phanthavong

Assignment	Central Government	Vientiane Capital (VTE)	Luang Prabang (LPB)	Xayabouri(XYB)
Member	<u>Planning/Ministry of Public Works and Transport</u> Mr. Bounthong Keohanam	<u>Department of Public Works and Transport of VTE</u> Mr. Dethsongkham THAMMAVONG	<u>Department of Natural Resources and Environment of LPB</u> Mr. Sackdaphone Keoprachan	<u>District vice governor of XYB district</u> Mr. SomNuk Xaynathee
	Deputy Chief of Health and Environment Division, Ministry of Health Ms Vilayvone MUNGKHASERM	<u>Department of Public Works and Transport of VTE</u> Mr. Oudone NGENGVANNAVONG	<u>Department of Public Works and Transport of LPB</u> Mr. Bounpheng Chilhaphone	<u>Urban Development and Administration Agency of XYB</u> Mr Bounkhong Phongsavanh
	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Noudeng VONGDALA,	<u>Vientiane Urban Development and Administration</u> Mr. Nounsone Meunviseth	<u>Department of Public Works and Transport of LPB</u> Mr. Phouttasorn Manophat	<u>Department of Public Works and Transport of XYB</u> Mr PhouangKham PHILAKET
	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Silanh KHONESAVANH	<u>Department of Public Works and Transport of VTE</u> Mr. Somkhith Mounpack	<u>Urban Development and Administration Agency of LPB</u> Mr. Phumy Orpethsan	<u>Urban Development and Administration Agency of XYB</u> Mr.Phathanong Sonephan
	<u>Staff of Pollution Management Division, PCD, MONRE</u> Mr. Nakkalin VORASARN	<u>Department of Natural Resources and Environment of VTE</u> Mr. Vilavong KENSOULINE	<u>Urban Development and Administration Agency of LPB</u> Ms. Kaisone Keopraserth	<u>Department of Natural Resources and Environment of XYB</u> Mr. Kissamone Photiluck
	<u>Staff of Pollution Management Division, PCD, MONRE</u> Ms. Phatsada KHOUNPHONEPAKDI	<u>Vientiane Urban Development and Administration</u> Mr. Kaysone Chanthathath		<u>Department of Public Work and Transport of XYB</u> Mr Vilaysak Linthavong
		<u>Vientiane Urban Development and Administration</u> Mr. Sonethavy Phimmasane		<u>Urban Development and Administration Agency of XYB</u> Mr Khamla Khongsap
		<u>Department of Natural Resources and Environment of VTE</u> Mrs. Khamla Thammavong		
		<u>Department of Public Works and Transport of VTE</u> Ms. Bouavone Luangkhot		

The SJET acknowledged the appointment.

2.4 The PDM₂ and PO₂ are revised to PDM₃ and PO₃

PDM₂ and PO₂ are revised to PDM₃ (Appendix 3) and PO₃ (Appendix 4) by amending them as follows.

PDM

Project Purpose:

- No change

Output 1:

- No change

Output 2:

- Objectively Verifiable Indicators and Means of Verification of PDM for Vientiane Capital, Luang Prabang and Xayabouri are changed to as shown in the detailed PDM table for output 2.

Output 3:

2

- Objectively Verifiable Indicators and Means of Verification of PDM for Vientiane Capital, Luang Prabang and Xayabouri are changed to as shown in the detailed PDM table for output 3.

PO

- PO of the activities 2.2, 2.4, 3.4 and 3.8 were amended considering the current status of the project.

Based on the various discussions made regarding the PDM₂ and PO₂ by the SJET and Counterpart (C/P), the amendments on them were presented to TC members. As a result of discussion, the PDM₃ and PO₃ were approved by TC members.

2.5 Amendment of Authorization of Pilot Projects and Counterpart's Responsibilities at Three Cities

The Authorization of Pilot Projects and Counterpart's Responsibilities at three cities is amended as shown in the Appendix 5.

3. CONCLUSION

- 3.1 Following the intensive and technical discussions among participants made at the fifth technical committee on 20th August 2013, "PDM₃ and the Pilot Project and Organization Responsible at Three Cities" with the above clarifications and modifications were fully approved by the both sides.



Agenda

The agenda of the fifth technical committee meeting on 20th August 2013 for the “Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” is shown in the table below.

Time	Subject	Responsible Personnel
13:30 – 13:50	P.1 Progress of the LPPE from March 2013 to August 2013	• Deputy Director of Pollution Control and Management Division of PCD
13:50 – 14:10	P.2 Planned Activities of the LPPE from Sep 2013 to Feb 2014 and Modification of PDM	• Team Leader of SJET
14:10 – 15:10	P.3 Presentation of Conclusions of the Group Discussion of the 1 st Workshop for PPs	• Responsible Officer of Each Group
15:10 – 15:40	Coffee Break	
15:40 – 15:50	P.4 Conclusion of the 5 th TC	• Deputy Director of Pollution Control and Management Division of PCD
15:50 – 16:00	P.5 Closing Speech	• Governor of LPB District • Director General of PCD, MONRE



Attendant List on the Third Technical Committee meeting on 14th February 2013.

No	Name	Position	Title
1	Ms.KeobangA KEOLA	Central Government	Director General, Department of Pollution Control, MoNRE
2	Mr.Vanhxay PHIOMANYVONE	Central Government	Deputy Director, Division of Pollution Management, DPC
3	Mr.Noudeng VONGDALA	Central Government	Technician, DPC, MoNRE
4	Mr.Sivanh KHONESAVANH	Central Government	Technician, DPC, MoNRE
5	Mr.Nakkhalin VORASARN	Central Government	Technician, DPC, MoNRE
6	Ms.Phatsada KHOUNPHOLPAKDI	Central Government	Technician, DPC, MoNRE
7	Mr.Vilaivan TOENGSUMAVONG	Central Government	Technician, Cabinet Office, MoNRE
8	Mr.Thanongsay KAEWYOTHEE	Central Government	Technician, Department of Planning and Cooperation, MoNRE
9	Mr.Vilaichit DUANGCHANH	Central Government	Technician, Department of Housing and Planning, MPWT
10	Mr.Saly PHIMPINIT	Central Government	Department of Tourism Advertisement Min. of Information, Culture and Tourism
11	Mr.Soukhavong KHOTSIMUEANG	Central Government	Min. of Agriculture and Forestry
12	Mr.Arthit SIPASEUTH	Vientiane Capital	Technician, DONRE
13	Mr.Virasack WAENPASEUTH	Vientiane Capital	Technician, DONRE
14	Ms.Buavone LUANGKHOTE	Vientiane Capital	Chief of Section, DPWT
15	Mr.Visay PHETTHONG	Vientiane Capital	Technician, DPWT
16	Mr.Somboun KHAVONGSA	Vientiane Capital	Deputy Director, VUDAA Office
17	Mr.Sonethavy PHIMMASONE	Vientiane Capital	Chief of Section, VUDAA
18	Mr.Suphin SOMAYA	Vientiane Capital	Chief of Section, Saysettha District
19	Mr.Chansamone LUANGLATH	Vientiane Capital	Chief of Group, Saysettha District
20	Ms.Khamphiew PHANTHAVONG	Xayabouri Province	Deputy Director, DONRE
21	Mr.Kitsamone PHOTHILUCK	Xayabouri Province	Acting Chief of Office, DONRE
22	Mr.Puangkham PHILAKATE	Xayabouri Province	Deputy Director, DPWT
23	Mr.Vilaysack LINTHAVONG	Xayabouri Province	Technician, DPWT
24	Mr.Boukong	Xayabouri Province	President of UDAA

	PHONGSAVANH		
33	Mr.Phoumy ORPHETSARN	Luang Prabang Province	Vice Governor
34	Mr.Boukong HOUNGDUANGCHAN	Luang Prabang Province	Department of Public Health
35	Mr.Chantee PHONSI	Luang Prabang Province	UDAA
36	Mr.Sangphone BOUNLUESAY	Luang Prabang Province	UDAA
37	Mr.Onkaew NGAOKHAMVONG	Luang Prabang Province	Technician, District Environment
38	Mr.Khamsone PHONGSAWAT	Luang Prabang Province	Deputy Director, Provincial Hospital
39	Mr.Sonenapha INSUWONG	Luang Prabang Province	Technician
40	Mr.Suwanthong	Luang Prabang Province	Environmental District Office
41	Mr.Bounliang PHONNACHIT	Luang Prabang Province	Chief of Pongwan Village
42	Mr.Ounruen	Luang Prabang Province	Chief of Huaxieng Village
43	Ms.Vilaisith	Luang Prabang Province	Chief of Watthat Village
44	Mr.Somsak	Luang Prabang Province	Chief of Aphay Village
45	Mr.Somdee HOMSAWAT	Luang Prabang Province	Vice President, UDAA
46	Ms.Phonesai	Luang Prabang Province	Vice Chief of Thatbosoth Village
47	Mr.Sompang PHANGDAROUN	Luang Prabang Province	Technician, Provincial Office
48	Mr.Pradith THAMMAVONGSAVANH	Luang Prabang Province	UDAA
49	Mr.Suchart VONGTHEP	Luang Prabang Province	Technician, District Office
50	Mr.Khamsouk	Luang Prabang Province	Deputy Chief of Pakham Village
51	Mr.Siyee YANGSAENCHAI	Luang Prabang Province	Vice Chief, District Office
52	Mr.Suwanthong	Luang Prabang Province	Vice Chief, District Environment Office
53	Mr.Ounruen	Luang Prabang Province	Chief of Huaxieng Village
54	Mr.Susumu SHIMURA	LPPE's Project	Team Leader
55	Ms.Makiko INAMORI	LPPE's Project	Expert
56	Mr.Sayamang NANTHANAVONE	LPPE's Project	Expert
57	Mr.Precha CHUNTAKORN	LPPE's Project	Assistant
58	Mr.Xaysavanh INTHAPANYA	LPPE's Project	Assistant
59	Ms.Mayumi MIYATA	JICA's Laos Office	Representative
60	Mr. Kazuhiro Yoneda	LPPO	Project Leader
61	Mr.Malakhone SONETHAVONG	LPP'O	Staff

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62	Mr. Kyojin Mima	LPPA	Expert
63	Mr.Toshikawa KINOSHITA	LPPT'	Expert

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Project Design Matrix (PDM₃)

Appendix 3

Project title: LPP Environmental Management Component

Target Area: Three pilot cities (Vientiane Capital, Luang Prabang District and Xayabouri District)

Period: August 2011-October 2015

Ver. 3

PDM₃ August 2013

Narrative Summary	Objectively verifiable indicators	Means of verification	Important assumptions
Project purpose Promotion of ESC in Laos is enhanced based on the AIESC.	The ESC Guidelines are widely used.	1. The number of cities formulated "Vision for ESC" 2. Established institutional arrangement for the dissemination of the ESC Guidelines and its Manual. 3. The number of cities newly registered as ESC.	1. Environmental policy of the Lao Government is not drastically changed.
Outputs 1 The Guidelines on ESC is formulated and disseminated based on the National Environmental Strategy 2020 and related strategies and action plans.	The ESC Guidelines is formulated and disseminated.	1. Formulated ESC Guidelines 2. The number of seminars/workshops held to disseminate the ESC Guidelines and the number of participating cities.	
2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	As shown in the detailed PDM table for output 2 & 3 below.	Same as on the left	
3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	1. EEA Program for SWM improvement in the three pilot cities is formulated. 2. As shown in the detailed PDM table for output 2 & 3 below.	1. Formulated EEA program 2. Same as on the left	
Activities 1.1 Basic environmental information of pilot cities are collected and analyzed 1.2 Laws, strategies and action plans for environmental management are collected and analyzed. 1.3 The best practices of UEM in ASEAN countries are reviewed and their applicability to Laos is analyzed. 1.4 The environment and development visions for the pilot cities are formulated. 1.5 The cooperation scenario for the environment and development of the pilot cities are formulated. (*1) 1.6 The ESC Guidelines of Laos are formulated.	Inputs <From Laos> 1. Counterpart personnel from the following organizations - MONRE - MPWT - Local offices of MONRE and MPWT - UDAA (VUDAA) in pilot cities - Other relevant organizations 2. Facilities - Offices for experts in Vientiane and pilot cities	<From Japan> 1. Experts of the following specialities - Team leader/urban environmental management - Deputy team leader/intermediate treatment/final disposal - Water environment management - Waste collection and transport - Community-based urban environmental management (1)/environmental education - Community-based urban environmental management (2)/pilot project	2. The price of materials, equipment and fuels is not drastically increased. 3. Security is maintained in the pilot cities.

1.7	The ESC Guidelines of Laos are finalized and the manual for the guidelines is prepared.	- Utilities such as electricity, water, sewerage, telephone, etc. of the offices.	- Baseline survey on urban environmental management	
1.8	Dissemination activities of the ESC Guidelines are implemented to other (non-pilot) cities.	- Data and information	2. Cost of necessary survey	
2.1	The pilot projects for urban environmental management are selected. (*2)	3. Operation cost	3. Provision of equipment if necessary	
2.2	The pilot projects are planned.		4. Support for operation cost	
2.3	The pilot projects are implemented.		5. Training opportunity in Japan and/or ASEAN countries	
2.4	The results of the pilot projects are presented.		<From ASEAN as expected>	
3.1	The best practices of community-based UEM in Laos are reviewed.		1. Experts to be dispatched on demand	Pre-conditions
3.2	The best practices of Community-based UEM in ASEAN Countries are reviewed and their applicability to Laos is analyzed.		2. Consultation and joint activities (study tour, data and information)	All relevant personnel participates the project.
3.3	The environmental education and awareness (EEA) programs for SWM improvement in the pilot cities are formulated.		3. Training opportunity in ASEAN countries (cost sharing with JICA)	
3.4	The EEA pilot projects to facilitate Activity 2.2 are planned.		4. Support for resource mobilization	
3.5	EEA Tools for SWM are developed and the implementation system is enhanced.			
3.6	The EEA pilot projects are implemented.			
3.7	The results of the EEA pilot project are analyzed.			
3.8	The EEA pilot projects are presented in collaboration with Activity 2.4			

(*1) Scenarios are to be formulated for SWM in Vientiane Capital, SWM in Luang Prabang District, SWM in Xayabouri District and water environment management in Vientiane Capital.

(*2) Pilot projects are to be implemented for the improvement of SWM in Vientiane Capital, Luang Prabang District and Xayabouri District.

SW

【Objectively Verifiable Indicators and Means of Verifications of PDM(3) for Outputs 2 and 3 (Vientiane Capital)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. <u>All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P.</u> 2. Recyclable waste is separately discharged in one or more new villages under the instruction of the C/P. 2. <u>Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P.</u>	1. <u>LPPE Progress Report and Monitoring Report</u> 2. LPPE Progress Report 2. <u>LPPE Progress Report</u>
	Indicator 2.2. The solid waste collection system is improved. To be confirmed after the selection of the pilot villages 1. Waste discharge and collection rule(s) are applied to one or more new villages under the instruction of the C/P. 2. The number of non-serviced households in one or more new villages reduces by 50% under the instruction of the C/P.	1. Information from the district officers 2. Information from the district officers
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee <u>once</u> a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 VUDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of VTE's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>60%</u> 3. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: To be decided 2. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>40%</u> 3. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>40%</u>	1. POS 4. POS 2. POS 3. Information from the stalls

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
	<p>Indicator 3.3. The residents cooperate with the waste collection system.</p> <p>1. The rate of the households that follow the waste discharge and collection rule to all the households in all the pilot villages: <u>To be decided after the selection of the pilot villages.</u></p>	1. POS

Note: "New villages" mean the villages or markets which are selected as targets after the pilot projects in the initially selected villages or markets.
POS: Public opinion survey



【Objectively Verifiable Indicators and Means of Verifications of PDM(2) for Outputs 2 and 3 (Luang Prabang)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. <ol style="list-style-type: none"> <u>All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P.</u> <u>The rate of the households (HHs) who separate recyclable and sell it to all the HHs covered by the existing collection improvement pilot Project (PP): 70%.</u> More than 30 hotels/ restaurants participate in the off-site compost project Compost is produced at the off-site compost plant. <u>More than 30 hotels/guesthouses participate in the plastic shopping bag reduction project</u> <u>Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P.</u> 	<ol style="list-style-type: none"> LPPE Progress Report and <u>Monitoring Report</u> <u>POS</u> LPPE Progress Report LPPE Progress Report <u>LPPE Progress Report</u> <u>LPPE Progress Report</u>
	Indicator 2.2. The solid waste collection system is improved. <ol style="list-style-type: none"> A waste collection and transportation plan of LPB is formulated. The activities of the existing collection improvement PP are implemented in one or more new villages under the instruction of the C/P. <u>10 units of public containers (5m3) are assembled and they are placed in accordance with the container placement plan.</u> 	<ol style="list-style-type: none"> Waste collection and transportation plan LPPE Progress Report LPPE Progress Report, <u>10 units of public containers (5m3) and container placement plan</u>
	Indicator 2.3. The operation of the final disposal sites is improved. <ol style="list-style-type: none"> An operation plan of the final disposal site is formulated. The final disposal site is operated in accordance with the operation plan. The final disposal site is monitored by the final disposal site monitoring committee <u>once a year.</u> 	<ol style="list-style-type: none"> Final disposal operation plan Final disposal operation record The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. <ol style="list-style-type: none"> A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan. 	<ol style="list-style-type: none"> The healthcare waste collection, treatment and disposal plan The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. <ol style="list-style-type: none"> Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. Proposal for financial system improvement necessary for SWM improvement is prepared. 	<ol style="list-style-type: none"> 1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of LPB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	<ol style="list-style-type: none"> Formulated EEA program

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>50%</u> 2. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: <u>To be decided</u> 3. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>30%</u>	1. POS 2. POS 3. Information from the stalls
	Indicator 3.3. The residents cooperate with the waste collection system. 1. Waste management <u>groups</u> are established in the of the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70% 3. The rate of the households that follow new waste discharge rules to all the households covered by the collection service expansion PP: 70%	1. <u>Waste collection leaflet</u> 2. POS <u>and monitoring sheet</u> 3. POS

Note: "New villages" mean the villages or markets which are selected as targets after the pilot projects in the initially selected villages or markets.
 POS: Public opinion survey

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【Objectively Verifiable Indicators and Means of Verifications of PDM(2) for Outputs 2 and 3 (Xayabouri)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. <u>All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P.</u> 2. <u>The rate of the households (HHs) who separate recyclable and sell it to all the HHs covered by the existing collection improvement pilot Project (PP): 70%.</u> 3. <u>Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P.</u>	1. <u>LPPE Progress Report and Monitoring Report</u> 2. <u>POS</u> 3. <u>LPPE Progress Report</u>
	Indicator 2.2. The solid waste collection system is improved. 1. A waste collection and transportation plan of XYB is formulated. 2. The activities of the existing collection improvement PP are implemented in one or more new villages <u>(or another new area in existing target villages)</u> under the instruction of the C/P. 3. <u>10 units of public containers (5m3) are assembled and they are placed in accordance with the container placement plan.</u>	1. Waste collection and transportation plan 2. LPPE Progress Report 3. LPPE Progress Report, <u>10 units of public containers (5m3) and container placement plan</u>
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee <u>once</u> a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of XYB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>50%</u> 2. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: <u>To be decided</u> 3. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>25%</u> 4. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>25%</u>	1. POS 2. POS 3. POS 4. Information from the stalls

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
	<p>Indicator 3.3. The residents cooperate with the waste collection system.</p> <ol style="list-style-type: none"> 1. Waste management <u>groups</u> are established in the of the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70% 3. The rate of the households that follow new waste discharge rules to all the households covered by the collection service expansion PP: 70% 	<ol style="list-style-type: none"> 1. <u>Waste collection leaflet</u> 2. <u>POS and monitoring sheet</u> 3. <u>POS</u>

Note: "New villages" mean the villages or markets which are selected as targets after the pilot projects in the initially selected villages or markets.
POS: Public opinion survey

Appendix 4

 Activities to be continued only by the counterparts.

VTE Pilot Project and Organization Responsible

Appendix 5

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
1. "3Rs" are promoted at generation sources.	1.1 "3Rs" are promoted at generation sources to control the waste amount generation.	1.1.1 To reduce the amount of kitchen waste and garden waste at households.	Xaisethha district (1) B. None Savang (2) B. Hong Souphab (3) B. Nonsavanh (4) B. Amone	- Study and selection of pilot area for on-site (home) composting	Done	SJET
				- Establish the management system (Assignment of staff)	Done	DONRE (priority area district)
				- Selection of participating households	Done	DONRE/priority area district
				- Procurement of home compost barrels	Done	SJET
				- Designing the awareness raising tools (leaflet/equipment)	From April-2013	SJET, DONRE
				- Procurement of awareness raising tools	From April-2013	SJET
				- Distribution and instruction of home compost barrels	From May 2013	DONRE/priority area district
				- Dissemination to other area	From 2014	DONRE/priority area district
		1.1.2 To collect recyclable waste separated at generation sources.		- Study and selection of pilot area	Done	SJET
				- Making rule for collection of recyclable waste and designing the awareness raising tools (leaflet/equipment)	March-April 2013	DONRE/priority area district and VUDAA
				- Procurement of awareness raising tools	April-May 2013	SJET
				- Preparation of awareness program	April-May 2013	DONRE/priority area district
				- Implementation of the program	From May 2013	DONRE/priority area district
				- Dissemination to other area	From 2014	DONRE/priority area district
		1.1.2 To avoid using excess packages such as plastic shopping bags.	Xaisethha district (1) B. None Savang (2) B. Hong Souphab (3) B. Nonsavanh (4) B. Amone (5) Hoa Khoua market	- Study and selection of pilot area and pilot shops/markets	Done	SJET
				- Making rule for reducing of the use of plastic bags and designing the awareness raising tools (leaflet/equipment)	From April 2013	SJET, DONRE/priority area district
				- Procurement of awareness raising tools	From April 2013	SJET
				- Preparation of awareness program	From April 2013	DONRE/priority area district
				- Implementation of the program	From May 2013	DONRE/priority area district
				- Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/priority area district
2. Waste collection and transportation system is improved to keep the city clean and raise its efficiency.	2.1 Improvement of existing collection and discharge system To be confirmed	2.1.1 Improvement of existing collection system To be confirmed	To be confirmed Xaisethha district (1) B. None Savang (2) B. Hong Souphab (3) B. Nonsavanh (4) B. Amone	- Study of existing waste collection system	Done	SJET
				- Identification of the waste to be collected	To be confirmed	VUDAA/pilot site district
				- Selection of the priority area where new waste collection plan is implemented	To be confirmed	VUDAA/pilot site district
				- Formulation of the new waste collection plan based on the waste to be collected and the area	After selection of the pilot sites	SJET/VUDAA/pilot site district
				- Procurement of leaflet / necessary equipment	After selection of the pilot sites	VUDAA/pilot site district
				- Implementation new waste collection plan at the priority area	After selection of the pilot sites	VUDAA/pilot site district
		2.1.2 Improvement of existing waste		- Study the existing waste discharge system at the priority area	Done	SJET

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
		discharge system To be confirmed		-Plan of the new waste discharge rule based on the waste to be collected and the area	After selection of the pilot sites	SJET/VUDAA/pilot site district
		-Publicity of the waste discharge rule		After selection of the pilot sites	VUDAA/pilot site district	
		-Procurement of leaflet / necessary material		After selection of the pilot sites	VUDAA/pilot site district	
		-Implementation and monitoring of the waste discharge		After selection of the pilot sites	VUDAA/pilot site district	
	2.2 Expansion of waste collection service area. To be confirmed	2.2.1 Expansion of waste collection system To be confirmed	To be confirmed Xaisethha district (1) B.None Sabang (2) B.Hougsouphab (3) B.Nonsavanh (4) B.Amone-	-Clarifying non collection area	Done	SJET
				-Study of the demanding of waste collection service	Done	SJET
				-Selection of the priority area where new waste collection plan is implemented	To be confirmed by C/P	VUDAA/pilot site district
				-Formulation of the new waste collection plan based on the waste to be collected and the area	After selection of the pilot sites	SJET/VUDAA/pilot site district
				-Procurement of waste collection equipment	After selection of the pilot sites	VUDAA/pilot site district
				-Implementation new waste collection plan at the priority area	After selection of the pilot sites	VUDAA/pilot site district
				-Dissemination to other area	After selection of the pilot sites	VUDAA/pilot site district
				2.2.2 Establishment of waste discharge rule in waste collection expansion area To be confirmed	To be confirmed Xaisethha district (1) B.None Sabang (2) B.Hougsouphab (3) B.Nonsavanh (4) B.Amone-	-Study existing condition at the priority area
		-Plan of the new waste discharge rule at the priority area	After selection of the pilot sites			SJET/VUDAA/pilot site district
		-Publicity of the waste discharge rule	After selection of the pilot sites			VUDAA/pilot site district
		-Implementation and monitoring of the waste discharge	After selection of the pilot sites			VUDAA/pilot site district
		-Procurement of waste discharge equipment	After selection of the pilot sites			VUDAA/pilot site district
		-Dissemination to other area	After selection of the pilot sites			VUDAA/pilot site district
			2.3 The proper plan of waste transfer is studied and improved to manage the waste transfer efficiently.	2.3.1 To study and introduce the new transfer station.	=	No pilot project
3. Final disposal system is improved to mitigate adverse impacts on the surrounding areas.	3.1The final disposal site is managed properly to dispose waste properly.	3.1.1 To instruct the proper management of existing final disposal site.	KM32 existing landfill site	-Study and plan of improvement of KM32 disposal site	Done	SJET
				-Procurement of concrete plate	Done	SJET
				-Installation of concrete plate at KM32 disposal site	Done	VUDAA
				-Improvement of access road at KM32 disposal site	Done	SJET

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
		3.1.2 To manage waste pickers and improve their working condition		-Establishment of buffer zone	Done	SJET
				-Preparation of operation plan of KM32 disposal site	To be confirmed by C/P	SJET/VUDAA
				-Operation of proper landfill site by according to SJET instruction	In progress	VUDAA
				-Supplying fuel for heavy equipment	In progress	VUDAA
				-Assignment of civil engineer at KM32 disposal site	Done	VUDAA
				-Establishment of monitoring system	In progress	MONRE/DONRE
				-Study of waste pickers current condition	Done	SJET
				-Procurement of ID card/ vaccine injection	Done	SJET
				-Organizing the waste pickers/ID card	In progress	VUDAA
				-Implementation of vaccine injection for waste pickers	Done	SJET/VUDAA
				-Study and plan of septic tank sludge treatment	Done	SJET
				-Construction of septic tank sludge treatment facility	Done	SJET
				-Operation of septic tank sludge treatment facility	From July 2013	VUDAA
4. Health care waste management is improved.	4.2 Health care waste is transferred properly to prevent the expansion of infectious pathogen in the town.	4.2.1 To establish the collection and transportation system of health care waste and monitoring system.	Target medical institutions (MIs)	-Target medical institutions decided by November 2013	In progress-	VUDAA/DONRE/DOH
				-Preparation of the plan to collect and transport infectious and non-infectious waste from target hospitals (such as date of the week for collection, transportation route, waste delivery recording format, etc.)	From December 2013	SJET/VUDAA
				-Implementation of the collection and transportation plan	From December 2013	VUDAA
				-Preparation of monitoring sheets and implementation of monitoring	To be discussed	DONRE
				-Giving advices	From February 2013-	SJET
	4.3 Health care waste is disposed properly to prevent the expansion of infectious pathogen at the disposal site.	4.3.1 To establish the treatment and disposal system of health care waste and monitoring system.	KM32 existing landfill site	-Operation system establishment (assignment of personnel, operation recording format, procedure of waste reception, procedure of waste residue removal, etc.)	In progress-	VUDAA
				-Operation and maintenance	From September 2012	VUDAA
				-Preparation of monitoring sheets and implementation of monitoring	From March 2013	DONRE
				-Giving advices	From February 2013-	SJET
5. Institutional system improvement	5.1 The responsibilities that the relevant stakeholders should	5.1.1 To codify the responsibilities of each stakeholder and build consensus.	VTE Capital	-Study existing decrees, regulations and rules	March-December 2013	SJET
				-Examination of improvement needs on decrees, regulations and rules	March-December 2013	SJET/VUDAA/DONRE

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
	bear to achieve a goal of SWM are clarified.	5.2.1 Preparation of proposals for financial system improvement necessary for SWM improvement	VTE Capital	- Preparation of proposals for decrees, regulations and rules necessary for SWM improvement	June-December 2013	VUDAA/DONRE/SJET
	-Put the proposal into force.			From 2014	VUDAA/DONRE	
	-Study existing financial system			In progress-	SJET	
	-Examination of improvement needs on the financial system.			March-December 2013	SJET	
	-Preparation of proposals for for financial system improvement			June-December 2013	VUDAA/DONRE/SJET	
	-Put the new fee system into force.			From 2014	VUDAA/DONRE	

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LPB pilot project and Organization responsible

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
1."3Rs" are promoted	1.1"3Rs" are promoted at on-site to control the waste amount generation.	1.1.1 To reduce the amount of kitchen waste and garden waste at households	(1)B.Vat Thath: (2)B.Phong Vone (3)B.Pukham:	-Study and selection of pilot area for on-site (home) composting	Done	SJET
				-Establish the management system (Assignment of staff)	Done	DONRE/UDAA
				-Selection of participating households	Done	DONRE/UDAA
				-Procurement of home compost barrels	Done	SJET
				-Designing the awareness raising tools (leaflet/equipment)	From April 2013	SJET/DONRE/UDAA
				-Procurement of awareness raising tools	From April 2013	SJET
				-Distribution and instruction of home compost barrels	From May 2013	DONRE/UDAA
				-Dissemination to other area	From 2014	DONRE/UDAA
		1.1.2 To promote recyclable waste separated at generation sources.	It has been merged into the pilot project 2.1	-Study and selection of pilot area	Done	SJET
				-Making rule for promotion for separation of recyclables	Done	SJET/DONRE/UDAA
				-Distribution and publicity of the leaflet	Done	SJET/DONRE/UDAA
				-Preparation of awareness program	April-May 2013	DONRE/UDAA
				-Implementation of the rule	Under progress	DONRE/UDAA
				-Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/UDAA
		1.1.3 To avoid using excess packages such as plastic shopping bags.	(1)B. Pakham (Thaheua market) (2) Hotels registered to association (3)B.Vat That	-Study and selection of pilot area and pilot shops/markets	Done	SJET
				-Making rule for reducing of the use of plastic bags and designing the awareness raising tools (leaflet/equipment)	From April 2013	SJET/DONRE/UDAA
				-Procurement of awareness raising tools	April-August 2013	SJET
				-Preparation of awareness program	From April 2013	DONRE/UDAA
				-Implementation of the program	From May 2013	DONRE/UDAA
				-Dissemination to other area	From 2014	DONRE/UDAA
	1.2 Recycling is promoted at off-site by composting.	1.2.1 To reduce the final disposal amount of kitchen waste from hotels	(1) Hotels registered to association (2) Compost plant at KM8 existing landfill site	-Study and plan of off-site compost	Done	SJET
				-Selection of participating hotels, guest houses and restaurants	March 2013	DONRE/UDAA
				-Construction of compost plant	March-May 2013	SJET
				-Implementation of organic waste collection and operation of off-site composting	From September 2013	UDAA
2.Waste collection system is improved through the strengthening of collection service and capacity	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system	(1)B.Hua Xieng (2)B.Wat Thad (3)B.A Phay	-Study of existing waste collection system	Done	SJET/DONRE/UDAA
				-Identification of the Improvement method	Done	SJET/DONRE/UDAA
				-Selection of the target villages and households	Done	SJET/DONRE/UDAA
				-Formulation of the waste collection system for pilot project	Done	SJET/DONRE/UDAA

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
enhancement of public cooperation		2.1.2 Improvement of existing waste discharge system	(1)B.Hua Xieng (2)B.Wat Thad (3)B.A Phay	-To prepare leaflet / garbage bins	Done	SJET/DONRE/UDAA
				-Implementation of the waste collection system for pilot project	Under Progress	UDAA
				-Dissemination to other area	From 2014	UDAA
				-Study the existing waste discharge system at the priority area	Done	SJET/DONRE/UDAA
				-Formulation of the waste discharge manner for pilot project	Done	SJET/DONRE/UDAA
				-Publicity of the waste discharge rule	Done	SJET/DONRE/UDAA
				-To distribute leaflet / garbage bins	Done	SJET/DONRE/UDAA
				-Implementation and monitoring of the waste discharge	Under Progress	SJET/DONRE/UDAA
				-Dissemination to other area	From 2014	UDAA
				-Clarifying non collection area	Done	SJET/DONRE/UDAA
	2.2 Expansion of waste collection service area.	2.2.1 Expansion of waste collection system	2 villages and 8 places	-To determine the UDAA policy for expansion	Done	SJET/DONRE/UDAA
				-Construction of workshop building	Done	SJET
				-Procurement of equipment and material for making 5m3 container	Done	SJET/DONRE/UDAA
				-To make 10 of 5m3 container	Under Progress	UDAA
				-Study of the demanding of waste collection service	April-2013	SJET
				-Selection of the priority area where new waste collection plan is implemented	May 2013	UDAA
				-Formulation of the container placement plan for 10 containers	Drafted	SJET/DONRE/UDAA
				-Implementation of the container placement plan	From October 2013	UDAA
				-Dissemination to other area	From 2014	UDAA
				-Plan of the new waste discharge rule at the priority area (including fee collection)	October 2013	SJET/DONRE/UDAA
		2.2.2 Establishment of waste discharge rule in waste collection expansion area	2 villages and 8 places	-Publicity and discussion about the waste discharge rule (including fee collection)	November 2013	SJET/DONRE/UDAA
				-Procurement of discharge equipment	July 2013	UDAA
				-Implementation and monitoring of the waste discharge	From December 2013	SJET/DONRE/UDAA
				-Dissemination to other area	From 2014	UDAA
				-Study and plan of improvement of KM8 disposal site	Done	SJET
				-Procurement of concrete plate	Done	SJET
				-Installation of concrete plate at KM8 disposal site	Done	UDAA
				-Construction of new access road at KM8 disposal site	Done	SJET
				-Construction of new disposal cell	Done	SJET
				-Site clearance for weigh bridge	Done	UDAA
3. Final disposal system is improved to mitigate adverse impacts on the surrounding areas.	3.1 The final disposal site is managed properly to dispose of waste properly.	3.1.1 To instruct the proper management of existing final disposal site.	KM8 existing disposal site			

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
				-Installation of weigh bridge	Done	SJET
				-Operation of weigh bridge	From July 2013-	UDAA
				-Preparation of operation plan of KM8 disposal site	To be confirmed by C/P	SJET/UDAA
				-Operation of proper landfill site by according to SJET instruction	In progress	UDAA
				-Supplying fuel for heavy equipment	In progress	UDAA
				-Assignment of civil engineer at KM8 disposal site	Done	UDAA
				-Establishment of monitoring system	In progress	MONRE/DONRE
		3.1.2 To manage waste pickers and improve their working condition	KM8 existing disposal site	-Study of waste pickers current condition	Done	SJET
				-Procurement of ID card/ vaccine injection	Done	SJET
				-Organizing the waste pickers/ID card	In progress	UDAA
				-Implementation of vaccine injection for waste pickers	Done	SJET/UDAA
	3.2 The sewage from septic tank is treated properly to mitigate around aquatic impact.	3.2.1 To introduce and manage the proper treatment facility for the sewage from septic tanks	KM8 existing disposal site	-Study and plan of septic tank sludge treatment	Done	SJET
				-Construction of septic tank sludge treatment facility	Done	SJET
				-Operation of septic tank sludge treatment facility	From July 2013	UDAA
4. Health care waste management is improved.	4.2 Health care waste is transferred properly to prevent the expansion of infectious pathogen in the town.	4.2.1 To establish the collection and transportation system of health care waste and monitoring system.	Targets medical institutions (MIs)	-Target medical institutions decided by October 2013	In progress-	UDAA/ DONRE/ DOH
				-Preparation of the plan to collect and transport infectious and non-infectious waste from target hospitals (such as date of the week for collection, transportation route, waste delivery recording format, etc.)	From November 2013	SJET/UDAA
				-Implementation of the collection and transportation plan	From November 2013	UDAA
				-Preparation of monitoring sheets and implementation of monitoring	To be discussed	DONRE
				-Giving advices	From February 2013-	SJET
	4.3 Health care waste is disposed properly to prevent the expansion of infectious pathogen at the disposal site.	4.3.1 To establish the treatment and disposal system of health care waste and monitoring system.	Incinerator at Provincial hospital	-Operation system establishment (assignment of personnel, operation recording format, procedure of waste reception, procedure of waste residue removal, etc.)	In progress-	SJET/UDAA
				-Operation and maintenance.	From May 2012*	UDAA
				-Preparation of monitoring sheets and implementation of monitoring	To be confirmed	DONRE
				-Giving advices	From February 2013-	SJET
5. Institutional system improvement	5.1 The responsibilities that the relevant stakeholders should	5.1.1 To codify the responsibilities of each stakeholder and build consensus.	LPB District	-Study existing decrees, regulations and rules	March-December 2013	SJET
				-Examination of improvement needs on decrees, regulations and rules	March-December 2013	SJET/UDAA/DONRE

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
	bear to achieve a goal of SWM are clarified.			- Preparation of proposals for decrees, regulations and rules necessary for SWM improvement	June-December 2013	UDAA/DONRE/SJET
				-Put the proposal into force.	From 2014	UDAA/DONRE
	5.2 Financial system necessary for proper SWM is improved.	5.2.1 Preparation of proposals for financial system improvement necessary for SWM improvement	LPBB District	-Examination of improvement needs on the financial system.	March-December 2013	SJET
				-Preparation of proposals for for financial system improvement	June-December 2013	UDAA/DONRE/SJET
				-Put the new fee system into force.	From 2014	UDAA/DONRE

XYB pilot project and Organization responsible

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
1."3Rs" are promoted at generation sources.	1.1 "3Rs" are promoted at generation sources to control the waste amount generation.	1.1.1 To reduce the amount of kitchen waste and garden waste at households.	(1)B.Thinh (2)B.Phapoon (3) B.Natonoi (4) B. Boung	-Study and selection of pilot area for on-site (home) composting	Done	SJET
				-Establish the management system (Assignment of staff)	Done	DONRE/UDAA
				-Selection of participating households	Done	DONRE/UDAA
				-Procurement of home compost barrels	Done	SJET
				-Designing the awareness raising tools (leaflet/equipment)	From April 2013	DONRE/UDAA
				-Procurement of awareness raising tools	From April 2013	SJET
				-Distribution and instruction of home compost barrels	From May 2013	DONRE/UDAA
				-Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/UDAA
		1.1.2 To promote recyclable waste separated at generation sources.	It has been merged into the pilot project 2.1	-Study and selection of pilot area	Done	SJET
				-Making rule for promotion for separation of recyclables	Done	SJET/DONRE/UDAA
				-Distribution and publicity of the leaflet	Done	SJET/DONRE/UDAA
				-Preparation of awareness program	April-May 2013	DONRE/UDAA
				-Implementation of the rule	Under progress	DONRE/UDAA
				-Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/UDAA
		1.1.3 To avoid using excess packages such as plastic shopping bags.	(1)B.Thinh (2)B.Phapoon (3)B.Natonoi (4)B.Boung (5)Simungkhun market	-Study and selection of pilot area and pilot shops/markets	Done	SJET
				-Making rule for reducing of the use of plastic bags and designing the awareness raising tools (leaflet/equipment)	From April 2013	SJET/DONRE/UDAA
				-Procurement of awareness raising tools	April-August 2013	SJET
				-Preparation of awareness program	From April 2013	DONRE/UDAA
				-Implementation of the program	From May 2013	DONRE/UDAA
				-Dissemination to other area (from July 2013 onwards)	From 2014	DONRE/UDAA
				-Study of existing waste collection system	Done	SJET/DONRE/UDAA
2.Waste collection system is gradually improved to keep the city clean.	2.1 Improvement of existing collection and discharge system	2.1.1 Improvement of existing collection system	JET/PP (1)B. Simuang Khoun (2)B. Boung (3)B. Kaeng CP/PP (4)B. Na Tor Noi (5)B. Done Mai	-Identification of the improvement method	Done	SJET/DONRE/UDAA
				-Selection of the target villages and households	Done	SJET/DONRE/UDAA
				-Formulation of the waste collection system for pilot project	Done	SJET/DONRE/UDAA
				-To prepare leaflet / garbage bins	Done	SJET/DONRE/UDAA
				-Implementation of the waste collection system for pilot project	Under Progress	UDAA
				-Dissemination to other area	From 2014	UDAA
				-Study the existing waste discharge system	Done	SJET/DONRE/UDAA
		2.1.2 Improvement of	JET/PP			

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
		existing waste discharge system	(1)B. Simuang Khoun (2)B. Boung (3)B. Kaeng CP/PP (4)B. Na Tor Noi (5)B. Done Mai	at the priority area		
				-Formulation of the waste discharge manner for pilot project	Done	SJET/DONRE/UDAA
				-Publicity of the waste discharge rule	Done	SJET/DONRE/UDAA
				-To distribute leaflet / garbage bins	Under Progress	SJET/DONRE/UDAA
				-Implementation and monitoring of the waste discharge	Under Progress	SJET/DONRE/UDAA
				-Dissemination to other area	From 2014	UDAA
				-Clarifying non collection area	Done	SJET/DONRE/UDAA
				-To determine the UDAA policy for expansion	Done	SJET/DONRE/UDAA
				-Construction of workshop building	Done	SJET/DONRE/UDAA
				-Procurement of equipment and material for making 5m3 container	Done	SJET/DONRE/UDAA
	2.2 Expansion of waste collection service area.	2.2.1Expansion of waste collection system	10 places	-To make 10 of 5m3 container	Under Progress	UDAA
				-Study of the demanding of waste collection service	April 2013	SJET
				-Selection of the priority area where new waste collection plan is implemented	May 2013	UDAA
				-Formulation of the container placement plan for 10 containers	Drafted	SJET/DONRE/UDAA
				-Implementation of the container placement plan	From September 2013	UDAA
				-Dissemination to other area	From 2014	UDAA
		2.2.2Establishment of waste discharge rule in waste collection expansion area	10 places	-Plan of the new waste discharge rule at the priority area (including fee collection)	September 2013	SJET/DONRE/UDAA
				-Publicity and discussion about the waste discharge rule (including fee collection)	October 2013	SJET/DONRE/UDAA
				-Procurement of discharge equipment	July 2013	UDAA
				-Implementation and monitoring of the waste discharge	From November 2013	SJET/DONRE/UDAA
				-Dissemination to other area	From 2014	UDAA
	3. Final disposal system is gradually improved in accordance with the increase of waste collection amount.	3.1The final disposal site is managed properly to dispose of waste properly.	KM9 existing disposal site	-Study and plan of improvement of KM9 disposal site	Done	SJET
				-Procurement of concrete plate	Done	SJET
				-Installation of concrete plate at KM9 disposal site	Done	UDAA
				-Construction of site office	February 2013	SJET
				-Operation of site office	From March 2013-	UDAA
				-Preparation of operation plan of KM9 disposal site	To be confirmed by C/P	SJET/UDAA
				-Operation of proper landfill site by according to SJET instruction	In progress	UDAA
				-Supplying fuel for heavy equipment	In progress	UDAA
				-Assignment of staff and guards at KM disposal site	Done	UDAA
				-Establishment of monitoring system	In progress	MONRE/DONRE
		3.1.2 To manage waste	KM9 existing disposal	-Study of waste pickers current condition	Done	SJET

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
4. Health care waste management is improved.		pickers and improve their working condition	site	-Procurement of ID card/ vaccine injection	Done	SJET
				-Organizing the waste pickers/ID card	In progress	VUDAA
				-Implementation of vaccine injection for waste pickers	In progress	SJET/VUDAA
	3.2 The sewage from septic tank is treated properly to mitigate around aquatic impact.	3.2.1 To introduce and manage the proper treatment facility for the sewage from septic tanks	KM9 existing disposal site	-Study and plan of septic tank sludge treatment	Done	SJET
				-Improvement of septic tank sludge treatment facility	Done	SJET
				-Operation of septic tank sludge treatment facility	From July 2013	VUDAA
	4.2 Health care waste is transferred properly to prevent the expansion of infectious pathogen in the town.	4.2.1 To establish the collection and transportation system of health care waste and monitoring system.	Targets medical institutions (MIs)	-Preparation of the plan to collect and transport infectious and non-infectious waste from target hospitals (such as date of the week for collection, transportation route, waste delivery recording format, etc.)	In progress-	SJET/UDAA
				-Implementation of the collection and transportation plan	From August 2013	UDAA
				-Preparation of monitoring sheets and implementation of monitoring	To be confirmed	DONRE
5. Institutional system improvement	4.3 Health care waste is disposed properly to prevent the expansion of infectious pathogen at the disposal site.	4.3.1 To establish the treatment and disposal system of health care waste and monitoring system.	KM9 existing landfill site	-Giving advices	From February 2013-	SJET
				-Operation system establishment (preparation of infectious waste pit, instruction to site operators, operation recording format, procedure of waste reception, etc.)	In progress-	SJET/UDAA
				-Operation and maintenance.	From May 2013-	UDAA
	5.1 The responsibilities that the relevant stakeholders should bear to achieve a goal of SWM are clarified.	5.1.1 To codify the responsibilities of each stakeholder and build consensus.	XYB District	-Preparation of monitoring sheets and implementation of monitoring	To be confirmed	DONRE
				-Giving advices	From February 2013-	SJET
				-Study existing decrees, regulations and rules	March-December 2013	SJET
	5.2 Financial system necessary for proper SWM is improved.	5.2.1 Preparation of proposals for financial system improvement necessary for SWM	XYB District	-Examination of improvement needs on decrees, regulations and rules	March-December 2013	SJET/UDAA/DONRE
				-Preparation of proposals for decrees, regulations and rules necessary for SWM improvement	June-December 2013	UDAA/DONRE/SJET
				-Put the proposal into force.	From 2014	UDAA/DONRE
			XYB District	-Examination of improvement needs on the financial system.	March-December 2013	SJET
				-Preparation of proposals for financial system improvement	June-December 2013	UDAA/DONRE/SJET

Strategies	Approach	Project	Pilot Project site	Activities	Schedule	Organization Responsible
		improvement		-Put the new fee system into force.	From 2014	UDAA/DONRE

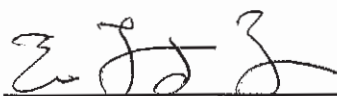
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**MINUTES OF MEETINGS
FOR
THE SIXTH TECHNICAL COMMITTEE
ON
THE ENVIRONMENTAL MANAGEMENT COMPONENT OF
THE LAOS PILOT PROGRAM FOR NARROWING THE DEVELOPMENT GAP
TOWARDS ASEAN INTEGRATION**

Vientiane, 6th March 2014



Mr. Susumu SHIMURA
Team Leader of Short-term JICA Expert
Team for Environmental Component of LPP



Mr. Vanhxay PHIOMANYVONE
Project Manager of the C/P Team
Ministry of Natural Resources and Environment

The Sixth Technical Committee Meeting on the Project

The sixth technical committee meeting of “the Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” (hereinafter referred to as the Project) was held on the 6th March 2014 at DONRE Meeting Room of Vientiane Capital. Ms.Keobang A KEOLA, Director General, Pollution Control Department of Ministry of Natural Resource and Environment (hereinafter referred to as PCD of MONRE), chaired the meeting.

1. INTRODUCTION

The sixth technical committee meeting was preceded according to the agenda as shown in Appendix 1. A list of officials attending the meeting is given in Appendix 2

2. ISSUES AND DECISIONS

2.1 The PDM₃ and PO₃ are revised to PDM₄ and PO₄

PDM₃ and PO₃ are revised to PDM₄ (Appendix 3) and PO₄ (Appendix 4) by amending them as follows.

PDM

Project Purpose:

- No change

Output 1:

- Means of Verification of PDM are changed to as shown in the detailed PDM table for output 1.

Output 2:

- Objectively Verifiable Indicators and Means of Verification of PDM for Vientiane Capital are changed to as shown in the detailed PDM table for output 2.

Output 3:

- Objectively Verifiable Indicators and Means of Verification of PDM for Vientiane Capital are changed to as shown in the detailed PDM table for output 3.

Activity:

- “Activity 1.9 Introduction activities of the ESC Guidelines are implemented to the other ASEAN cities” is added.

PO

- PO of the activity 1.9 is amended considering the current status of the project.

Based on the various discussions made regarding the PDM₃ and PO₃ by the SJET and



Counterpart (C/P), the amendments on them were presented to TC members. As a result of discussion, the PDM₄ and PO₄ were approved by TC members.

3. CONCLUSION

- 3.1 Following the intensive and technical discussions among participants made at the sixth technical committee on 6th March 2014, "PDM₄" with the above clarifications and modifications were fully approved by the both sides.

A handwritten signature in black ink, appearing to be a stylized 'Z' or 'S' followed by a horizontal line.

Agenda

The agenda of the sixth technical committee meeting on 6th March 2014 for the “Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” is shown in the table below.

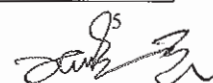
Time	Subject	Responsible Personnel
8:00 – 8:30	Registration	
8:30 – 8:50	P.1 Opening Speech	• Vice Governor of Vientiane Capital
8:50 – 9:00	P.2 Monitoring Report and Progress of the LPPE from September 2013 to February 2014	• Deputy Director of Pollution Control and Management Division of PCD
9:00 – 9:30	P.3 Planned Activities of the LPPE from Mar 2014 to Aug 2014 and Modification of PDM	• Team Leader of LPPE
09:30 – 10:00	Coffee Break	
10:00 – 10:50	P.4 Results and Issues of PPs in Each Pilot Sites	• Representatives from VTE, LPB and XYB
10:50 – 11:30	P.5 Discussion and Comment	• All
11:30 – 11:40	P.6 Conclusion of the 6 th TC	• Deputy Director of Pollution Control and Management Division of PCD
11:40 – 12:00	P.7 Closing Speech	• Director General of PCD, MONRE



Appendix 2

Attendant List on the Sixth Technical Committee meeting on 6th March 2014

No	Name	Organization	Title
1	Mr. Keophilavanh	VTE Capital	Vice governor of Vientiane capital.
2	Ms KeobangA KEOLA	Ministry of Neutral Resources and Environmental (MONRE)	Director General of Department of Pollution Control (PCD), MONRE
3	Mr. Vanhxay PHIOMANYVONE	MONRE	Deputy Chief of Pollution Management Division (PMD), PCD, MONRE
4	Mr. Noudeng VONGDALA	MONRE	Technician, PMD, PCD, MONRE
5	Mr. Sivanh KHONESAVANH	MONRE	Technician, PMD, PCD, MONRE
6	Ms. Phatsada SOUMPHONPUKDY	MONRE	Technician, PMD, MONRE
7	Mr. Bounthong KEOHANAM	Ministry of Public work and Transportation(MPWT)	Chief of Housing and Urban Planuing Division(HUPD), MPWT
8	Dr. Bounthanome PHIMMASONE	Ministry of Health(MOH)	Technician staff of Department of Hiyien and Health Promotion (DHHP), MOH
9	Mr. Amnouy HANNONGSAY	MONRE	Technician staff of Planning and Cooperation Department, MONRE
10	Ms. Manoluck KEOMANYVONG	MONRE	Head of Unit, Cabinet Office, MONRE
11	Dr. Bangon SAYARATH	VTE Capital	Deputy Director, Department of Natural Resource and Environmental (DONRE), Vientiane Capital.
12	Ms. Lodchana PHOUNGMANYVONG	VTE Capital	Chief of Environmental Unit, DONRE
13	Mr. Vilasac VANPHASERT	VTE Capital	Technician staff of DONRE
14	Mr. Khampian INTHALUECHA	VTE Capital	Chairman, Vientiane Urban Development Administration Authority (VUDAA).
15	Mr. Sisouk THOLATHA	VTE Capital	Deputy Chief of Urban Cleaning Supervision section, VUDAA
16	Mr Sonethavy PHIMMASANE.	VTE Capital	Director of Vientiane Solid Waste Collection Service Km7, VUDAA
17	Mr. Bouakham PHAKASOUM	VTE Capital	Board of Director Vientiane Solid Waste Collection Service Km7, VUDAA
18	Mr. Bounseng SAYSOMBAT	VTE Capital	Acting Head of Disposal management Km32, VUDAA.
19	Ms. Bouavone LUANGKHOT	VTE Capital	Deputy chief of Housing and Urban Planning Division, DPWT



20	Mr. Sivone SUPTHAVY	VTE Capital	Deputy chief of Transportation Section, DPWT
21	Mr. Bouasang PHISALA	VTE Capital	Deputy Director of ToukTouk Assosiation, DPWT
22	Ms. Saylom PHIMPHA	VTE Capital	Technician Staff of DPWT
23	Mr. Thavysay PHETSOMPHOU	VTE Capital	Vice of Xaysetha district governor,
24	Mr. Vanhpheng PHICSAYKHAM	VTE Capital	Deputy Chief of Xaysetha district office
25	Mr. Chansamone LUANGLART	VTE Capital	Chief of Natural Resource and Environment, Xaysetha district office
26	Mr. Bouphe PHANGTHAVONG	VTE Capital	Head of Sisathanak District office, VTE
27	Ms. Sikhamphong	VTE Capital	Student from Faculty of Engineering
28	Mr. Chanthavong PHONNACHIT	LPB	Deputy Chief Department of Natural Resource and Environmental (DONRE)
29	Mr. Saccaphone KEOPHACHAN	LPB	Technician staff of DONRE
30	Mr. Phoumy ORPETSAN	LPB	Vice president of LPB District and Vice president of UDAA
31	Ms. Kaisone KUSONSAVATH	LPB	Head of SWM unit of UDAA
32	Ms. Khamphiou PHATHAVONG	XYB	Deputy Chief of DONRE
33	Mr. Kitsamone PHOTHILACK	XYB	Technician staff of DONRE
34	Mr. Phoungkham PHILAKHET	XYB	Deputy Chief, Department of Public Work and Transportation (DPWT)
35	Mr. Vilaysack LINTHAVONG	XYB	Technicain staff of DPWT
36	Mr. Bounkhong PHONGSAVANH	XYB	Persident of UDAA
37	Mr. Souliyan MUNKHONG	XYB	Technicain staff of UDAA
38	Mr. Bounhome KHANTHAVONG	XYB	Technicain staff of UDAA
39	Ms. Akiko KISHIUE	JICA	Project Formation Advisor
40	Mr. Keisuke SAWADA	JICA	Aid Coordination
41	Mr. Kazuhiro YONEDA	LPPO	Project Leader
42	Mr. Yoshinori YONESATO	LPPO	Project Coordinator
43	Ms. Phatsamalee VANNHA	LPPO	Assistant
44	Mr. Susumu SHIMURA	LPPE	Team Leader
45	Mr. Shinnosuke ODA	LPPE	Expert
46	Ms. Noriko OTSUKI	LPPE	Expert
47	Ms. Makiko INAMORI	LPPE	Expert
48	Dr. Sayamang NANTHANAVONE	LPPE	Expert

Signature

49	Mr. Precha CHUNTAKORN	LPPE	Assistant
50	Mr. Xaysavanh INTHAPANYA	LPPE	Assistant



Project Design Matrix (PDM₄)

Appendix 3

Project title: LPP Environmental Management Component
Target Area: Three pilot cities (Vientiane Capital, LPB District and Xayabouri District)
Period: August 2011-October 2015

Ver. 4
PDM₄ March 2014

Narrative Summary	Objectively verifiable indicators	Means of verification	Important assumptions
Project purpose Promotion of ESC in Laos is enhanced based on the AIESC.	The ESC Guidelines are widely used.	1. The number of cities formulated "Vision for ESC" 2. Established institutional arrangement for the dissemination of the ESC Guidelines and its Manual. 3. The number of cities newly registered as ESC.	1. Environmental policy of the Lao Government is not drastically changed.
Outputs 1 The Guidelines on ESC is formulated and disseminated based on the National Environmental Strategy 2020 and related strategies and action plans.	The ESC Guidelines is formulated and disseminated.	1. Formulated ESC Guidelines 2. The number of seminars/workshops held to disseminate the ESC Guidelines and the number of participating cities in Lao PDR. 3. <u>The number of seminars/workshops held to introduce the ESC Guidelines to the other ASEAN cities.</u>	
2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	As shown in the detailed PDM table for output 2 & 3 below.	Same as on the left	
3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	1. EEA Program for SWM improvement in the three pilot cities is formulated. 2. As shown in the detailed PDM table for output 2 & 3 below.	1. Formulated EEA program 2. Same as on the left	
Activities 1.1 Basic environmental information of pilot cities are collected and analyzed	Inputs <From Laos> 1. Counterpart personnel from the following organizations - MONRE - MPWT - Local offices of MONRE and MPWT - UDAA (VUDAA) in pilot cities	<From Japan> 1. Experts of the following specialties - Team leader/urban environmental management - Deputy team leader/intermediate treatment/final disposal - Water environment management	2. The price of materials, equipment and fuels is not drastically increased. 3. Security is maintained in the
1.2 Laws, strategies and action plans for environmental management are collected and analyzed.			
1.3 The best practices of UEM in ASEAN countries are reviewed and their applicability to Laos is analyzed.			

1.4	The environment and development visions for the pilot cities are formulated.	- Other relevant organizations	- Waste collection and transport	pilot cities.
1.5	The cooperation scenario for the environment and development of the pilot cities are formulated. (*1)	2. Facilities	- Community-based urban environmental management (1)/environmental education	
1.6	The ESC Guidelines of Laos are formulated.	- Offices for experts in Vientiane and pilot cities	- Community-based urban environmental management (2)/pilot project	Pre-conditions All relevant personnel participates the project.
1.7	The ESC Guidelines of Laos are finalized and the manual for the guidelines is prepared.	- Utilities such as electricity, water, sewerage, telephone, etc. of the offices.	- Baseline survey on urban environmental management	
1.8	Dissemination activities of the ESC Guidelines are implemented to other (non-pilot) cities in Lao PDR.	- Data and information	2. Cost of necessary survey	
1.9	<u>Introduction activities of the ESC Guidelines are implemented to the other ASEAN cities.</u>	3. Operation cost	3. Provision of equipment if necessary	
2.1	The pilot projects for urban environmental management are selected. (*2)		4. Support for operation cost	
2.2	The pilot projects are planned.		5. Training opportunity in Japan and/or ASEAN countries	
2.3	The pilot projects are implemented.		<From ASEAN as expected>	
2.4	The results of the pilot projects are presented.		1. Experts to be dispatched on demand	
3.1	The best practices of community-based UEM in Laos are reviewed.		2. Consultation and joint activities (study tour, data and information)	
3.2	The best practices of Community-based UEM in ASEAN Countries are reviewed and their applicability to Laos is analyzed.		3. Training opportunity in ASEAN countries (cost sharing with JICA)	
3.3	The environmental education and awareness (EEA) programs for SWM improvement in the pilot cities are formulated.		4. Support for resource mobilization	
3.4	The EEA pilot projects to facilitate Activity 2.2 are planned.			
3.5	EEA Tools for SWM are developed and the implementation system is enhanced.			
3.6	The EEA pilot projects are implemented.			
3.7	The results of the EEA pilot project are analyzed.			
3.8	The EEA pilot projects are presented in collaboration with Activity 2.4			

(*1) Scenarios are to be formulated for SWM in Vientiane Capital, SWM in LPB District, SWM in Xayabouri District and water environment management in Vientiane Capital.

(*2) Pilot projects are to be implemented for the improvement of SWM in Vientiane Capital, LPB District and Xayabouri District.

【Objectively Verifiable Indicators and Means of Verifications of PDM(3) for Outputs 2 and 3 (Vientiane Capital)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P. 2. Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P.	1. LPPE Progress Report and Monitoring Report 2. LPPE Progress Report
	Indicator 2.2. The solid waste collection system is improved. To be confirmed after the selection of the pilot villages 1. Waste discharge and collection rule(s) are applied to one or more new villages under the instruction of the C/P. 2. The number of non-serviced households in one or more new villages reduces by 50% under the instruction of the C/P. 1. <u>Collection coverage (Contracted) rate of collection service in 4 pilot project villages increases from 33% in November 2013 to 50% in December 2014.</u> 2. <u>Primary collection system by using collection bins covers 150 households in the inaccessible road of collection vehicles in 4 pilot project villages.</u>	1. Information from the district-officers <u>collection company</u> 2. Information from the district-officers <u>VUDAA</u>
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee once a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 VUDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of VTE's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>60%</u> 2. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>40%</u> 3. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>40%</u>	1. POS 2. POS 3. Information from the stalls
	Indicator 3.3. The residents cooperate with the waste collection system. 1. <u>Waste management groups are established in the existing collection improvement pilot villages.</u> 2. <u>The rate of the households in 4 pilot project villages that follow the waste-discharge-and-collection-rule-to-all-the-households-in-all-the-pilot-villages-that-make-collection-service-contracts-with-the-collection-company increases from 33% in November 2013 to 50% in December 2014. To be decided after the selection of the pilot villages.</u> 3. <u>The number of the households in the inaccessible road of collection vehicles in 4 pilot project villages that cooperates primary collection becomes 150.</u>	1. POS <u>Information from the collection company</u> 2. <u>Information from the VUDAA</u>

Note: "New villages" mean the villages which are selected as targets after the pilot projects in the initially selected villages.
POS: Public opinion survey

【Objectively Verifiable Indicators and Means of Verifications of PDM(4) for Outputs 2 and 3 (LPB)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. <ol style="list-style-type: none"> 1. All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P. 2. The activities of the promotion of recyclables discharge are implemented in one or more new villages under the instruction of the C/P. 3. More than 30 hotels/ restaurants participate in the off-site compost project 4. Compost is produced at the off-site compost plant. 5. More than 30 hotels/guesthouses participate in the plastic shopping bag reduction project 6. Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P. 	<ol style="list-style-type: none"> 1. LPPE Progress Report and Monitoring Report 2. POS 3. LPPE Progress Report 4. LPPE Progress Report 5. LPPE Progress Report 6. LPPE Progress Report
	Indicator 2.2. The solid waste collection system is improved. <ol style="list-style-type: none"> 1. A waste collection and transportation plan of LPB is formulated. 2. The activities of the existing collection improvement PP are implemented in one or more new villages under the instruction of the C/P. 3. 10 units of public containers (5m3) are assembled and they are placed in accordance with the container placement plan. 	<ol style="list-style-type: none"> 1. Waste collection and transportation plan 2. LPPE Progress Report 3. LPPE Progress Report, 10 units of public containers (5m3) and container placement plan
	Indicator 2.3. The operation of the final disposal sites is improved. <ol style="list-style-type: none"> 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee once a year. 	<ol style="list-style-type: none"> 1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. <ol style="list-style-type: none"> 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan. 	<ol style="list-style-type: none"> 1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. <ol style="list-style-type: none"> 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared. 	<ol style="list-style-type: none"> 1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of LPB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	<ol style="list-style-type: none"> 1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. <ol style="list-style-type: none"> 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>50%</u> 2. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: <u>70%</u> 3. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>30%</u> 4. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>30%</u> 	<ol style="list-style-type: none"> 1. POS 2. POS 3. POS 4. Information from the stalls
	Indicator 3.3. The residents cooperate with the waste collection system. <ol style="list-style-type: none"> 1. Waste management groups are established in the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70% 3. The rate of the households that follow new waste discharge rules to all the households covered by the collection service expansion PP: 70% 	<ol style="list-style-type: none"> 1. Waste collection leaflet 2. POS and monitoring sheet 3. POS

Note: "New villages" mean the villages which are selected as targets after the pilot projects in the initially selected villages .
POS: Public opinion survey

[Objectively Verifiable Indicators and Means of Verifications of PDM(4) for Outputs 2 and 3 (Xayabouri)]

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P. 2. The activities of the promotion of recyclables discharge are implemented in one or more new villages (or another new area in existing target villages) under the instruction of the C/P. 3. Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P.	1. LPPE Progress Report and Monitoring Report 2. POS 3. LPPE Progress Report
	Indicator 2.2. The solid waste collection system is improved. 1. A waste collection and transportation plan of XYB is formulated. 2. The activities of the existing collection improvement PP are implemented in one or more new villages (or another new area in existing target villages) under the instruction of the C/P. 3. 10 units of public containers (5m3) are assembled and they are placed in accordance with the container placement plan.	1. Waste collection and transportation plan 2. LPPE Progress Report 3. LPPE Progress Report, 10 units of public containers (5m3) and container placement plan
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee once a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of XYB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>50%</u> 2. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: <u>70%</u> 3. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>25%</u> 4. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>25%</u>	1. POS 2. POS 3. POS 4. Information from the stalls
	Indicator 3.3. The residents cooperate with the waste collection system. 1. Waste management groups are established in the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70%	1. <u>Waste collection leaflet</u> 2. <u>POS and monitoring sheet</u>

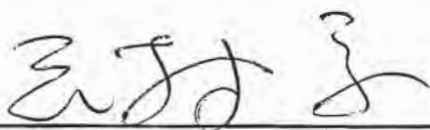
Note: "New villages" mean the villages which are selected as targets after the pilot projects in the initially selected villages.
POS: Public opinion survey

Appendix 4

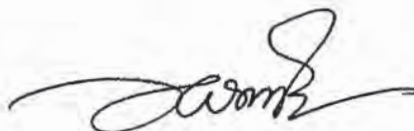
 Activities to be continued only by the counterparts.

**MINUTES OF MEETINGS
FOR
THE SEVENTH TECHNICAL COMMITTEE
ON
THE ENVIRONMENTAL MANAGEMENT COMPONENT OF
THE LAOS PILOT PROGRAM FOR NARROWING THE DEVELOPMENT GAP
TOWARDS ASEAN INTEGRATION**

Xayabouri, 7th August 2014



Mr. Susumu SHIMURA
Team Leader of Short-term JICA Expert
Team for Environmental Component of LPP



Mr. Vanhxay PHIOMANYVONE
Project Manager of the C/P Team
Ministry of Natural Resources and Environment

The Seventh Technical Committee Meeting on the Project

The seventh technical committee meeting of “the Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” (hereinafter referred to as the Project) was held on the 7th August 2014 at Meeting Room of Planning and Investment Department of Xayabouri Province. Ms. Keobang A KEOLA, Director General, Pollution Control Department of Ministry of Natural Resource and Environment (hereinafter referred to as PCD of MONRE), chaired the meeting.

1. INTRODUCTION

The seventh technical committee meeting was preceded according to the agenda as shown in Appendix 1. A list of officials attending the meeting is given in Appendix 2

2. ISSUES AND DECISIONS

2.1 The PDM₄ and PO₄ are revised to PDM₅ and PO₅

PDM₄ and PO₄ are revised to PDM₅ (Appendix 3) and PO₅ (Appendix 4) by amending them as follows.

PDM

Project Purpose:

- No change

Output 1:

- No change

Output 2:

- Objectively Verifiable Indicators and Means of Verification of PDM for Vientiane Capital (VTE), Luang Prabang (LPB) and Xayabouri (XYB) are changed to as shown in the detailed PDM table for output 2.

Output 3:

- Objectively Verifiable Indicators and Means of Verification of PDM for VTE, LPB and XYB are changed to as shown in the detailed PDM table for output 3.

Activity:

- No change

PO

- No change. PO₄ is renamed PO₅ for convenience..

Based on the various discussions made regarding the PDM₄ and PO₄ by the SJET and Counterpart (C/P), the amendments on them were presented to TC members. As a result of discussion, the PDM₅ and PO₅ were approved by TC members.

2.2 Indicators for Eco-stay Project

Since the number of participating hotels/restaurants has not increased as expected, Short-term JICA Expert Team (SJET) suggested DONRE/UDAA of LPB to modify the following indicators:

Indicator 2.1-3:

- More than 30 hotels/ restaurants participate in the off-site compost project.

Indicator 2.1-5:

- More than 30 hotels/guesthouses participate in the plastic shopping bag reduction project.

DONRE/UDAA of LPB replied that they would not modify the indicators. They, therefore, would like to hold an explanation seminar to explain the Eco-stay project to responsible officers of hotels/ restaurants and to persuade them to join.

SJET appreciated their intention and decided to cooperate the seminar.

2.3 Exchange of the Opinions of the Pilot Project Site Villages

VUDAA and UDAA of XYB requested the SJET to provide an opportunity for the Pilot Project (PP) Site Villages to exchange their opinions on the results of the PP in order to extend the outputs of the PPs to the other area.

SJET appreciated their proposal and would offer such an opportunity in the next technical committee or workshop for PP.

3. CONCLUSION

- 3.1 Following the intensive and technical discussions among participants made at the seventh technical committee on 7th August 2014, "PDM₅" with the above clarifications and modifications were fully approved by the both sides.

Agenda

The agenda of the sixth technical committee meeting on 7th August 2014 for the “Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” is shown in the table below.

Time	Subject	Responsible Personnel
8:00 – 8:30	Registration	
8:30 – 8:50	P.1 Opening Speech	• Representative of XYB
8:50 – 9:00	Group Photo	
9:00 – 9:30	P.2 Monitoring Report and Progress of the LPPE from February 2014 to August 2014	• Deputy Director of Pollution Management Division of PCD
09:30 – 10:00	P.3 Planned Activities of the LPPE from Aug 2014 to and Modification of PDM	• Team Leader of LPPE
10:00 – 10:20	Coffee Break	
10:20 – 11:20	P.4 Results and Issues of PPs in Each Pilot Sites	• Representatives from VTE, LPB and XYB
11:20 – 11:40	P.5 Discussion and Comment	• All
11:40 – 12:00	P.6 Conclusion of the 7 th TC	• Deputy Director of Pollution Management Division of PCD
12:00 – 12:30	P.7 Closing Speech	• DG of PCD

Appendix 2

Attendant List on the Seventh Technical Committee meeting on 7th August 2014

No:	Name	Organization	Titel
1	Ms. KeobangA KEOLA	Ministry of Natural Resources and Environmental (MoNRE).	Director General of Department of Pollution Control (PCD), (MoNRE).
2	Mr. Vanhxay PHIOMANYVONE	(MoNRE).	Deputy Chief of Pollution Management Division (PMD), MoNRE
3	Mr. Noudeng VONGDALA	(MoNRE).	Technician, PMD, MoNRE
4	Mr. Sivanh KHONESAVANH	(MoNRE).	Technician, PMD, MoNRE
5	Ms. Phatsada SOUMPHONPUKDY	(MoNRE).	Technician, PMD, MoNRE
6	Ms. Touithida MOUNETICHIT	(MoNRE).	Technical Officer, Department of Pollution Control, (PCD), MoNRE.
7	Ms. Anousone MORAKHAM	(MoNRE).	Technical Officer, PCD, MoNRE.
8	Mr. Vilaivanh KEOSANEHA	(MoNRE).	Technical Officer, PMD, MoNRE
9	Mr. Kukeo SIHARAD	(MoNRE).	Technical Officer, Cabinet Office, MoNRE
10	Mr. Amnuay HANTHONGSAY	(MoNRE).	Technical Officer, Department of Planning and Cooperation, MoNRE.
11	Dr. Bangon SAYARATH	VTE Capital	Deputy Director Department of Natural Resource and Environmental (DoNRE), Vientiane Capital(VTE).
12	Ms.Lodchana PHOUNGMANYVONG	VTE Capital	Chief of Environmental Unit, DoNRE, VTE
13	Mr. Vilasac VANPHASERT	VTE Capital	Technician staff of DoNRE, VTE
14	Ms. Toun SOMMANITHONG	VTE Capital	Technician staff of DoNRE, VTE
15	Mr. Khampian INTHALUECHA	VTE Capital	Chairman, Vientiane Urban Development Administration Authority (VUDAA). Vientiane capital
16	Mr. Sisouk THOLATHA	VTE Capital	Deputy Chief of Urban Cleaning Supervision section, VUDAA, VTE
17	Mr. Vongsavart	VTE Capital	Technician staff of VUDAA, VTE capital

18	Mr Sonethavy PHIMMASANE.	VTE Capital	Director of Vientian Solid Waste Collection Service Km7, VUDAA, VTE
19	Mr. Thavisay MAOSOMPHOU	VTE Capital	Vice of Xaysetha district governor, Vientiane Capital.
20	Mr. Chansamone LUANGLAT	VTE Capital	Head of Environmental Unit, VTE capital.
21	Mr. Khampadit PONENACHIT	LPB	Vice Head of Environment Section, Department of Natural Resource and Environmental (DoNRE), LuangPrabang province.
22	Mr. Sackdaphone KEOPRACHAN	LPB	Technical Officer, Environment Unit, Department of Natural Resource and Environmental (DoNRE), LuangPrabang province.
23	Mr. Sisoram CHANTHADED	LPB	Technical Officer, Environment Unit, Department of Natural Resource and Environmental (DoNRE), LuangPrabang province.
24	Ms. Tae NAKAYAMA	LPB	JICA, Volunteer, DoNRE, LuangPrabang province.
25	Mr. Souvanthone SOUKPHANSAY	LPB	Deputy Director, Office of Natural Resources and Environment, Luang Prabang District
26	Mr. Onkeo NGAOKHAMVONGSA	LPB	Technical Officer, Office of Natural Resources and Environment, Luang Prabang District
27	Mr. Somdy PHONESAVATH	LPB	Vice persident of Urban Development Administration Authority (UDAA) of Luang Prabang District
28	Ms. Kaisone KUSONSAVATH	LPB	Head of Administration Section of UDAA, LuangPrabang district.
29	Mr. Chanthay PHOMSY	LPB	Technical Officer of UDAA, LuangPrabang district.
30	Mr. Dr. Viengsaen SENSOMBAT	LPB	Deputy Chief of Internal Section of Luang Prabang Provincial Hospital.
31	Mr. Khamfay KONGPHENG	LPB	Technical Officer of Luang Prabang Provincial Hospital.
32	Ms. Khamphiou PHATHAVONG	XYB	Deputy Chief of Natural Resources and

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			Environment (DoNRE), Xayabouri province.
33	Mr. Kitsamone PHOTHILACK	XYB	Technician staff of DoNRE, Xayabouri province.
34	Mr. Phaychit VONGKHAM	XYB	Technician staff of DoNRE, Xayabouri province.
35	Ms. Momoko TAGUCHI	XYB	JICA volunteer, DoNRE, Xayabouri province
36	Mr. Vivanh LEUNGSITH	XYB	Deputy Director, Office of Natural Resources and Environment, Xayabouri disreict,
37	Mr. Phoungkham PHILAKHET	XYB	Deputy chife Department of Public Work and Transportation(DPWT), Xayabouri province.
38	Mr. Vilaysack LINTHAVONG	XYB	Technicain staff of DPWT, Xayabouri province.
39	Mr. Bounkhong PHONGSAVANH	XYB	Vice persident of Xayabouri District and Persident of UDAA, Xayabouri District
40	Mr. Thonglun PHUEPHOM	XYB	Vice persident of UDAA, Xayabouri District
41	Mr. Phattanong SONEPANH	XYB	Technician staff of UDAA, Xayabouri District
42	Mr. Souliyan MUNKHONG	XYB	Technicain staff of UDAA, xayabouri district.
43	Dr. Khounsavath SENAPHAN	XYB	Deputy Director of Xayabouri provicial Hospital
44	Mr. Sithone	XYB	Technicain staff of Xayabouri provicial Hospital
45	Ms. Khounchin MATHA	XYB	Deputy chife of Administration Section of Deapartment of Education and sport, Xayabouri province.
46	Mr. Xien PHANYATHONG	XYB	Chife of Phapoon village, Xayabouri district.
47	Mr. Souksakhone BOUNMARK	XYB	Chife of Bounng village, Xayabouri district.
48	Mr. Phousone	XYB	Chife of Natornoi village, Xayabouri district.
49	Mr. Bounpheng	XYB	Chife of Semaueg village, Xayabouri

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			district.
50	Mr. Thongsavanh	XYB	Chife of Phong village,Xayabouri district.
51	Mr. Bounlueng	XYB	Chife of Keng village,Xayabouri district.
52	Mr. Southor	XYB	Deputy chife of Donemay village,Xayabouri district.
53	Mr. Sengchan KHAMMUN	XYB	Head of Simongkhoun market, Xayabouri district.
54	Ms. Sommay SINGLUCK	XYB	Student practice, Department of Planing and Investment(DPI), Xayabouri district
55	Ms. Khongkham INTAPANYA	XYB	Student practice, Department of Planing and Investment(DPI), Xayabouri district
56	Ms. Chanpheng DOUNGKHEO	XYB	Student practice, Department of Planing and Investment(DPI), Xayabouri district
57	Mr. Keisuke SAWADA	JICA	Aid Coordination
58	Ms. Phatsamalee VANNHA	LPPO	Assistant
59	Mr. Susumu SHIMURA	LPPE	Project Leader
60	Mr. Shinnosuke ODA	LPPE	Expert
61	Ms. Noriko OTSUKI	LPPE	Expert
62	Ms. Makiko INAMORI	LPPE	Expert
63	Dr. Sayamang NATHANAVONE	LPPE	Expert
64	Mr. Xaysavanh INTAPANYA	LPPE	Assistant

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Project Design Matrix (PDM₄)

Appendix 3

Project title: LPP Environmental Management Component
 Target Area: Three pilot cities (Vientiane Capital, LPB District and Xayabouri District)
 Period: August 2011-October 2015

Ver. 4
 PDM₄ March 2014

Narrative Summary		Objectively verifiable indicators	Means of verification	Important assumptions
Project purpose Promotion of ESC in Laos is enhanced based on the AIESC.		The ESC Guidelines are widely used.	1. The number of cities formulated "Vision for ESC" 2. Established institutional arrangement for the dissemination of the ESC Guidelines and its Manual. 3. The number of cities newly registered as ESC.	1. Environmental policy of the Lao Government is not drastically changed.
Outputs 1 The Guidelines on ESC is formulated and disseminated based on the National Environmental Strategy 2020 and related strategies and action plans.		The ESC Guidelines is formulated and disseminated.	1. Formulated ESC Guidelines 2. The number of seminars/workshops held to disseminate the ESC Guidelines and the number of participating cities in Lao PDR. 3. The number of seminars/workshops held to introduce the ESC Guidelines to the other ASEAN cities.	
2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.		As shown in the detailed PDM table for output 2 & 3 below.	Same as on the left	
3 Community-based urban environmental management for SWM is promoted in the three pilot cities.		1. EEA Program for SWM improvement in the three pilot cities is formulated. 2. As shown in the detailed PDM table for output 2 & 3 below.	1. Formulated EEA program 2. Same as on the left	
Activities 1.1 Basic environmental information of pilot cities are collected and analyzed		Inputs <From Laos> 1. Counterpart personnel from the following organizations - MONRE - MPWT - Local offices of MONRE and MPWT - UDAs (VUDAA) in pilot cities	<From Japan> 1. Experts of the following specialities - Team leader/urban environmental management - Deputy team leader/intermediate treatment/final disposal - Water environment management	2. The price of materials, equipment and fuels is not drastically increased. 3. Security is maintained in the
1.2 Laws, strategies and action plans for environmental management are collected and analyzed.				
1.3 The best practices of UEM in ASEAN countries are reviewed and their applicability to Laos is analyzed.				

1.4	The environment and development visions for the pilot cities are formulated.	- Other relevant organizations	- Waste collection and transport	pilot cities.
1.5	The cooperation scenario for the environment and development of the pilot cities are formulated. (*1)	2. Facilities	- Community-based urban environmental management (1)/environmental education	
1.6	The ESC Guidelines of Laos are formulated.	- Offices for experts in Vientiane and pilot cities	- Community-based urban environmental management (2)/pilot project	Pre-conditions All relevant personnel participates the project.
1.7	The ESC Guidelines of Laos are finalized and the manual for the guidelines is prepared.	- Utilities such as electricity, water, sewerage, telephone, etc. of the offices.	- Baseline survey on urban environmental management	
1.8	Dissemination activities of the ESC Guidelines are implemented to other (non-pilot) cities in Lao PDR.	- Data and information	2. Cost of necessary survey	
1.9	Introduction activities of the ESC Guidelines are implemented to the other ASEAN cities.	3. Operation cost	3. Provision of equipment if necessary	
2.1	The pilot projects for urban environmental management are selected. (*2)		4. Support for operation cost	
2.2	The pilot projects are planned.		5. Training opportunity in Japan and/or ASEAN countries	
2.3	The pilot projects are implemented.		<From ASEAN as expected>	
2.4	The results of the pilot projects are presented.		1. Experts to be dispatched on demand	
3.1	The best practices of community-based UEM in Laos are reviewed.		2. Consultation and joint activities (study tour, data and information)	
3.2	The best practices of Community-based UEM in ASEAN Countries are reviewed and their applicability to Laos is analyzed.		3. Training opportunity in ASEAN countries (cost sharing with JICA)	
3.3	The environmental education and awareness (EEA) programs for SWM improvement in the pilot cities are formulated.		4. Support for resource mobilization	
3.4	The EEA pilot projects to facilitate Activity 2.2 are planned.			
3.5	EEA Tools for SWM are developed and the implementation system is enhanced.			
3.6	The EEA pilot projects are implemented.			
3.7	The results of the EEA pilot project are analyzed.			
3.8	The EEA pilot projects are presented in collaboration with Activity 2.4			

(*1) Scenarios are to be formulated for SWM in Vientiane Capital, SWM in LPB District, SWM in Xayabouri District and water environment management in Vientiane Capital.

(*2) Pilot projects are to be implemented for the improvement of SWM in Vientiane Capital, LPB District and Xayabouri District.

【Objectively Verifiable Indicators and Means of Verifications of PDM(3) for Outputs 2 and 3 (Vientiane Capital)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P. 2. Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P. 3. <u>The activities of the promotion of recyclables discharge are implemented in one or more new streets under the instruction of the C/P.</u>	1. LPPE Progress Report and Monitoring Report 2. LPPE Progress Report
	Indicator 2.2. The solid waste collection system is improved. 1. Collection coverage (Contracted) rate of collection service in 4 pilot project villages increases from 33% in November 2013 to 50% in December 2014. 2. Primary collection system by using collection bins covers 150 households in the inaccessible road of collection vehicles in 4 pilot project villages.	1. Information from the collection company 2. Information from the VUDAA
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee once a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 VUDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of VTE's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>60%</u> 2. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>40%</u> 3. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>40%</u> 4. <u>The rate of the households that separately discharge recyclable waste to all the households covered by primary collection PP: 70%</u>	1. POS 2. POS 3. Information from the stalls

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
	<p>Indicator 3.3. The residents cooperate with the waste collection system.</p> <p>1. Waste management groups are established in the existing collection improvement pilot villages.</p> <p>2. The rate of the households in 4 pilot project villages that make collection service contracts with the collection company increases from 33% in November 2013 to 50% in December 2014.</p> <p>2. <u>The fee payment rate of the households in 4 pilot project villages that newly make collection service contracts with the collection company maintains 90 %.</u></p> <p>3. The number of the households in the inaccessible road of collection vehicles in 4 pilot project villages that cooperates primary collection becomes 150.</p> <p>3. <u>The rate of the cooperating households to all the households covered by the primary collection PP: 70%</u></p>	<p>1. Information from the collection company</p> <p>2. Information from the VUDAA</p>

Note: "New villages" mean the villages which are selected as targets after the pilot projects in the initially selected villages .
 POS: Public opinion survey

[Objectively Verifiable Indicators and Means of Verifications of PDM(4) for Outputs 2 and 3 (LPB)]

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P. 2. The activities of the promotion of recyclables discharge are implemented in one or more new villages under the instruction of the C/P. 3. More than 30 hotels/ restaurants participate in the off-site compost project 4. Compost is produced at the off-site compost plant. 5. More than 30 hotels/guesthouses participate in the plastic shopping bag reduction project 6. Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P. 7. <u>The school recycling activities continue at the two pilot project schools.</u>	1. LPPE Progress Report and Monitoring Report 2. POS 3. LPPE Progress Report 4. LPPE Progress Report 5. LPPE Progress Report 6. LPPE Progress Report
	Indicator 2.2. The solid waste collection system is improved. 1. A waste collection and transportation plan of LPB is formulated. 2. The activities of the existing collection improvement PP are implemented in one or more new villages under the instruction of the C/P. 3. 10 units of public containers (5m3) are assembled and they are placed in accordance with the container placement plan.	1. Waste collection and transportation plan 2. LPPE Progress Report 3. LPPE Progress Report, 10 units of public containers (5m3) and container placement plan
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee once a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of LPB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>50%</u> 2. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: 70% <u>The rate of the households that separately discharge recyclable waste to all the households covered by primary collection PP: 70%</u> 3. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>30%</u> 4. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: 30% 5. <u>The cooperation rate of the school recycling at the PP schools is more than 50% of total numbers of classes.</u>	1. POS 2. POS 3. POS 4. Information from the stalls

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
	<p>Indicator 3.3. The residents cooperate with the waste collection system.</p> <ol style="list-style-type: none"> 1. Waste management groups are established in the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70% 3. The rate of the households that follow new waste discharge rules to all the households covered by the collection service expansion PP: 70% 	<ol style="list-style-type: none"> 1. Waste collection leaflet 2. POS and monitoring sheet 3. POS

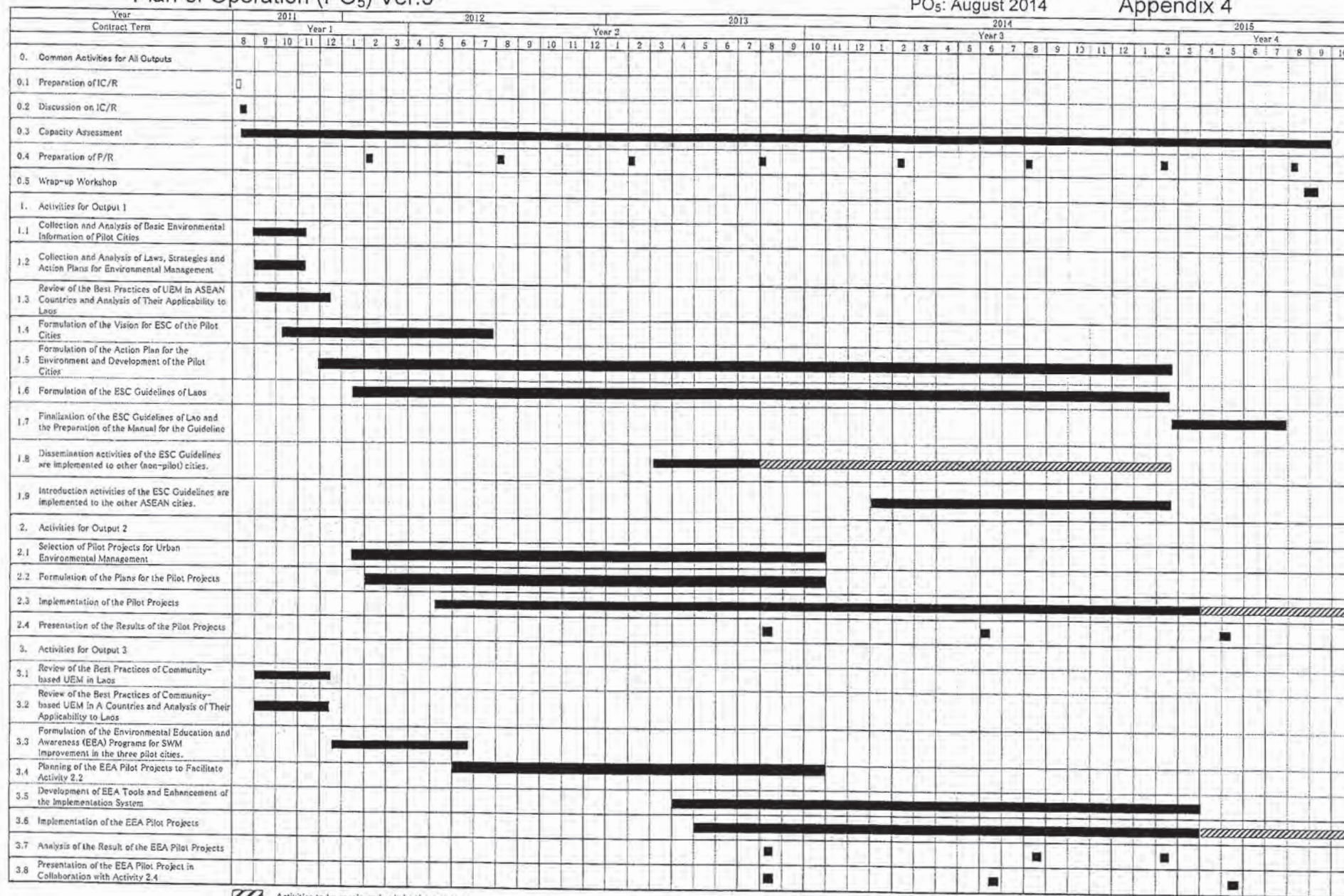
Note: "New villages" mean the villages which are selected as targets after the pilot projects in the initially selected villages .
 POS: Public opinion survey

【Objectively Verifiable Indicators and Means of Verifications of PDM(4) for Outputs 2 and 3 (Xayabouri)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 Urban environmental management (solid waste management (SWM)) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P. 2. The activities of the promotion of recyclables discharge are implemented in one or more new villages (or another new area in existing target villages) under the instruction of the C/P. 3. Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P. 4. <u>The school recycling activities continue at the pilot project school.</u> 5. <u>The community based recyclable waste recycling activities continue at the pilot project village.</u>	1. LPPE Progress Report and Monitoring Report 2. POS 3. LPPE Progress Report
	Indicator 2.2. The solid waste collection system is improved. 1. A waste collection and transportation plan of XYB is formulated. 2. The activities of the existing collection improvement PP are implemented in one or more new villages (or another new area in existing target villages) under the instruction of the C/P. 3. 10 units of public containers (5m3) are assembled and they are placed in accordance with the container placement plan.	1. Waste collection and transportation plan 2. LPPE Progress Report 3. LPPE Progress Report, 10 units of public containers (5m3) and container placement plan
	Indicator 2.3. The operation of the final disposal sites is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee once a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of XYB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>50%</u> 2. The rate of the households that separately discharge recyclable waste to all the households in all the pilot villages: 70% 2. <u>The rate of the households that separately discharge recyclable waste to all the households covered by primary collection PP: 70%</u> 3. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>25%</u> 4. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>25%</u> 5. <u>The cooperation rate of the school recycling at the PP school is more than 50% of total numbers of classes.</u> 6. <u>Recyclable waste recycling units are established in the pilot project village.</u>	1. POS 2. POS 3. POS 4. Information from the stalls

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
	<p>Indicator 3.3. The residents cooperate with the waste collection system.</p> <ol style="list-style-type: none"> 1. Waste management groups are established in the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70% 	<ol style="list-style-type: none"> 1. <u>Waste collection leaflet</u> 2. <u>POS and monitoring sheet</u>

Note: "New villages" mean the villages which are selected as targets after the pilot projects in the initially selected villages.
POS: Public opinion survey



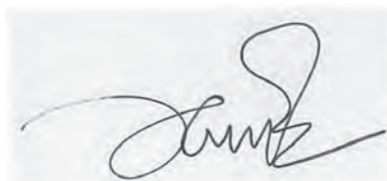
 Activities to be continued only by the counterparts.

**MINUTES OF MEETINGS
FOR
THE EIGHTH TECHNICAL COMMITTEE
ON
THE ENVIRONMENTAL MANAGEMENT COMPONENT OF
THE LAOS PILOT PROGRAM FOR NARROWING THE DEVELOPMENT GAP
TOWARDS ASEAN INTEGRATION**

Luang Prabang, 22nd January 2015



Mr. Susumu SHIMURA
Team Leader of Short-term JICA Expert
Team for Environmental Component of LPP



Mr. Vanhxay PHIOMANYVONE
Project Manager of the C/P Team
Ministry of Natural Resources and Environment

The Eighth Technical Committee Meeting on the Project

The eighth technical committee meeting of “the Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” (hereinafter referred to as the Project) was held on the 22nd January 2015 at Agriculture and Forestry Meeting Room of Luang Prabang Province. Mr. Phetsmone DALALOM, Acting Director General, Pollution Control Department of Ministry of Natural Resource and Environment (hereinafter referred to as PCD of MONRE), chaired the meeting and co-chaired by Mr. Chanthavong PHONNACHIT, Deputy Director General, Department of Natural Resources and Environment of LPB.

1. INTRODUCTION

The eighth technical committee meeting was preceded according to the agenda as shown in Appendix 1. A list of officials attending the meeting is given in Appendix 2

2. ISSUES AND DECISIONS

2.1 Amendment of Member of Technical Committee (TC)

The Project Manager informed that the appointments of following technical committee members were amended according to the retirement and movement of the positions.

Table 1: Amended Member of Technical Committee (T/C)

Assignment	Central Government	Vientiane Capital (VTE)	Luang Prabang (LPB)	Xayabouri(XYB)
Chairperson	Deputy Director, Pollution Management Division, PCD, MONRE Mr. Vanhxay PHIOMANYVONE	Deputy Director General, Department of Natural Resources and Environment of VTE Dr. Ms. Bangon SAYARATH	Deputy Director General, Department of Natural Resources and Environment of LPB Mr. Chanthavong PHONNACHIT	Deputy Director General, Department of Natural Resources and Environment of XYB Ms. Khamphiou PHANTHAVONG
Member	Department of Housing and Urban Planning Ministry of Public Works and Transport Mr. Bounthong KEOHANAM	Deputy Director General, Department of Public Works and Transport of VTE Mr. Bounchan KEOSITAMMA	Technical Staff, Department of Natural Resources and Environment of LPB Mr. Sackdaphone KEOPRACHAN	Director, Urban Development and Administration Authority of XYB Mr. Bounkhong PHONGSAVANH
	Technical Staff, Department of Hygiene, Ministry of Health Ms. Khampasith PHOMMACHAK	Department of Public Works and Transport of VTE Ms. Bouavone LUANGKHOT	Department of Public Works and Transport of LPB Mr. Bounpheng CHITHAPHONE	Department of Public Works and Transport of XYB Mr. PhouangKham PHILAKET
	Technical Staff, Pollution Management Division, PCD, MONRE Mr. Noudeng VONGDALA	Department of Public Works and Transport of VTE Ms. Thongnith PANYAVONG	Department of Public Works and Transport of LPB Mr. Phouttasom MANOPHAT	Department of Public Work and Transport of XYB Mr. Vilaysak LINTHAVONG
	Technical Staff, Pollution Management Division, PCD, MONRE Mr. Sivanh KHONESAVANH	Chief of Environment Section, Department of Natural Resources and Environment of VTE Ms. Rotchana PHOUANGMANIVONG	Deputy Director, Urban Development and Administration Authority of LPB Mr. Phourmy OPHETHSANE	Technical Staff, Department of Natural Resources and Environment of XYB Mr. Kitsamone PHOTILAK
	Technical Staff, Pollution Management Division, PCD, MONRE Mr. Nakkalin VORASARN	Technical Staff, Department of Natural Resources and Environment of VTE Mr. Vilasak VENPASEUTH	Chief of Administration Section, Urban Development and Administration Authority of LPB Ms. Kaisone KHOUSONSAVATH	Urban Development and Administration Authority of XYB Mr. Thonglan PHEUAPHOM
	Technical Staff, Pollution Management Division, PCD, MONRE Ms. Phatsada SOUMPHOMPHUKDY	Deputy Director General, Vientiane Urban Development and Administration Authority Mr. Khampian INTHALUXA		Urban Development and Administration Authority of XYB Mr. Phathanong SONEPHAN
	Technical Staff, Pollution Management Division, PCD, MONRE	Chief of Urban Cleaning Supervision Section, Vientiane Urban		Urban Development and Administration Authority of XYB

Assignment	Central Government	Vientiane Capital (VTE)	Luang Prabang (LPB)	Xayabouri(XYB)
	Mr. Sengkeo TASAKETH	Development and Administration Authority Mr. Sisouk THOLATHA		Mr. Soulinyan MANKHONG
		Vientiane Urban Development and Administration Authority Mr. Sonethavy PHIMMASANE		
		Technical Staff, Vientiane Urban Development and Administration Authority Mr. Kaysone CHANTHALATH		

The Short-term JICA Expert Team (SJET) acknowledged the appointment.

2.2 Extension of Dissemination Activities of the ESC Guidelines

The Project Manager requested SJET that the dissemination activities of the ESC Guidelines (ESC_GL) shall be extended to the other cities than three pilot ones.

The SJET acknowledged the request and replied that the team will support several cities to finalize their ESC visions in cooperation with MONRE/PCD until July 2015.

2.3 The PDM₅ and PO₅ are revised to PDM₆ and PO₆

PDM₅ and PO₅ are revised to PDM₆ (Appendix 3) and PO₆ (Appendix 4) by amending them as follows.

PDM

Project Purpose:

- No change

Output 1:

- No change

Output 2:

- Objectively Verifiable Indicators and Means of Verification of PDM for Vientiane Capital (VTE), Luang Prabang (LPB) and Xayabouri (XYB) are changed to as shown in the detailed PDM table for output 2.

Output 3:

- Objectively Verifiable Indicators and Means of Verification of PDM for VTE, LPB and XYB are changed to as shown in the detailed PDM table for output 3.

Activity:

- No change

PO

- Dissemination activities of the ESC Guidelines (ESC_GL) to the other cities than three pilot ones be extended until July 2015.

Based on the various discussions made regarding the PDM₅ and PO₅ by the SJET and Counterpart (C/P), the amendments on them were presented to TC members. As a result of discussion, the PDM₆ and PO₆ were approved by TC members.

3. CONCLUSION


- 3.1 Following the intensive and technical discussions among participants made at the eighth technical committee on 22nd January 2015, "PDM₆" with the above clarifications and modifications were fully approved by the both sides.

A handwritten signature in black ink, appearing to be a stylized 'E' followed by a flourish.

Agenda

The agenda of the eighth technical committee meeting on 22nd January 2015 for the “Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” is shown in the table below.

Time	Subject	Responsible Personnel
8:00 – 8:30	Registration	
8:30 – 8:50	P.1 Opening Speech	• Representative of LPB
8:50 – 9:00	Group Photo	
9:00 – 9:30	P.2 Monitoring Report and Progress of the LPPE from September 2014 to January 2015	• Deputy Director of Pollution Management Division of PCD
09:30 – 10:00	P.3 Planned Activities of the LPPE from February 2015 to September 2015 and Modification of PDM	• Team Leader of LPPE
10:00 – 10:20	Coffee Break	
10:20 – 12:00	P.4 Results and Issues of PPs in Each Pilot Sites	• Representatives from VTE, LPB and XYB
12:00 – 13:30	Lunch	
13:30 – 14:30	P.5 Discussion and Comment	• All
14:30 – 15:00	P.6 Conclusion of the 8 th TC	• Deputy Director of Pollution Management Division of PCD
15:00 – 15:30	P.7 Closing Speech	• Acting DG of PCD



Appendix 2

Attendant List on the Seventh Technical Committee meeting on 7th August 2014

No:	Name	Organization	Title
1	Mr. Phetsamone DALALOM	Ministry of Natural Resources and Environment (MONRE)	Acting Director General of Department of Pollution Control (PCD)
2	Mr. Vanhxay PHIOMANYVONE	MONRE	Deputy Director of Pollution Management Division (PMD), PCD
3	Mr. Sengkeo TASAKETH	MONRE	Technical officer, PMD, PCD
4	Mr. Sivanh KHONESAVANH	MONRE	Technical officer, PMD, PCD
5	Ms. Phatsada SOUMPHOMPHUKDY	MONRE	Technical officer, PMD, PCD
6	Mr. Nakkhalin VORASARN	MONRE	Technical officer, PCD
7	Mr. Touithida MOUNETICHIT	MONRE	Technical Officer, PCD
8	Ms. Soukpalamy DOUANGMALA	MONRE	Technical Officer, PCD
9	Ms. Sinakhone VILAYCHIT	MONRE	Technical Officer, Cabinet Office
10	Mr. Viladet SISAMOUT	MONRE	Technical Officer, Department of Planning and Cooperation
11	Ms. Khamla PHOUMANY	Ministry of Health (MOH)	Technical Officer, Department of Hygiene and Health Promotion
12	Mr. Phouthasom INTHAVONG	Ministry of Public Works and Transport (MPWT)	Deputy Director of Urban Development Division
13	Mr. Chitaphone VILAYSACK	Department of Natural Resources and Environment (DONRE) of VTE Capital	Technical Officer
14	Mr. Vilasak VENPASEUTH	DONRE, VTE Capital	Chief of Environmental Quality Promotion Unit
15	Ms. Toun SOMMANITHONG	DONRE, VTE Capital	Technical Officer
16	Ms. Nao HABE	JICA/ DONRE, VTE Capital	Japan Overseas Cooperation Volunteer (JOCV)
17	Ms. Bouavone LUANGKHOT	Department of Public Works and Transport (DPWT)	Deputy Chief of Housing, Urban Planning and Environment Division
18	Ms. Vankham LUANGKHOT	DPWT, VTE Capital	Technical Officer

19	Mr. Phoudone MEKSAVAN	Vientiane Urban Development Administration Authority (VUDAA)	Vice President
20	Mr. Sisouk THOLATHA	VUDAA	Chief of Urban Cleaning Supervision Section
21	Mr. Sonethavy PHIMMASANE	VUDAA	Director of Vientiane Solid Waste Collection Service Km7
22	Mr. Thavisay MAOSOMPHOU	Xaysettha District Office, VTE Capital	Vice District Governor
23	Mr. Chansamone LUANGLAT	Office of Natural Resources and Environment (ONRE) of Xaysettha District, VTE Capital	Head of Environment Unit
24	Mr. Chanthavong PHONNACHIT	DONRE, LPB	Deputy Director
25	Mr. Sackdaphone KEOPRACHAN	DONRE, LPB	Technical Officer, Environment Section
26	Ms. Douangmaly UNSAVATH	DONRE, LPB	Technical Officer, Environment Section
27	Ms. Kongmee VANTHAVISOUK	DONRE, LPB	Technical Officer, Environment Section
28	Ms. Tae NAKAYAMA	JICA / DONRE, LPB	JOCV
29	Mr. Phoumy OPHETSANE	UDAA, LPB	Vice President
30	Ms. Kaysone KOUSONSAVATH	UDAA, LPB	Head of Administration Section
31	Mr. Chanthy PHOMSY	UDAA, LPB	Technical Officer
32	Mr. Padit TAMMAVONGSAVANH	UDAA, LPB	Head of Solid Waste Management Section
33	Mr. Thongdy PHOMMACHACK	ONRE, LPB District	Director
34	Mr. Souvanthone SOUKPHANSAY	ONRE, LPB District	Deputy Director
35	Mr. Bounpheng CHITTAPHONE	Office of Public Work and Transport of LPB District	Director
36	Ms. Keola MANYCHIT	LPB Provincial Office	Head of Section
37	Ms. Amphayphone	LPB Provincial Office	Technical Officer
38	Ms. Thongphan TIANGANNATY	LPB District Office	Head of Administration

39	Mr. Dr. Khamzone PHONGSAVATDY	LPB Provincial Hospital	Director
40	Mr. Khampouy KONGPHENG	LPB Provincial Hospital	Chief of Unit
41	Mr. Sing SITHAPANYA	Viengmay village	Chief of the Village
42	Mr. Silithat	Pakham Village	Chief of the Village
43	Mr. Somsack	Aphay Village	Chief of the Village
44	Ms. Vilaysit SOMMALAT	Vattaat Village	Chief of the Village
45	Ms. Monesay	Tabodsot Village	Chief of the Village
46	Mr. Somchit	Houasiang Village	Chief of the Village
47	Mr. Sukan	Naviengkham Village	Chief of the Village
48	Ms. Sompong	Viengxay Village	Deputy Chief of the Village
49	Mr. Bounliang	Pongvane Village	Chief of the Village
50	Mr. Siangsouk	Sangkhong Village	Chief of the Village
51	Ms. Boualiane CHANTHAVONG	Pongkham Secondary School	Teacher
52	Mr. Houmphan	Santhiparp Secondary School	Deputy Director
53	Mr. Bounpheng CHITTAPHONE	Office of Public Work and Transport of LPB District	Director
54	Mr. Dr. Vaetphet SIBOUNMA	DONRE, XYB	Deputy Director
55	Mr. Kitsamone PHOTHILACK	DONRE, XYB	Acting Director, Environment Unit
56	Mr. Vilasack SITTHISACK	DONRE, XYB	Technical staff
57	Ms. Momoko TAGUCHI	JICA/ DONRE, XYB	JOCV
58	Mr. Phuangkham VILAKEUT	DPWT, XYB	Deputy Director
59	Mr. Vilasack LINTHA VONG	DPWT, XYB	Technical Officer
60	Mr. Thonglan PHUAPHOM	UDAA, XYB	Vice President
61	Mr. Phattanong SONEPANH	UDAA, XYB	Technical Officer
62	Mr. Souliyan MANEKHONG	UDAA, XYB	Technical Officer

63	Mr. Khamphan PHANTHAVONG	ONRE, XYB	Director
64	Mr. Sengthavy	ONRE, XYB	Technical Officer
65	Mr. Dr. Khounsavat SENAPHAN	XYB Provincial Hospital	Deputy Director
66	Ms. Patoumvan DOUANGNGEN	XYB Provincial Hospital	Chief of Nurse
67	Mr. Viengsavanh SISOMBATH	JICA	Program Officer
68	Ms. Izumi IWAOKA	LPPO	Project Coordinator
69	Mr. Susumu SHIMURA	LPPE	Project Leader
70	Mr. Naofumi SATO	LPPE	Expert
71	Mr. Shinnosuke ODA	LPPE	Expert
72	Ms. Makiko INAMORI	LPPE	Project Coordinator
73	Mr. Dr. Sayamang NANTHANAVONE	LPPE	Assistant
74	Mr. Xaysavanh INTAPANYA	LPPE	Assistant

Project Design Matrix (PDM₆)

Appendix 3

Project title: LPP Environmental Management Component

Target Area: Three pilot cities (Vientiane Capital, LPB District and Xayabouri District)

Period: August 2011-October 2015

Ver. 6

PDM₆ January 2015

Narrative Summary	Objectively verifiable indicators	Means of verification	Important assumptions
Project purpose Promotion of ESC in Laos is enhanced based on the AIESC.	The ESC Guidelines are widely used.	1. The number of cities formulated "Vision for ESC" 2. Established institutional arrangement for the dissemination of the ESC Guidelines and its Manual. 3. The number of cities newly registered as ESC.	1. Environmental policy of the Lao Government is not drastically changed.
Outputs 1 The Guidelines on ESC is formulated and disseminated based on the National Environmental Strategy 2020 and related strategies and action plans.	The ESC Guidelines is formulated and disseminated.	1. Formulated ESC Guidelines 2. The number of seminars/workshops held to disseminate the ESC Guidelines and the number of participating cities in Lao PDR. 3. The number of seminars/workshops held to introduce the ESC Guidelines to the other ASEAN cities.	
2 As part of urban environmental management (UEM), solid waste management (SWM) in the three pilot cities is improved based on the Guidelines on ESC.	As shown in the detailed PDM table for output 2 & 3 below.	Same as on the left	
3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	1. EEA Program for SWM improvement in the three pilot cities is formulated. 2. As shown in the detailed PDM table for output 2 & 3 below.	1. Formulated EEA program 2. Same as on the left	
Activities 1.1 Basic environmental information of pilot cities are collected and analyzed 1.2 Laws, strategies and action plans for environmental management are collected and analyzed. 1.3 The best practices of UEM in ASEAN countries are reviewed and their applicability to Laos is analyzed. 1.4 The visions for ESC of the pilot cities are formulated. 1.5 The action plans for the environment and development of the pilot cities are formulated. (*1)	Inputs <From Laos> 1. Counterpart personnel from the following organizations - MONRE - MPWT - Local offices of MONRE and MPWT - UDAA's (VUDAA) in pilot cities - Other relevant organizations 2. Facilities - Offices for experts in Vientiane and	<From Japan> 1. Experts of the following specialties - Team leader/urban environmental management - Deputy team leader/intermediate treatment/final disposal - Water environment management - Waste collection and transport - Community-based urban environmental management (1)/environmental education - Community-based urban environmental	2. The price of materials, equipment and fuels is not drastically increased. 3. Security is maintained in the pilot cities.

1.6	The ESC Guidelines of Laos are formulated.	pilot cities	management (2)/pilot project	
1.7	The ESC Guidelines of Laos are finalized and the manual for the guidelines is prepared.	- Utilities such as electricity, water, sewerage, telephone, etc. of the offices.	- Baseline survey on urban environmental management	
1.8	Dissemination activities of the ESC Guidelines are implemented to other (non-pilot) cities in Lao PDR.	- Data and information	- Healthcare Waste Management	
1.9	Introduction activities of the ESC Guidelines are implemented to the other ASEAN cities.	3. Operation cost	2. Cost of necessary survey	
2.1	The pilot projects for urban environmental management are selected. (*2)		3. Provision of equipment if necessary	
2.2	The pilot projects are planned.		4. Support for operation cost	
2.3	The pilot projects are implemented.		5. Training opportunity in Japan and/or ASEAN countries	
2.4	The results of the pilot projects are presented.		<From ASEAN as expected>	
3.1	The best practices of community-based UEM in Laos are reviewed.		1. Experts to be dispatched on demand	Pre-conditions
3.2	The best practices of Community-based UEM in ASEAN Countries are reviewed and their applicability to Laos is analyzed.		2. Consultation and joint activities (study tour, data and information)	All relevant personnel participates the project.
3.3	The environmental education and awareness (EEA) programs for SWM improvement in the pilot cities are formulated.		3. Training opportunity in ASEAN countries (cost sharing with JICA)	
3.4	The EEA pilot projects to facilitate Activity 2.2 are planned.		4. Support for resource mobilization	
3.5	EEA Tools for SWM are developed and the implementation system is enhanced.			
3.6	The EEA pilot projects are implemented.			
3.7	The results of the EEA pilot project are analyzed.			
3.8	The EEA pilot projects are presented in collaboration with Activity 2.4			

(*1) Action plans are to be formulated for SWM in Vientiane Capital, SWM in LPB District, SWM in Xayabouri District and water environment management in Vientiane Capital.

(*2) Pilot projects are to be implemented for the improvement of SV/M in Vientiane Capital, LPB District and Xayabouri District.

【Objectively Verifiable Indicators and Means of Verifications of PDM(3) for Outputs 2 and 3 (Vientiane Capital)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 As part of urban environmental management (UEM), solid waste management (SWM) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P. 2. Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P. 3. The activities of the promotion of recyclables discharge are implemented in one or more new streets under the instruction of the C/P.	1. LPPE Progress Report and Monitoring Report 2. LPPE Progress Report 3. <u>LPPE Progress Report</u>
	Indicator 2.2. The solid waste collection system is improved. 1. Collection coverage (Contracted) rate of collection service in 4 pilot project villages increases from 33% in November 2013 to 50% in December 2014. 2. Primary collection system by using collection bins covers 125 households in the inaccessible road of collection vehicles in 4 pilot project villages. 3. <u>Primary collection system by using collection bins for inaccessible road of collection vehicles will be expanded to the two new villages and cover 25 households by the initiative of VUDAA.</u> 4. <u>A waste collection and transportation plan of VTE is formulated.</u>	1. Information from the collection company 2. Information from the VUDAA 3. <u>LPPE Progress Report</u> 4. <u>Waste collection and transportation plan</u>
	Indicator 2.3. The operation of the final disposal site is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee once a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 VUDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of VTE's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: 60% 2. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: 40% 3. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: 40% 4. The rate of the households that separately discharge recyclable waste to all the households covered by primary collection PP: 70%	1. <u>MONRE Monitoring Report and Information from the chief of the village</u> 2. <u>MONRE Monitoring Report and Information from the chief of the village</u> 3. Information from the stalls 4. <u>MONRE Monitoring Report and Information from the chief of the village</u>
	Indicator 3.3. The residents cooperate with the waste collection system. 1. Waste management groups are established in the existing collection improvement pilot villages. 2. The fee payment rate of the households in 4 pilot project villages that newly make collection service contracts with the collection company maintains 90 % . 3. The rate of the cooperating households to all the households covered by the primary collection PP: 70%	1. <u>Group member list</u> 2. Information from the VUDAA 3. <u>MONRE Monitoring Report and Information from the chief of the village</u>

Note:

"New villages" mean the villages which are selected as targets after the pilot projects in the initially selected villages

POS: Public opinion survey

Objectively Verifiable Indicators and Means of Verifications of PDM(4) for Outputs 2 and 3 (LPB)]

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 As part of urban environmental management (UEM), solid waste management (SWM) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P. 2. The activities of the promotion of recyclables discharge are implemented in one or more new villages under the instruction of the C/P. 3. More than 30 hotels/ restaurants participate in the off-site compost project 4. Compost is produced at the off-site compost plant. 5. More than 30 hotels/guesthouses participate in the plastic shopping bag reduction project 6. Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P. 7. The school recycling activities continue at the two pilot project schools.	1. LPPE Progress Report and Monitoring Report 2. POS 3. LPPE Progress Report 4. LPPE Progress Report 5. LPPE Progress Report 6. LPPE Progress Report 7. LPPE Progress Report
	Indicator 2.2. The solid waste collection system is improved. 1. A waste collection and transportation plan of LPB is formulated. 2. The activities of the existing collection improvement PP are implemented in one or more new villages under the instruction of the C/P. 3. 10 units of public containers (5m3) are assembled and they are placed in accordance with the container placement plan.	1. Waste collection and transportation plan 2. LPPE Progress Report 3. LPPE Progress Report, 10 units of public containers (5m3) and container placement plan
	Indicator 2.3. The operation of the final disposal site is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee once a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of LPB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: 50% 2. The rate of the households that separately discharge recyclable waste to all the households covered by primary collection PP: 70% 3. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: 30% 4. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: 30% 5. The cooperation rate of the school recycling at the PP schools is more than 50% of total numbers of classes.	1. MONRE Monitoring Report and Information from the chief of the village 2. MONRE Monitoring Report and Information from the chief of the village 3. MONRE Monitoring Report and Information from the chief of the village 4. Information from the stalls 5. Information from the schools
	Indicator 3.3. The residents cooperate with the waste collection system. 1. Waste management groups are established in the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70% 3. The rate of the households that follow new waste discharge rules to all the households covered by the collection service expansion PP: 70%	1. Group member list 2. MONRE Monitoring Report and Information from the chief of the village 3. POS

Note: "New villages" mean the villages which are selected as targets after the pilot projects in the initially selected villages
 POS: Public opinion survey

【Objectively Verifiable Indicators and Means of Verifications of PDM(4) for Outputs 2 and 3 (Xayabouri)】

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
Output 2 As part of urban environmental management, solid waste management (SWM) in the three pilot cities is improved based on the Guidelines on ESC.	Indicator 2.1. 3Rs are promoted. 1. All barrels and bins are disseminated by Dec 2014 and kept monitored until the end of the project by C/P. 2. The activities of the promotion of recyclables discharge are implemented in one or more new villages (or another new area in existing target villages) under the instruction of the C/P. 3. Plastic shopping bag reduction activities are started at one or more new places under the instruction of the C/P. 4. The school recycling activities continue at the <u>two</u> pilot project (PP) schools. 5. The community based recyclable waste recycling activities continue at the pilot project village.	1. LPPE Progress Report and Monitoring Report 2. POS 3. LPPE Progress Report 4. <u>LPPE Progress Report</u>
	Indicator 2.2. The solid waste collection system is improved. 1. A waste collection and transportation plan of XYB is formulated. 2. The activities of the existing collection improvement PP are implemented in one or more new villages (or another new area in existing target villages) under the instruction of the C/P. 3. 10 units of public containers (5m3) are assembled and they are placed in accordance with the container placement plan.	1. Waste collection and transportation plan 2. LPPE Progress Report 3. LPPE Progress Report, 10 units of public containers (5m3) and container placement plan
	Indicator 2.3. The operation of the final disposal site is improved. 1. An operation plan of the final disposal site is formulated. 2. The final disposal site is operated in accordance with the operation plan. 3. The final disposal site is monitored by the final disposal site monitoring committee once a year.	1. Final disposal operation plan 2. Final disposal operation record 3. The monitoring report of the committee
	Indicator 2.4. Healthcare waste management is improved. 1. A healthcare waste collection, treatment and disposal plan for the target hospitals is formulated. 2. Healthcare waste from the target hospitals is collected, treated and disposed of in accordance with the aforementioned plan.	1. The healthcare waste collection, treatment and disposal plan 2. The record of healthcare waste collection, treatment and disposal.
	Indicator 2.5. The following documents are prepared. 1. Regulation on the responsibilities of stakeholders for improved SWM is prepared and/or drafted. 2. Proposal for financial system improvement necessary for SWM improvement is prepared.	1.1 UDAA's regulation on waste discharge, collection and final disposal. 1.2 Draft amendment of XYB District's regulation on SWM or additional implementation rules. 2. Proposal for financial system improvement necessary for SWM improvement
Output 3 Community-based urban environmental management for SWM is promoted in the three pilot cities.	Indicator 3.1. EEA Program for SWM improvement in the three pilot cities is formulated.	1. Formulated EEA program
	Indicator 3.2. The residents participate the 3Rs activities. 1. The rate of the households that continue on-site compost to all the households that started on-site compost in all the pilot villages: <u>50%</u> 2. The rate of the households that separately discharge recyclable waste to all the households covered by primary collection PP: 70% 3. The rate of the households that refuse plastic bags as many as possible to all the households in all the pilot villages: <u>25%</u> 4. The rate of the stalls that cooperate plastic bag reduction to all the stalls in all the pilot markets: <u>25%</u> 5. The cooperation rate of the school recycling at the <u>two</u> PP schools <u>are</u> more than 50% of total numbers of classes. 6. Recyclable waste recycling units are established in the pilot project village.	1. <u>MONRE Monitoring Report and Information from the chief of the village</u> 2. <u>MONRE Monitoring Report and Information from the chief of the village</u> 3. <u>MONRE Monitoring Report and Information from the chief of the village</u> 4. Information from the stalls 5. <u>Information from the schools</u>
	Indicator 3.3. The residents cooperate with the waste collection system. 1. Waste management groups are established in the existing collection improvement pilot villages. 2. The rate of the cooperating households to all the households covered by the existing collection improvement PP: 70%	1. <u>Group member list</u> 2. <u>MONRE Monitoring Report and Information from the chief of the village</u>

Note: "New villages" mean the villages which are selected as targets after the pilot projects in the initially selected villages.
 POS: Public opinion survey

Plan of Operation (PO₆) Ver.6PO₆: January 2015

Appendix 4

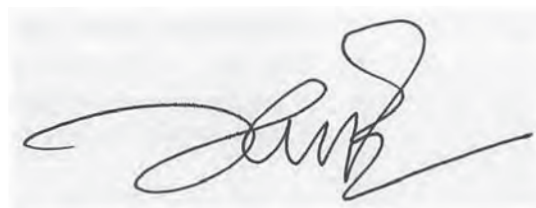
Year Contract Term	2011										2012										2013										2014										2015									
	Year 1										Year 2										Year 3										Year 4																			
	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10											
0. Common Activities for All Outputs																																																		
0.1 Preparation of IC/R	■																																																	
0.2 Discussion on IC/R	■																																																	
0.3 Capacity Assessment																																																		
0.4 Preparation of P/R																																																		
0.5 Wrap-up Workshop																																																		
1. Activities for Output 1																																																		
1.1 Collection and Analysis of Basic Environmental Information of Pilot Cities																																																		
1.2 Collection and Analysis of Laws, Strategies and Action Plans for Environmental Management																																																		
1.3 Review of the Best Practices of UEM in ASEAN Countries and Analysis of Their Applicability to Laos																																																		
1.4 Formulation of the Vision for ESC of the Pilot Cities																																																		
1.5 Formulation of the Action Plan for the Environment and Development of the Pilot Cities																																																		
1.6 Formulation of the ESC Guidelines of Laos																																																		
1.7 Finalization of the ESC Guidelines of Lao and the Preparation of the Manual for the Guideline																																																		
1.8 Dissemination activities of the ESC Guidelines are implemented to other (non-pilot) cities.																																																		
1.9 Introduction activities of the ESC Guidelines are implemented to the other ASEAN cities.																																																		
2. Activities for Output 2																																																		
2.1 Selection of Pilot Projects for Urban Environmental Management																																																		
2.2 Formulation of the Plans for the Pilot Projects																																																		
2.3 Implementation of the Pilot Projects																																																		
2.4 Presentation of the Results of the Pilot Projects																																																		
3. Activities for Output 3																																																		
3.1 Review of the Best Practices of Community-based UEM in Laos																																																		

**MINUTES OF MEETINGS
FOR
THE NINTH TECHNICAL COMMITTEE
ON
THE ENVIRONMENTAL MANAGEMENT COMPONENT OF
THE LAOS PILOT PROGRAM FOR NARROWING THE DEVELOPMENT GAP
TOWARDS ASEAN INTEGRATION**

Vientiane, 18th September 2015



Mr. Susumu SHIMURA
Team Leader of Short-term JICA Expert
Team for Environmental Component of LPP



Mr. Vanhxay PHIOMANYVONE
Project Manager of the C/P Team
Ministry of Natural Resources and Environment

The Ninth Technical Committee Meeting on the Project

The ninth technical committee meeting of “the Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” (hereinafter referred to as the Project) was held on the 18th September 2015 at Cosmo Hotel of Vientiane Capital. Mr. Phetsmone DALALOM, Deputy Director General, Pollution Control Department of Ministry of Natural Resource and Environment (hereinafter referred to as PCD of MONRE), chaired the meeting.

1. INTRODUCTION

The ninth technical committee meeting was preceded according to the agenda as shown in Appendix 1. A list of officials attending the meeting is given in Appendix 2

2. ISSUES AND DECISIONS

2.1 Submission of the Draft Final Report

The Short-term JICA Expert Team (SJET) informed the committee that they submitted and explained the following reports to the counterparts from September 10 to 11. Then SJET asked the counterparts to send their comments by September 19th 2015.

- 8 copies of the main report in Lao: one each to MONRE, MPWT, DONRE (VTE), VUDAA, DONRE (LPB), UDAA (LPB), DONRE (XYB) and UDAA (XYB)
- One copy of the main report in English to MPI
- 6 copies of the supplement books in English: one each to MONRE, MPI, MPWT, DONRE (VTE), DONRE (LPB) and DONRE (XYB)

The committee acknowledged the information.

2.2 Continuation and Dissemination of the Pilot Projects (PPs)

In program 4 of the agenda all 3 pilot cities expressed that they plan to continue and disseminate the PPs conducted in their cities.

The SJET appreciated their plans.

2.3 Appreciation of the LPPE

The chairman of the committee expressed his appreciation to JICA for the LPPE activities and expectation for the further cooperation of JICA.



Agenda

The agenda of the eighth technical committee meeting on 22nd January 2015 for the “Environmental Management Component of the Laos Pilot Program for Narrowing the Development Gap towards ASEAN Integration” is shown in the table below.

Time	Subject	Responsible Personnel
8:00 – 8:30	Registration	
8:30 – 8:50	P.1 Opening Speech	<ul style="list-style-type: none"> • Deputy DG of PCD • Representative of JICA
8:50 – 9:00	Group Photo	
9:00 – 9:30	P.2 Monitoring Report and Progress of the LPPE from September 2014 to January 2015	<ul style="list-style-type: none"> • Deputy Director of Pollution Management Division of PCD
09:30 – 10:00	P.3 Planned Activities of the LPPE from February 2015 to September 2015 and Modification of PDM	<ul style="list-style-type: none"> • Team Leader of LPPE
10:00 – 10:20	Coffee Break	
10:20 – 12:00	P.4 Results and Issues of PPs in Each Pilot Sites	<ul style="list-style-type: none"> • Representatives from VTE, LPB and XYB
12:00 – 13:30	Lunch	
13:30 – 14:30	P.5 Discussion and Comment	<ul style="list-style-type: none"> • All
14:30 – 15:00	P.6 Conclusion of the 8 th TC	<ul style="list-style-type: none"> • Deputy Director of Pollution Management Division of PCD
15:00 – 15:30	P.7 Closing Speech	<ul style="list-style-type: none"> • Deputy DG of PCD




Appendix 2

Attendant List on the Ninth Technical Committee Meeting on 18th September 2015

No	Name	Organization	Title
1	Mr. Phetsamone DALALOM	Ministry of Natural Resources and Environment (MONRE)	Deputy Director General of Department of Pollution Control (PCD)
2	Mr. Vanhxay PHIOMANYVONE	MONRE	Deputy Director of Pollution Management Division (PMD), PCD
3	Mr. Sengkeo TASAKETH	MONRE	Technical officer, PMD, PCD
4	Mr. Noudeng VONGDALA	MONRE	Technical officer, PMD, PCD
4	Mr. Sivanh KHONESAVANH	MONRE	Technical officer, PMD, PCD
5	Mr. Nakkhalin VORASARN	MONRE	Technical officer, PCD
6	Ms. Phatsada SOUMPHOMPHUKDY	MONRE	Technical officer, PMD, PCD
7	Mr. Touysy KHAMMANYKOTE	MONRE	Technical officer, PCD
8	Mr. Phonesavath ANALUCK	MONRE	Deputy Director of Pollution Control Division, PCD
9	Ms. Soukpalamy DOUANGMALA	MONRE	Technical Officer, PCD
10	Ms. Touythida MOONTICHIT	MONRE	Technical Officer, PCD
11	Ms. Anusone NORLORKHAM	MONRE	Technical Officer, PCD
12	Ms. Sinakhone VILAYCHIT	MONRE	Technical Officer, Cabinet Office
13	Mr. Virachit DUANGCHAN	MPWT	Chief of Environment and Community Development Division, MPWT
14	Ms. Rottana PUANGMANYVONG	DONRE, Vientiane Capital	Technical Officer
15	Mr. Vilasack VAENPASEUTH	DONRE, Vientiane Capital	Technical Officer
16	Ms. Toun SOMMANYVONG	DONRE, Vientiane Capital	Technical Officer
17	Ms. Saylom PHIMPA	DPWT, Vientiane Capital	Technical Officer
18	Mr. Phoudone MEKSAWAN	VUDAA	Vice Chairman
19	Mr. Sisouk THORATHA	VUDAA	Deputy Director of Division
20	Mr. Sonethavy PHIMMASANE	VUDAA	Director of Division of Waste Collection and Service, VUDAA
21	Mr. Taveexay MAOSOMPHOU	Xaysettha District Office	Vice District Governor

22	Mr.Bounthaew SANGDALA	ONRE, Xaysettha District	Deputy Chief
23	Mr.Chansamone LUANGLATH	ONRE, Xaysettha District	Head of Environment Unit
24	Mr.Vittayalai	Nonesawan Village	Chief of Village
25	Ms. Chanmaly LUANGLATH	Nonesawang Village	Deputy Chief of Village
26	Mr.Khammun THAMMAVONG	Hongsuphab Village	Chief of Village
27	Mr.Suraphol SOULAKOUN	DONRE, Luang Prabang	Chief of Division
28	Mr. Khampadith PHONNACHIT	DONRE, LPB	Deputy Chief
29	Mr. Sackdaphone KEOPRACHAN	DONRE, LPB	Technical Officer, Environment Section
30	Mr.Sisamlan CHANTHADETH	DONRE, LPB	Technical Officer, Environment Section
31	Mr. Phoumy OPHETSANE	UDAA, LPB	Vice President
32	Mr.Somdy PHONESAWATDEE	UDAA, LPB	Vice President
33	Ms. Kaysone KOUSONSAVATH	UDAA, LPB	Head of Administration Section
34	Mr. Inpeng DANGVILAYTHONG	UDAA, LPB	Technical Officer
35	Dr.Siphone SOMPHALEE	Department of Health, LPB	Deputy Director
36	Mr. Phiboun CHALEUNSEE	Department of Health, LPB	Technical Officer
37	Mr.Kaew MITTAPHONE	Department of Health, LPB	Technical Officer
38	Mr. Suwanthong SOUKPHANSAY	ONRE, LPB	Deputy Chief
39	Mr.Supanusith AROUN	ONRE, LPB	Deputy Chief
40	Mr.Onkaew NGAOKHAMVONGSA	ONRE, LPB	Technical Staff
41	Dr.Thongput SOUKKASERM	Provincial Hospital, LPB	Deputy Director
42	Mr. Khampouy KONGPHENG	Provincial Hospital, LPB	Technical Officer
43	Mr.Noukham CHITTIVONGSA	Provincial Hospital, LPB	Technical Officer
44	Mr.Chattawa KAEWKHAMPHET	DoNRE, XYA	Director
45	Mr.Chaiyaluck LOMTHONGSY	DoNRE, XYB	Chief of Division
46	Mr.Kitsamone PHOTHILUCK	DoNRE, XYB	Technical Officer
47	Mr.Chanthone BOUNMEE	DoNRE, XYB	Technical Officer

48	Mr.Thonglan PHOUPEHOM	UDAA, XYB	Vice President
49	Mr.Phattanong SONEPHAN	UDAA, XYB	Director of Division
50	Mr.Souliyan MUNKHONG	UDAA, XYB	Technical Officer
51	Mr.Khammexay KHEMMEXAY	UDAA, XYB	Technical Officer
52	Mr.Khampuang VILAKETH	DPWT, XYB	Deputy Director
53	Ms.Buaphone RAKPASITH	DPWT, XYB	Deputy Director of Division
54	Mr.Vilaysak LINHAVONG	DPWT, XYB	Technical Officer
55	Mr.Sangphet SOMSUBHA	DPWT, XYB	Technical Officer
56	Mr.Khamphan PHANTHAVONG	ONRE, XYB	Director
57	Mr.Sangthavy PHONGSONGKHAM	ONRE, XYB	Technical Officer
58	Mr.Lortock KAEWSEESOM	ONRE, XYB	Technical Officer
59	Dr.Sermchai SOUVONG	DOH, XYB	Chief of Administration Office
60	Ms.Aloudeth SOURPHILA	DOH, XYB	Technical Officer
61	Mr.Santi PHONEPHILAN	DOH, XYB	Technical Officer
62	Mr.Kounsavath SENAPHAN	Provincial Hospital, XYB	Deputy Director
63	Ms.Pathumvan DUANGGERN	Provincial Hospital, XYB	Technical Officer
64	Mr. Somlath SIVILAI	Provincial Hospital, XYB	Technical Officer
65	Ms. Nao HABE	JICA	Representative
66	Ms. Phatsamalee LOMYA	LPPO	Officer
67	Mr. Susumu SHIMURA	LPPE	Project Leader
68	Mr. Naofumi SATO	LPPE	Expert
69	Mr. Shinnosuke ODA	LPPE	Expert
70	Mr. Tamotsu SUZUKI	LPPE	Expert
71	Ms. Makiko INAMORI	LPPE	Project Coordinator
72	Dr. Sayamang NANTHANAVONE	LPPE	Assistant
73	Mr.Precha CHUNTAKORN	LPPE	Assistant
74	Mr. Xaysavanh INTHAPANYA	LPPE	Assistant

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