

**Attachment 1**

**Minutes on Amendment of R/D for changes of PDM and PO**

**MINUTES OF MEETINGS  
BETWEEN  
QUANG NINH PROVINCIAL PEOPLE’S COMMITTEE OF THE SOCIALIST REPUBLIC  
OF VIETNAM  
AND  
JAPAN INTERNATIONAL COOPERATION AGENCY  
FOR AMENDMENT OF THE RECORD OF DISCUSSIONS  
ON  
THE PROJECT FOR GREEN GROWTH PROMOTION IN HALONG BAY AREA, QUANG  
NINH PROVINCE**

The Japan International Cooperation Agency (hereinafter referred to as “JICA”) and Quang Ninh Provincial People’s Committee of Vietnam hereby (hereinafter referred to as “QN PPC”) agree that the Record of Discussions on the Project for Green Growth Promotion in Halong Bay, Quang Ninh Province (hereinafter referred to as ‘the Project’) signed on 12 June 2015 and revised on 7 September 2016 will be amended as follows. It is noted that the Overall Goal and the Project Purpose shall not be amended.

1. Project Design Matrix (PDM)

Before	Amended Version
(1) Objectively Verifiable Indicators of Project Purpose - Regulation and organization for promoting eco-tourism in <u>Quang Yen town</u> .	(1) Objectively Verifiable Indicators of Project Purpose - Regulation and organization for promoting eco-tourism in <u>Van Don District</u> .
(2) Objectively Verifiable Indicators of Output 3 - Two (2) or more of eco-tour programs are developed and provided in <u>Quang Yen Town, and 5,000 or more tourists visit</u> in the final year of the Project. - Regulations and organizations on delivering and updating tourist information as well as marketing, eco-tourism promotion in <u>Quang Yen town</u> , and the green label for tourist boats (Blue Sail Certificate) are developed and documented.	(2) Objectively Verifiable Indicators of Output 3 - Two (2) or more of eco-tour programs are developed and provided in <u>Van Don District, in which 500 or more tourists participate</u> in the final year of the Project. - Regulations and organizations on delivering and updating tourist information as well as marketing, eco-tourism promotion in <u>Van Don District</u> , and the green label for tourist boats (Blue Sail Certificate) are developed and documented.
(3) Means of Verification of Output 3 - Administrative documents on delivering and updating tourist information as well as marketing, eco-tourism promotion in <u>Quang Yen town</u> , and the green label for tourist boats (Blue Sail Certificate).	(3) Means of Verification of Output 3 - Administrative documents on delivering and updating tourist information as well as marketing, eco-tourism promotion in <u>Van Don District</u> , and the green label for tourist boats (Blue Sail Certificate).

(4) Activities of Output 3 - Promote eco-tourism <u>in Quang Yen Town</u> through providing the training and technical transfer for capacity development.	(4) Activities of Output 3 - Promote eco-tourism <u>in Van Don District</u> through providing the training and technical transfer for capacity development.
(5) Equipment - <u>Equipment necessary for implementing the pilot activity on energy efficiency measures in Halong Bay Area.</u> - <u>Equipment necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay.</u>	(5) Equipment - <u>Following one item of equipment necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay;</u> 1) <u>Composting toilet (BIO LUX or equivalent) for tourist boat: Quantity 3.</u>
(6) Technical cooperation products of Output 3 - Administrative documents covering (1) delivered and updated tourist information as well as marketing, (2) <u>eco-tourism promotion in Quang Yen town,</u> and (3) <u>green label for tourist boats (Blue Sail Certificate).</u>	(6) Technical cooperation products of Output 3 - Administrative documents covering (1) delivered and updated tourist information as well as marketing, (2) <u>eco-tourism promotion in Van Don District,</u> and (3) <u>green label for tourist boats (Blue Sail Certificate).</u>
Reason: Amendment and update on the stated items of the current version of PDM was necessary for the following reasons; (1) Eco-tourism pilot site was changed from Quang Yen Town to Van Don District based on existing site condition. (2) Same as (1). (3) Same as (1). (4) Same as (1). (5) One item of equipment was identified for enhancement of water environment management capacity by reducing direct pollution load to the bay. (6) Same as (1).	

## 2. Plan of Operations (PO)

Before	Amended Version
(1) Activities of Output 3 - Promote eco-tourism <u>in Quang Yen Town</u> through providing the training and technical transfer for capacity development.	(1) Activities of Output 3 - Promote eco-tourism <u>in Van Don District</u> through providing the training and technical transfer for capacity development.
Reason: Amendment and update on the stated items of the current version of PO was necessary for the following reasons; (1) Eco-tourism pilot site was changed from Quang Yen Town to Van Don District based on existing site condition.	

The contents of the Record of Discussions (revised on 7 September 2016), other than the

contents amended and agreed in this Minutes of Meeting, shall be prevailing.

This amendment will become effective as of 27 October 2017.

Annex 1: Minutes of Meeting for Amendment of the Record of Discussions on the Project signed on 7 September 2016

Annex 2: PDM and PO Revised

Annex 3: List of Equipment to be Procured for the Project

Annex 4: Letter from Quang Ninh PPC to JICA Vietnam Office, No. 3162/ UBND-MT dated on 9th May 2017, on the Points Confirmed in the 1st Steering Committee Meeting held on 25th April 2017.

Halong, 27 October 2017



**Mr. Naoki Kakioka**  
Senior Representative  
Vietnam Office  
Japan International Cooperation Agency



**Mr. Dang Huy Hau**  
Standing Vice Chairman  
Quang Ninh Provincial People's Committee  
The Socialist Republic of Vietnam

**MINUTES OF MEETINGS  
BETWEEN  
QUANG NINH PROVINCIAL PEOPLE'S COMMITTEE OF THE SOCIALIST REPUBLIC  
OF VIETNAM  
AND  
JAPAN INTERNATIONAL COOPERATION AGENCY  
FOR AMENDMENT OF THE RECORD OF DISCUSSIONS  
ON  
THE PROJECT FOR GREEN GROWTH PROMOTION IN HALONG BAY AREA, QUANG  
NINH PROVINCE**

The Japan International Cooperation Agency (hereinafter referred to as "JICA") and Quang Ninh Provincial People's Committee of Vietnam (hereinafter referred to as "QN PPC") hereby agree that the Record of Discussions on the Project for Green Growth Promotion in Halong Bay Area, Quang Ninh Province (hereinafter referred to as "the Project") signed on 12th June 2015 will be amended as follows, considering the progress and achievements of the Planning Stage of the Project. It is noted that the Overall Goal and the Project Purpose shall not be amended.

1. Project Design Matrix (PDM)

Before	Amended Version
<p>(1) Title of the Project Project for Institutional Development for Green Growth Implementation and Strengthening of Environmental Management System towards Sustainable Conservation for the Halong Bay</p>	<p>(1) Title of the Project Project for Green Growth Promotion in Halong Bay Area, Quang Ninh Province</p>
<p>(2) Output 1 and its activities Policy framework and priority action plan for the realization of green growth in Halong Bay Area is put in place by refining the existent Provincial Green Growth Action Plan. 1-1 Review existing knowledge of Green Growth worldwide, and identify lessons applicable to Quang Ninh Province. 1-2 Review existing policies, plans, legislations, financial status and institutional arrangements in Quang Ninh Province and in Vietnam, and analyze their needs and gaps for materializing Green Growth in Halong Bay area. 1-3 Conduct rapid assessment of environmental performance (including energy</p>	<p>(2) Output 1 and its activities Awareness raising activities on the outputs 2 and 3 are implemented and the recommendations for post-project phase are prepared to promote green growth through the lessons learnt from the project activities. 1-1 Review progress of activities based on the recommendations prepared in the detail planning phase of the Project. 1-2 Prepare the Halong Bay Area green growth white book referring to experience and history of the environmental white book in Shiga Prefecture, based on the activities in Output 2, Output 3, etc., and disclose the white book to the concerned stakeholders through workshops and to the public.</p>

<p>efficiency, carbon emission, resources usage efficiency, etc.) in key economic sub-sectors of Quang Ninh Province (including industries, transport, solid waste, agriculture, water/wastewater, etc.)</p> <p>1-4 Conduct seminars/workshops and trainings to improve understanding and capacity related to Green Growth of Quang Ninh Province's key departments, business and civil actors.</p> <p>1-5 Set up necessary institutional arrangements including cross-stakeholder Working Groups for stakeholder consultation.</p> <p>1-6 Based on the rapid assessment and through stakeholder consultation, propose to Quang Ninh People's Committee a financially sustainable draft policy framework consisting of: definition of Green Growth, targets, indicators, institutional arrangement, potential policy instruments (both regulatory and incentivizing), resource, measures for monitoring and evaluation, and roadmaps for Green Growth implementation in Halong Bay area.</p>	<p>1-3 Based on the output and progress of the activities 1-2, develop and document the regulation and organization to continue and expand publishing the Quang Ninh Province green growth white book and start the approval process by Quang Ninh province.</p> <p>1-4 Prepare recommendations for the post-project phase (such as proposal of Halong Bay Environmental Science and Research Center, community involvement program, formulation of Halong forum, promotion of BDF, etc.) on green growth policies in Halong Bay Area referring to the Lake Biwa Model.</p>
<p>(3) Activities of Output 2</p> <p>2-1 Identify priority sub-sectors and propose pilot measures/models, consisting of technology, human resource and financial tools to improve both environmental performance and business effectiveness.</p> <p>2-2 Draft and institutionalize concrete policies including institutional framework, policy instruments, etc. for the priority sub-sectors.</p> <p>2-3 Demonstrate and monitor selected pilot measures/models in priority sub-sectors.</p>	<p>(3) Activities of Output 2</p> <p>2-1 Implement and monitor the pilot activities on enhancement of the provincial funds and financial mechanisms for environmental management and green growth.</p> <p>2-2 Implement and monitor the pilot activities on promotion of incentive for energy saving and management such as ESCO projects, financial support, etc.</p> <p>2-3 Implement and monitor the pilot activities on enhancement of management capacity for reduction of direct pollution load to the bay.</p> <p>2-4 Design a provincial green label system contributing to green growth including energy saving and management and pollution control in the selected key industrial sectors and initiate implementation of the system through the activities 2-1 to 2-3.</p> <p>2-5 Summarize outputs and progress of the activities 2-1 to 2-4 annually and incorporate the information in Halong Bay Area green</p>

	<p>growth white book to be prepared in Output 1.</p> <p>2-6 Based on outputs and progress of the activities 2-1 to 2-4, develop and document regulations and organizations to continue and expand environmental management activities in the selected key industrial sectors and start the approval process by Quang Ninh province.</p>
<p>(4) Output 3 and its activities</p> <p>Development policies to stimulate sustainable tourism sector growth are implemented as pilot activities.</p> <p>3-1 Review development opportunities and obstacles in the current tourism activities, and identify priority issues from the Green Growth perspective.</p> <p>3-2 Assess environmental performance of tourism facilities and activities in Halong city and activities in the Halong Bay area.</p> <p>3-3 Propose policy/action measures to improve tourism facilities and activities in the Halong Bay area based on the above 3-2.</p> <p>3-4 Demonstrate and monitor selected pilot measures/models in some selected zones/operators.</p>	<p>(4) Output 3 and its activities</p> <p>Measures to stimulate sustainable growth of tourism sector are implemented as pilot activities.</p> <p>3-1 Improve or develop tourism information contributing to sustainable tourism development in Halong Bay Area, and provide the information to tourists.</p> <p>3-2 Promote eco-tourism in Quang Yen Town through providing the training and technical transfer for capacity development.</p> <p>3-3 Design and operate green label system for tourist boats in Halong Bay (Blue Sail Certificate).</p> <p>3-4 Summarize outputs and progress of the activities 3-1 to 3-3 annually and incorporate the information in Halong Bay Area green growth white book to be prepared in Output 1.</p> <p>3-5 Based on the outputs and progress of the activities 3-1 to 3-4, develop and document the regulations and organizations to continue and expand sustainable tourism activities and start the approval process by Quang Ninh province.</p>
<p>(5) Objectively Verifiable Indicators, Means of Verification, Important Assumptions, and Pre-conditions</p> <p>N.A.</p>	<p>(5) Objectively Verifiable Indicators, Means of Verification, Important Assumptions, and Pre-conditions</p> <p>As shown in Annex 2.</p>
<p>Reason: Amendment and update on the stated items of the current version of PDM was necessary for the following reasons;</p> <p>(1) Recommendation to modify the Project title was agreed in the Record of Discussion signed on 12 June 2015, and Note of Verbal No. J. D. 95/ 2015 was issued by Embassy of Japan in Vietnam on 1 December 2015 to concur with the modification.</p> <p>(2) Activities of the Output 1 agreed in the Record of Discussion (signed on 12 June 2015) were conducted and completed in the Detail Planning Stage. Accordingly, the Output 1 and its activities are newly set for the Implementation Stage of the Project.</p>	

- (3) Activities of the Output 2 were revised in accordance with the Implementation Plans of the pilot activities for the Implementation Stage of the Project, which were concluded in the Planning Stage.
- (4) Activities of the Output 3 were revised in accordance with the Implementation Plans of the pilot activities for the Implementation Stage of the Project, which were concluded in the Planning Stage.
- (5) Objectively verifiable indicators, means of verifications, important assumptions and pre-conditions were not indicated in the Record of Discussion (signed on 12 June 2015). These are newly prepared in this Minutes of Meeting as shown in Annex 2.

2. Plan of Operations (PO)

Before	Amended Version
(1) N.A.	(1) As shown in Annex 2.
Reason: Amendment and the update on the stated items of PO was necessary for the following reasons;	
(1) PO was not indicated in the Record of Discussion (signed on 12 June 2015). PO is newly prepared in this Minutes of Meeting as shown in Annex 2.	

The contents of the Record of Discussions (signed on 12 June 2015), other than the contents amended and agreed in this Minutes of Meeting, shall be prevailing.

This amendment will become effective as of September 7, 2016.

Annex 1: Record of Discussions (signed on 12 June 2015)

Annex 2: PDM (Revised), PO

September 7, 2016



**Mr. Kenichi Yamamoto**  
Deputy Chief Representative  
Vietnam Office  
Japan International Cooperation Agency



**Mr. Dang Huy Hau**  
Standing Vice Chairman  
Quang Ninh Provincial People's Committee  
The Socialist Republic of Vietnam





RECORD OF DISCUSSIONS  
ON  
PROJECT FOR INSTITUTIONAL DEVELOPMENT FOR GREEN  
GROWTH IMPLEMENTATION AND STRENGTHENING OF  
ENVIRONMENTAL MANAGEMENT SYSTEM TOWARDS  
SUSTAINABLE CONSERVATION FOR THE HALONG BAY  
IN  
THE SOCIALIST REPUBLIC OF VIETNAM

AGREED UPON BETWEEN

QUANG NINH PROVINCIAL PEOPLE'S COMMITTEE

AND

JAPAN INTERNATIONAL COOPERATION AGENCY



Mr. Yamamoto Kenichi  
Deputy Chief Representative  
Vietnam Office  
Japan International Cooperation  
Agency



Ha Long, 12/6/2015  
X.M. U.B.N.Đ TỈNH QUẢNG NINH  
X.T CHỦ TỊCH  
PHÓ CHỦ TỊCH



Mr. Dang Huy Hau  
Vice Chairman  
Quang Ninh Provincial People's  
Committee  
Vietnam

In response to the official request of the Government of the Socialist Republic of Vietnam (hereinafter referred to as "Vietnam") to the Government of Japan, the Japan International Cooperation Agency (hereinafter referred to as "JICA") held a series of discussions with Quang Ninh Provincial People's Committee of Vietnam (hereinafter referred to as "QN PPC") and relevant organizations to develop a detailed plan of the Project for Green Growth Promotion in Halong Bay, Quang Ninh Province (hereinafter referred to as "the Project").

Both parties agreed the details of the Project and the main points discussed as described in the Appendix 1 and the Appendix 2 respectively.

Both parties also agreed that the Department of Planning and Investment (DPI) of Quang Ninh province, the main counterpart to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of Vietnam.

The Project will be implemented within the framework of the Agreement on Technical Cooperation signed on October 20 1998 (hereinafter referred to as "the Agreement") between the Government of Japan (hereinafter referred to as "GOJ") and Vietnam.

The effectiveness of the Record of Discussions is subject to the approval of JICA.

Appendix 1: Project Description

Appendix 2: Main Points Discussed

## PROJECT DESCRIPTION

### I. BACKGROUND

Quang Ninh Province has a strategic location, potentials and advantages on the political, economic, security, defense and foreign affairs. It is a leading province in the northern key economic region and is one of four major tourism centers in Vietnam with the World Natural Heritage of Halong Bay recognized by UNESCO for its aesthetic and geological, geomorphological values.

The Resolution at the Seventh Congress of the 11th Central Committee of the Communist Party in June 2013 reaffirmed the critical role of environmental protection in achieving sustainable development of the country. Quang Ninh with the World Natural Heritage Halong Bay is one of the provinces urging an imperative need for changing from the traditional growth model, which has been environmentally threatening the Halong Bay, to the one that ensures sustainable development of the Halong area in particular and the whole Province in general. Currently, Quang Ninh Province is implementing actions to restore and protect the environment to ensure sustainable economic development, particularly implementing the Socio-Economic Development Plan to 2020 and vision toward 2030 (No. 2622/QĐ-TTg), which sets a new direction for Quang Ninh province to shifting the structure of the provincial economic development from dependency on industrial production, especially the mining industry, to marine economic development, services development and sustainable tourism .

Protection of coastal environment and Halong Bay environment has been paid especially high attention by the authorities and already achieved positive changes. However, until now there still exist a number of shortcomings, mostly related to not being able to eliminate the pollution sources to the Bay caused by coastal activities, and collection and treatment of solid waste and wastewater in the Bay and at the coastal areas have not yet been thorough.

Pursuant to the National Green Growth Strategy (Decision No 1393/QĐ-TTg, 2012) and the National Green Growth Action Plan 2014-2020 (Decision No 403/QĐ-TTg, 2014) adopted by the GoV, Quang Ninh Province has developed a series of Master Plans and the Provincial Green Growth Action Plan 2014-2020 (Decision No 3741/KH-UBND) in 2014 in order to promote subnational implementation of the above-mentioned policies. The above-mentioned plans aim to accelerate the province's transition from "brown" to "green" development by reducing energy- and resource-intensive activities and promoting growth through wise-use of the outstanding values of Halong Bay. However, Quang Ninh Province and stakeholders lack relevant knowledge and experiences, and therefore their capacities in planning, coordinating and implementing green growth policies need to be enhanced.

Based on these backgrounds, the GoV has requested the GoJ to support the Project for promotion of green growth in the Halong Bay area.

## **II. OUTLINE OF THE PROJECT**

Tentative outline of the Project are described below. The Project Design Matrix (PDM) and the Plan of Operation (PO) shall be developed in the Detailed Planning phase.

As a prerequisite for conducting the Implementation phase, the Vietnamese counterpart agencies are responsible for undertaking necessary institutionalization within the government based on the outcomes of the Detailed Planning.

### **1. Title of the Project**

Project for Institutional Development for Green Growth Implementation and Strengthening of Environmental Management System towards Sustainable Conservation for the Halong Bay

### **2. Overall Goal, Project Purpose, Outputs and Activities**

#### **(1) Overall Goal**

Green growth is promoted in Quang Ninh Province through transition from brown to green economy.

#### **(2) Project Purpose**

Green growth is promoted in Halong Bay Area through the implementation of environmentally sustainable policies in the key industrial sectors and implementation of development policies in tourism sector.

### **3. Outputs**

Output 1. (Institutional capacity development and planning)

Policy Framework and Priority Action Plan for the realization of GG in Halong Bay Area is put in place by refining the existent Provincial Green Growth Action Plan.

Output 2. (Greening industrial sector)

Environmentally and financially sustainable policies for selected key industries are developed and implemented as pilot activities.

Output 3. (Growing tourism sector)

Development policies to stimulate sustainable tourism sector growth are implemented as pilot activities.

### **4. Tentative Activities**

1-1. Review existing knowledge of Green Growth worldwide, and identify lessons applicable to Quang Ninh Province.

1-2. Review existing policies, plans, legislations, financial status and institutional arrangements in Quang Ninh Province and in Vietnam, and analyze their needs and gaps for materializing Green Growth in Halong Bay area.

- 1-3. Conduct rapid assessment of environmental performance (including energy efficiency, carbon emission, resources usage efficiency, etc.) in key economic sub-sectors of Quang Ninh Province (including industries, transport, solid waste, agriculture, water/wastewater, etc.).
- 1-4. Conduct seminars/workshops and trainings to improve understanding and capacity related to Green Growth of Quang Ninh Province's key departments, business and civilactors.
- 1-5. Set up necessary institutional arrangements including cross-stakeholder Working Groups for stakeholder consultation.
- 1-6. Based on the rapid assessment and through stakeholder consultation, propose to Quang Ninh Provincial People's Committee a financially sustainable draft policy framework consisting of: definition of Green Growth, targets, indicators, institutional arrangement, potential policy instruments (both regulatory and incentivizing), resource, measures for monitoring and evaluation, and roadmaps for Green Growth implementation in Halong Bay area.
- 2-1. Identify priority sub-sectors and propose pilot measures/models, consisting of technology, human resource and financial tools to improve both environmental performance and business effectiveness.
- 2-2. Draft and institutionalize concrete policies including institutional framework, policy instruments, etc. for the priority sub-sectors.
- 2-3. Demonstrate and monitor selected pilot measures/models in priority sub-sectors.
- 3-1. Review development opportunities and obstacles in the current tourism activities, and identify priority issues from the Green Growth perspective.
- 3-2. Assess environmental performance of tourism facilities and activities in Halong city and activities in the Halong Bay area.
- 3-3. Propose policy/action measures to improve tourism facilities and activities in the HLB area based on the above 3-2.
- 3-4. Demonstrate and monitor selected pilot measures/models in some selected zones/operators.

\* Activities 1, 2-1, 2-2 (drafting of policies only), 3-1 and 3-2 will be conducted as the Detailed Planning Stage.

## **5. Inputs**

- (1) Input by JICA

- (a) Short-term experts (e.g. green growth, fiscal policies, environmental management, tourism development, land use management, coordinator, etc.) with sound experience on green growth issues, good practices of environmental management in industries and biodiversity conservation, environmental-friendly tourism development and propaganda and communication of environmental conservation.

The number and the expertise of experts will be determined through the Detailed Planning phase and discussions between both sides within the framework of the Project.

- (b) Necessary short training courses (in-country, in Japan and/or in third countries) for QN PPC's Project-related cadres on relevant issues addressed in this Project;

- (c) Required expenses necessary for carrying out the Project's activities;

and

- (d) Equipment essential to the performance of the Project's technical issues.

Inputs other than indicated above will be determined through mutual consultations between JICA and QN PPC during the implementation of the Project, as necessary.

## (2) Input by QN PPC

QN PPC will take necessary measures to provide at its own expense:

- (a) Services of QN PPC's counterpart personnel and administrative personnel as referred to in II-7;
- (b) Suitable office space with necessary equipment;
- (c) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the equipment provided by JICA;
- (d) Information as well as support in obtaining medical service;
- (e) Credentials or identification cards;
- (f) Available data (including maps and photographs) and information related to the Project;
- (g) Running expenses necessary for the implementation of the Project;
- (h) Expenses necessary for transportation within Vietnam of the equipment referred to in II-6 (1) as well as for the installation, operation and maintenance thereof; and
- (i) Necessary facilities to the JICA experts for the remittance as well as utilization of the funds introduced into Vietnam from Japan in connection

with the implementation of the Project

## **6. Implementation Structure**

The implementation structure shall be finalized by the end of the Detailed Planning phase. Tentative description is provided below.

The roles and assignments of relevant organizations are as follows.

(1) Responsible and Implementing Agency

QN PPC shall be the responsible agency of the Project. DPI shall be the major implementing agency of the Project, responsible for coordinating other related agencies and stakeholders.

(2) Project Director

(3) Department of Planning and Investment (DPI)

(a) Project Director/Director of Project Management Unit (PMU)

DPI leader will be responsible for overall administration and implementation of the Project.

(b) Members of PMU

Sufficient number of staff of DPI, other Departments and target districts if necessary will be assigned as members of PMU.

(3) JICA Experts

The JICA experts will give necessary technical guidance, advice and recommendations to involved departments, districts and QN PPC on any matters pertaining to the implementation of the Project.

(4) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") will be established in order to facilitate inter-organizational coordination. JCC will be held at least once a year and whenever deemed necessary. JCC will approve an annual work plan, review overall progress, conduct evaluation of the Project, and exchange opinions on major issues that arise during the implementation of the Project. A list of proposed members of JCC is shown in the Annex.

(4) Working Groups

Cross-stakeholder Working Groups will be established for identified sectors/issues in order to facilitate the Project's implementation

## **7. Project Site(s) and Beneficiaries**

Project sites:

Halong Bay area, including Halong City, Cam Pha City, Van Don District, Hoanh Bo District, Quang Yen Town and Uong Bi City

Direct beneficiaries:

Relevant departments, target districts and selected companies in Quang

Ninh province  
Indirect beneficiaries:  
Residents of target districts, private and semi-private companies,  
investors, tourist visitors

#### **8. Duration**

Detailed Planning phase: approximately nine (9) months

Implementation phase : approximately two (2) to three (3) years (to be finalized based on the results of the Detailed Planning)

#### **9. Environmental and Social Considerations**

QN PPC agreed to abide by 'JICA Guidelines for Environmental and Social Considerations' in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

### **III. UNDERTAKINGS OF QN-PPC AND relevant Vietnamese authorities**

1. QN PPC and relevant Vietnamese authorities will take necessary measures to:

- (1) ensure that the technologies and knowledge acquired by the Vietnamese nationals as a result of Japanese technical cooperation contributes to the economic and social development of Vietnam, and that the knowledge and experience acquired by the personnel of Vietnam from technical training as well as the equipment provided by JICA will be utilized effectively in the implementation of the Project; and
- (2) grant privileges, exemptions and benefits to the JICA experts referred to in II-6 (1) above and their families, which are no less favorable than those granted to experts and members of the missions and their families of third countries or international organizations performing similar missions in Vietnam.

### **IV. MONITORING AND EVALUATION**

JICA and the QN PPC will jointly and regularly monitor the progress of the Project through the Monitoring Sheets based on the Project Design Matrix (PDM) and Plan of Operation (PO). The Monitoring Sheets shall be reviewed every six (6) months.

In addition, for the purpose of learning and accountability, joint reviews and/or evaluations shall be conducted whenever deemed necessary.

Project Completion Report shall be delivered one (1) month before the termination of the Project.

JICA will conduct the following evaluations and surveys to mainly verify sustainability and impact of the Project and draw lessons. QN PPC is required to provide necessary support for them.



1. Ex-post evaluation three (3) years after the project completion, in principle
2. Follow-up surveys on necessity basis

#### **V. PROMOTION OF PUBLIC SUPPORT**

For the purpose of promoting support for the Project, QN PPC will take appropriate measures to make the Project widely known to the people of Vietnam.

#### **VI. Misconduct**

If JICA receives information related to suspected corrupt or fraudulent practices in the implementation of the Project, QN PPC and relevant organizations shall provide JICA with such information as JICA may reasonably request, including information related to any concerned official of the government and/or public organizations of the Vietnam.

QN PPC and relevant organizations shall not unfairly or unfavorably treat the person and/or company which provided the information related to suspected corrupt or fraudulent practices in the implementation of the Project.

#### **VII. MUTUAL CONSULTATION**

JICA and QN PPC will consult each other whenever any major issues arise in the course of Project implementation.

#### **VIII. AMENDMENTS**

The Record of Discussions may be amended by the Minutes of Meetings between JICA and QN PPC.

The Minutes of Meetings will be signed by authorized persons of each side, who may be different from the signers of the Record of Discussions.

Annex      List of Proposed Members of Joint Coordinating Committee/ Steering Committee

## **Annex List of Proposed Members of Joint Coordinating Committee/ Steering Committee**

### **1. Vietnamese side**

(1) Chairman: Vice Chairman of QN PPC

(2) Vice Chairman: Director of DPI

(3) Member agencies

#### **Provincial level:**

- Department of Planning and Investment (DPI)
- Department of Natural Resources and Environment (DONRE)
- Department of Finance (DOF)
- Department of Science and Technology (DST)
- Department of Culture, Sport and Tourism (DCST)
- Department of Industry and Trade (DOIT)
- Department of Construction (DOC)
- Department of Transportation (DOT)
- Department of Agriculture and Rural Development (DARD)
- Halong Bay Management Department (HBMD)

#### **District level:**

- Halong City
- Cam Pha City
- Van Don District
- Hoanh Bo District
- Quang Yen Town
- Uong Bi City

#### **Business representatives:**

- Tourism operators association
- Vietnam National Coal and Mineral Industries Group (Vinacomin)
- Electricity Vietnam (EVN)
- Other business representatives if necessity

#### **Civil society representatives**

### **2. Japanese side**

(1) Project Expert Team

(2) JICA

## MAIN POINTS DISCUSSED

### 1. Main contents of the Project

- (1) Both sides agreed that there is a need to refine Quang Ninh's Green Growth Action Plan in the specific circumstances of Halong Bay area, so that the action plan will be better suited for implementation;
- (2) Both sides agreed to recommend that the Project shall include the following two key pillars: (i) strengthening the capacity for planning and monitoring of Green Growth Action Plan, and (ii) concretization of Green Growth in prioritized sectors and issues.
- (3) Following were discussed as potential priority sectors and issues: tourism, heavy industries (coal mining, thermal power generation, construction material production, etc.), business operations in economic zones and clusters.
- (4) Following were discussed as potential priority activities: energy efficiency promotion of industrial/commercial/public facilities; water quality improvement of Halong Bay; effective use of organic waste and its application to agriculture.

### 2. Main counterpart agency

- (1) In line with the institutional arrangement of National Green Growth Strategy, DPI has been designated as the focal agency in charge of implementation of Green Growth at the provincial level. Therefore DPI will be the main counterpart agency of the Project. DPI will collaborate closely with DONRE and other relevant departments and district. In addition, working groups including non-governmental stakeholders will be established for prioritized sectors and issues.

### 3. Target area

- (1) Both sides confirmed that while the Green Growth planning for the whole province is desirable, districts adjacent to Halong Bay, namely Halong City, Cam Pha City, Van Don District, Hoanh Bo District and Quang Yen Town, should be included in the target area of the Project as a minimum.
- (2) In addition, given the importance of Uong Bi as one of the four key tourism sites as stipulated in the Tourism Master Plan for Quang Ninh Province, the Vietnamese side proposed to include Uong Bi City as well.

### 4. Project Title

- (1) In order to facilitate the recognition of the project by stakeholders, both sides agreed to recommend that the project title shall be modified as follows:

(before) Project for Institutional Development for Green Growth Implementation and Strengthening of Environmental Management System towards Sustainable Conservation for the Halong Bay

(after) Project for Green Growth Promotion in Halong Bay Area, Quang Ninh Province

Annex 2

PROJECT DESIGN MATRIX (PDM)

Project Title: Project for Green Growth Promotion in Halong Bay Area, Quang Ninh Province (Implementation Phase); Project Period: 2016-2018(3 years)

Target Area: Halong Bay : Halong City, Cam Pha City, Van Don District, Hoanh Bo District, Quang Yen Town, Uong Bi City in Quang Ninh Province

Target Group: The population of Halong Area (approx. total 1,780,000 people; Halong City 237,000, Cam Pha City 186,000, Van Don District 43,000, Hoanh Bo District 50,400, Quang Yen Town 134,200, Uong Bi City 113,300)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p><b>OVERALL GOAL</b></p> <p>Green growth is promoted in Quang Ninh Province through transition from brown to green economy.</p>	<ul style="list-style-type: none"> <li>- Quang Ninh Province green growth white book is continuously published.</li> <li>- Ten (10) or more activities concerning provincial fund/financial mechanisms, energy saving, reduction of direct pollution load to the bay are conducted through the environmental management regulations and organizations developed by the Project for the selected key industrial sectors in Quang Ninh Province.</li> <li>- Two (2) or more eco-tour programs and their tourism information are developed and provided through the regulations, mechanisms and organizations developed by the Project for the tourism sector in Quang Ninh Province.</li> </ul>	<ul style="list-style-type: none"> <li>- Quang Ninh Province green growth white book</li> <li>- Official records and interviews with the concerned departments in Quang Ninh Province, private sector enterprises, residents, and tourists</li> </ul>	<p>The policies for promoting the provincial Green Growth Strategy are not changed in Quang Ninh Province.</p> <p>There is no change in social situation inhibiting activities by the concerned private sector, such as economic crisis etc.</p> <p>Natural disaster causing damage to tourism resources does not occur.</p>
<p><b>PROJECT PURPOSE</b></p> <p>Green Growth is promoted in Halong Bay Area through the implementation of environmentally sustainable policies in the key industrial sectors and implementation of development policies in tourism sector.</p>	<ul style="list-style-type: none"> <li>- The following regulations and organizations to promote green growth are approved by Quang Ninh province.                             <ul style="list-style-type: none"> <li>• Regulation and organization for publishing the Quang Ninh Province green growth white book continuously</li> <li>• Financial and budgetary mechanisms and organization for promoting environmental management activities and energy saving activities</li> <li>• Regulation and organization for delivering and updating tourist information as well as marketing.</li> <li>• Regulation and organization for promoting eco-tourism in Quang Yen town.</li> <li>• Regulation and organization for labeling to promote energy saving and sustainable tourism activities</li> </ul> </li> <li>- The recommendations for the post-project phase are submitted to Quang Ninh province.</li> </ul>	<ul style="list-style-type: none"> <li>- Approved documents on regulations and organizations</li> <li>- Interviews with the concerned departments in Quang Ninh Province</li> </ul>	<p>The policies for promoting the provincial Green Growth Strategy are not changed in Quang Ninh Province.</p> <p>There is no change in global situation and no increase of infectious disease risks inhibiting development of tourism sector.</p> <p>Natural disaster causing damage to tourism resources does not occur.</p>

<b>OUTPUTS</b>			
1. Awareness raising activities on the outputs 2 and 3 are implemented and the recommendations for post-project phase is prepared to promote green growth through the lessons learnt from the project activities.	<ul style="list-style-type: none"> <li>- The Halong Bay Area green growth white book, describing initial activities of policy implementation and awareness raising activities on green growth, is prepared and published once a year.</li> <li>- Regulation and organization for preparing the Quang Ninh Province green growth white book is developed and documented.</li> <li>- Recommendations for the post-project phase on promotion of green growth are prepared.</li> </ul>	<ul style="list-style-type: none"> <li>- Halong Bay Area green growth white book;</li> <li>- Administrative documents on the preparation and publication of the green growth white book</li> <li>- The recommendations for post-project phase</li> </ul>	There is no change in social situation inhibiting activities by the concerned private sector, such as economic crisis etc.
2. Environmentally and financially sustainable policies for the selected key industrial sectors are developed and implemented as pilot activities.	<ul style="list-style-type: none"> <li>- Five (5) or more cases of the environmental management activities (enhancement of provincial fund and financial mechanism, energy saving and management, reduction of direct pollution load to the bay) are implemented in the selected key industrial sectors.</li> <li>- Regulations and organizations for promoting environmental management and energy saving for the selected key industrial sectors are developed and documented.</li> </ul>	<ul style="list-style-type: none"> <li>- Activity records of the Project</li> <li>- Administrative document on provincial funding/financial mechanism, energy saving and the provincial green label system for promoting energy saving and management in the selected key industrial sectors</li> </ul>	
3. Measures to stimulate sustainable growth of tourism sector are implemented as pilot activities.	<ul style="list-style-type: none"> <li>- Six (6) or more of tourism information materials or tourism promotion tools are developed and utilized by tourists through the tourism information center and the tourism websites.</li> <li>- Two (2) or more of eco-tour programs are developed and provided in Quang Yen Town, and 5,000 or more tourists visit in the final year of the Project.</li> <li>- Ten (10) or more of tourist boats are certified by The green label for tourist boats (Blue Sail Certificate).</li> <li>- Regulations and organizations on delivering and updating tourist information as well as marketing, eco-tourism promotion in Quang Yen town, and the green label for tourist boats (Blue Sail Certificate) are developed and documented.</li> </ul>	<ul style="list-style-type: none"> <li>- Tourism information materials and tools developed</li> <li>- Eco-tour programs developed</li> <li>- Report on survey of tourism information center and tourism website utilization (Before/After)</li> <li>- Report on eco-tour activity</li> <li>- Issued green labels for tourist boats</li> <li>- Administrative documents on delivering and updating tourist information as well as marketing, eco-tourism promotion in Quang Yen town, and the green label for tourist boats (Blue Sail Certificate)</li> </ul>	
<b>ACTIVITIES</b>			
1-1 Review progress of activities based on the recommendations prepared in the detail planning phase of the Project.	<p>JICA Experts:  Chief advisor/ Green growth  Environmental measures for industry  Pollution source control and treatment</p>	<p><b>Pre-conditions</b>  Quang Ninh province issues the notification of agreement to JICA Vietnam office for implementation</p>	

<p>1-2 Prepare the Halong Bay Area green growth white book referring to experience and history of the environmental white book in Shiga Prefecture, based on the activities in Output 2, Output 3 etc., and disclose the white book to the concerned stakeholders through workshops and to the public.</p>	<p>Energy saving/ Energy management Environmental policy/ Water environmental management Financial mechanism Sustainable tourism promotion Ecotourism Awareness/ Public relation/ Information disclosure Coordinator</p>	<p>of the Project.</p>
<p>1-3 Based on the output and progress of the activities 1-2, develop and document the regulation and organization to continue and expand publishing the Quang Ninh Province green growth white book and start the approval process by Quang Ninh province.</p>	<p>Equipment: Equipment necessary for implementing the pilot activity on energy efficiency measures in Halong Bay Area Equipment necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay. Others</p>	
<p>1-4 Prepare recommendations for the post-project phase (such as proposal of Halong Bay Environmental Science and Research Center, community involvement program, formulation of Halong forum, promotion of BDF, etc.) on green growth policies in Halong Bay Area referring to the Lake Biwa Model.</p>	<p>Training in Japan, third country or Vietnam  (Vietnamese side)  Assignment of counterpart personnel in DPI, DONRE, DOIT, DT, DOST, DARD, DOC, DOT, 6 Local Authorities in Halong Bay Area, HBMD, Tourism Association, Halong Association for Environmental Education and Awareness, and other related organizations as required.</p>	
<p>2-1 Implement and monitor the pilot activities on enhancement of the provincial funds and financial mechanisms for environmental management and green growth.</p>	<p>Office Space  Budget allocation for salary and other expenditure for counterpart personnel during the project period.</p>	
<p>2-2 Implement and monitor the pilot activities on promotion of incentive for energy saving and management such as ESCO projects, financial support, etc.</p>	<p>Budget allocation for running cost of equipment procured under the Project (in case that the ownership of the equipment comes under QN PPC.).</p>	
<p>2-3 Implement and monitor the pilot activities on enhancement of management capacity for reduction of direct pollution load to the bay.</p>		
<p>2-4 Design a provincial green label system contributing to green growth including energy saving and management, pollution control in the selected key industrial sectors and initiate implementation of the system through the activities 2-1 to 2-3.</p>		
<p>2-5 Summarize outputs and progress of the activities 2-1 to 2-4 annually and incorporate the</p>		

<p>information in Halong Bay Area green growth white book to be prepared in Output 1.</p> <p>2-6 Based on outputs and progress of the activities 2-1 to 2-4, develop and document regulations, mechanisms and organizations to continue and expand environmental management activities in the selected key industrial sectors and start the approval process by Quang Ninh province.</p> <p>3-1 Improve or develop tourism information contributing to sustainable tourism development in Halong Bay Area, and provide the information to tourists.</p> <p>3-2 Promote eco-tourism in Quang Yen Town through providing the training and technical transfer for capacity development.</p> <p>3-3 Design and operate green label system for tourist boats in Halong Bay (Blue Sail Certificate).</p> <p>3-4 Summarize outputs and progress of the activities 3-1 to 3-3 annually and incorporate the information in Halong Bay Area green growth white book to be prepared in Output 1.</p> <p>3-5 Based on the outputs and progress of the activities 3-1 to 3-4, develop and document the regulations and organizations to continue and expand sustainable tourism activities and start the approval process by Quang Ninh province.</p>		
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Technical cooperation products

[Output 1]

- Halong Bay Area green growth white book
- Administrative document on publishing the Quang Ninh Province green growth white book
- The recommendations for the post-project phase, including proposal of Halong Bay Environmental Science and Research Center, community involvement program, formulation of Halong forum, promotion of BDF, etc.

[Output 2]

- Pilot activity records on enhancement of provincial funds and financial mechanism, including procurement and operation records of equipment, and photos
- Pilot activity record on promotion of incentive for energy saving and management such as ESCO projects, financial support etc., including procurement and operation records of equipment,





and photos

- Pilot activity record on enhancement of management capacity for reducing direct pollution load to the bay, including procurement and operation records of equipment, and photos
- Administrative documents covering (1) enhancement of the provincial funds and financial mechanism, (2) promotion of incentives for energy saving and management such as ESCO project, financial support etc., (3) enhancement of management capacity for reducing direct pollution load to the bay, and (4) provincial green label for energy saving/management in the selected key industrial sectors

[Output 3]

- Products such as web-site and brochures
- Eco-tour programs developed
- Administrative documents covering (1) delivered and updated tourist information as well as marketing, (2) eco-tourism promotion in Quang Yen town, and (3) green label for tourist boats (Blue Sail Certificate)

Definitions of terms

Overall goal:

- “Green growth is promoted in Quang Ninh Province” means that reduction of environmental impacts in the selected key industry sectors, and diversification and reduction of environmental impacts in the tourism sector are implemented in Quang Ninh Province, and the contents of such activities are published and utilized for awareness raising.
- “through transition from brown to green economy” means reduction of environmental impacts in the brown economy (primary and secondary sectors of industry) and promotion of green economy (tertiary sector of industry, or service industry).
- “Quang Ninh Province green growth white book” is a compilation of the information on activities of green growth which may cover larger area (outside Halong Bay Area) and/or themes (other than the selected key industrial sectors and tourism sector) compared to Halong Bay Area green growth white book. The area and theme to be covered in the Quang Ninh Province green growth white book is studied through the preparation of Halong Bay Area green growth white book in the project.

Project purpose:

- “Green Growth is promoted” means the necessary institutions and organizations are developed for implementation of environmentally sustainable policies and tourism sector policies.
- “Selected key industrial sector” means the industries selected as important ones in the Project for Quang Ninh province for the future, including industrial zone, energy, tourism, food processing, etc.
- “Implementation of environmentally sustainable policies” means taking actions for reducing environmental impacts in the selected key industrial sectors.
- “implementation of tourism sector policies” means reduction of environmental impacts with promotion of the tourism sector
- “Halong Bay Area green growth white book” is a compilation of the information on activities of reduction of environmental impacts in the selected key industrial sectors and activities of reduction of environmental impacts with promotion of the tourism sector by the Project in Halong Bay Area, as well as the information on current situation in the Halong Bay Area and necessary actions to improve the situation.

Abbreviations:

BDF	Bio Diesel Fuel	DOT	Department of Transport
DARD	Department of Agriculture and Rural Development	DPI	Department of Planning and Investment
DOC	Department of Construction	DT	Department of Tourism
DOIT	Department of Industry and Trade	ESCO	Energy Service Company
DONRE	Department of Natural Resource and Environment	HBMD	Halong Bay Management Department
DOST	Department of Science and Technology	QN PPC	Quang Ninh Provincial People’s Committee

Plan of Operation

Project Title: Project for Green Growth Promotion in Halong Bay Area, Quang Ninh Province

Activities	Year	Before Implementation Stage	1st Year				2nd Year				3rd Year				Responsible Organization	
			I	II	III	IV	I	II	III	IV	I	II	III	IV	Japan	Quang Ninh
<b>Sub-Activities</b>																
Output 1: Awareness raising activities on the outputs 2 and 3 are implemented and the recommendations for post-project phase is prepared to promote green growth through the lessons learnt from the project activities.																
1.1 Review progress of activities based on the recommendations prepared in the detail planning phase of the Project.	Plan															
	Actual															
1.2 Prepare the Halong Bay Area green growth white book referring to experiences and history of the environmental white book in Shiga Prefecture, based on the activities in Output 2, Output 3 and etc., and disclose the white book to the concerned stakeholders through workshops and to the public.	Plan															
	Actual															
Institutional and financial readiness for pilot project	Plan														JET	DPI
	Actual														JET	DPI
Prepare a plan for publishing white book and awareness raising activity	Plan															
	Actual															
Provide Japanese experience on preparing white book	Plan														Shiga Pref.	
	Actual															
Collect information from concerned organizations, Outputs 2 and 3	Plan														JET	DPI, DOIT, DONRE
	Actual														JET	DPI
Compile collected information with visualization	Plan														JET	DPI
	Actual														JET	DPI, Env. Edu. Association
Publish white book to target enterprises and local residents	Plan														JET	Env. Edu. Association
	Actual														JET	DPI
Implement awareness raising activity	Plan														JET	DPI
	Actual														JET	Env. Edu. Association
Monitor activity and obtained lessons	Plan														JET	Env. Edu. Association
	Actual														JET	DPI
Prepare a proposal on contents of white book, publication plan and awareness raising activity in post-project phase	Plan														JET	DPI
	Actual														JET	DPI
Prepare administrative documents on prepared proposal	Plan														JET	DPI, DAPA, Tourism Department and DOIT
	Actual														JET	DPI
1.3 Based on the output and progress of the activities 1-2, develop and document the regulation and organization to continue and expand publishing the Quang Ninh Province green growth white book and start the approval process by Quang Ninh province.	Plan														JET	DPI
	Actual														JET	DPI
1.4 Prepare recommendations for the post-project phase (such as proposal of Halong Bay Environmental Science and Research Center, community involvement program, formulation of Halong forum, promotion of BDF, etc.) on green growth policies in Halong Bay Area referring to the Lake Biwa Model.	Plan														JET	DPI
	Actual														JET	DPI
Output 2: Environmentally and financially sustainable policies for selected key industries developed and implemented as pilot activities.																
2.1 Implement and monitor the pilot activities on enhancement of the provincial funds and financial mechanisms for environmental management and green growth.	Plan															
	Actual															
Institutional and financial readiness for pilot project	Plan															DPI
	Actual															
Select facilities participating in the activity for funding mechanism enhancement	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
Assist target facilities for preparing documents for applying existing fund with DONRE etc.	Plan															
	Actual															
Introduce advanced technologies for better management of enterprises with Japanese experiences	Plan														Shiga Pref.	
	Actual															
Provide Japanese administrative policy on financial and funding mechanism for better management of selected industries	Plan														JET	DONRE, DOST
	Actual														JET	DONRE, DOIT, DOST
Conduct funding approval process	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
Examine required measures for enhancement of existing funding system	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
Select pilot area for examination of development of financial policy on green growth implementation	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
Identify required measures on improvement of better management system in pilot area	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
Examine incentive mechanism on investment for better management system	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
Prepare a proposal on enhancement of existing funding system	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
Prepare articles for white book prepared under output 1	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
Prepare proposal on financial policy on green growth implementation with incentive mechanism	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
Prepare administrative documents on prepared proposal	Plan														JET	DONRE, DOIT, DOST
	Actual														JET	DONRE, DOIT, DOST
2.2 Implement and monitor the pilot activities on promotion of incentives for energy saving and management such as ESCO projects, financial support, etc.	Plan															
	Actual															
Institutional and financial readiness for pilot project	Plan														JET	DPI
	Actual														JET	DPI
Step 1: Pilot Project Implementation stage	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Confirmation of institutional and financial readiness for pilot project	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Finalization of selection of target pilot projects	Plan														JET	DPI, DOIT
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Financial arrangements including preferential loan, subsidy and ESCO	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Set up a pilot-projects working group and monitoring	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Preparation of a detail plan and specifications for pilot component	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Target setting and formulation of a monitoring plan	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Procurement and implementation of pilot projects	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Step 2: Monitoring stage	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Monitoring	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Extraction of lessons learned	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Preparation of EE portion of draft white book	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Step 3: Feedback and preparation for post project	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Evaluation of EE measures of pilot projects	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Preparation of Annual Action Plan including provincial energy label and energy audit system	Plan														JET	DPI, DOIT, DOI, DONRE, DOST
	Actual														JET	DPI, DOIT, DOI, DONRE, DOST
Preparation of incentives and financial mechanism and penalty system for post project phase	Plan														JET	DPI
	Actual														JET	DPI
Policy recommendations for EE measures	Plan														JET	DPI
	Actual														JET	DPI
2.3 Implement and monitor the pilot activities on enhancement of management capacity for reduction of direct pollution load to the bay.	Plan															
	Actual															
Institutional and financial readiness for pilot project	Plan															DPI
	Actual															
Select cooperative enterprises	Plan														JET	DPI, Halong City, DAPA, DOIT, DONRE, DOST
	Actual														JET	Halong City, DAPA, DOIT, DONRE, DOST
Support design work for introducing advanced technologies for reducing direct pollution load to the bay	Plan														JET	Halong City, DAPA, DOIT, DONRE, DOST
	Actual														JET	Halong City, DAPA, DOIT, DONRE, DOST
Procure and install advanced technologies for reducing pollution load to the bay	Plan														JET	Halong City, DAPA, DOIT, DONRE, DOST
	Actual														JET	Halong City, DAPA, DOIT, DONRE, DOST
Operate equipment of advanced technologies for reducing pollution load to the bay	Plan														JET	Halong City, DAPA, DOIT, DONRE, DOST
	Actual														JET	Halong City, DAPA, DOIT, DONRE, DOST

Activities	Year	Before Implementation Stage	1st Year				2nd Year				3rd Year				Responsible Organization		
			I	II	III	IV	I	II	III	IV	I	II	III	IV	Japan	Quang Ninh	
<b>Sub-Activities</b>																	
Monitor activities and obtain lessons :	Plan															JET	DPL Halong City, DANR, DOT
Actual																	
Prepare articles for white book prepared under output 1	Plan															JET	DPL Halong City, DANR, DOT
Actual																	
Prepare a proposal on green label system	Plan															JET	DPL Halong City, DANR, DOT
Actual																	
Prepare administrative documents on prepared proposal	Plan															JET	DPL Halong City, DANR, DOT
Actual																	
2.4 Design a provincial green label system contributing to green growth including energy saving and management, pollution control in the selected key industrial sectors and initiate implementation of the system through the activities 2-1 to 2-3.	Plan															JET	DPL Halong City, DANR, DOT
Actual																	
2.5 Summarize outputs and progress of the activities 2-1 to 2-4 annually and incorporate the information in Halong Bay Area green growth white book to be prepared in Output 1.	Plan															JET, Shiga	DPL DANR, DPLD, Env Edu Association
Actual																	
2.6 Based on outputs and progress of the activities 2-1 to 2-4, develop and document regulations, mechanisms and organizations to continue and expand environmental management activities in the selected key industrial sectors and start the approval process by Quang Ninh province.	Plan															JET, Shiga	DPL Halong City, DANR, DOT
Actual																	
<b>Output 3: Measures to stimulate sustainable growth of tourism sector are implemented as pilot activities.</b>																	
3.1 Improve or develop tourism information contributing to sustainable tourism development in Halong Bay Area, and provide the information to tourists.	Plan																
Actual																	
Set up a Working Group	Plan															JET	DPL, DT
Actual																	
Prepare an action plan and guidelines	Plan															JET	DT, Tour Ass, HBMD
Actual																	
Make a branding of Ha Long Bay Area (including Ha Long smile, OCOP, etc.)	Plan															JET	DT, Tour Ass, HBMD
Actual																	
Prepare a list of resource persons/organizations	Plan															JET	DT, Tour Ass, HBMD, DOT
Actual																	
Provide tourist information materials and tools (website, brochures, maps, event calendar, video, etc.)	Plan															JET	DT, Tour Ass, HBMD
Actual																	
Train the concerned parties on tourist information management and delivery, etc.	Plan															JET	DT, Tour Ass, HBMD, DOT
Actual																	
Organize promotion activities (events, FAM trip, media tours, etc.)	Plan															JET	DT, Tour Ass, HBMD, DOT
Actual																	
Update periodically based on the feedback from tourists	Plan															JET	DPL DT, Tour Ass, HBMD
Actual																	
Monitor outputs and impacts of the pilot activity	Plan															JET	DPL DT, Tour Ass, HBMD
Actual																	
Establish a DMA	Plan																
Actual																	
3.2 Promote eco-tourism in Quang Yen Town through providing the training and technical transfer for capacity development	Plan																
Actual																	
Set up a local Working Group	Plan																
Actual																	
Develop discovery routes for promotion of ecotourism	Plan															JET	DT, QY
Actual																	
Provide tourist information materials and tools (mainly brochures and maps)	Plan															JET	DT, QY
Actual																	
Install on-site signage and interpretation	Plan															JET	DT, QY
Actual																	
Train local guides, tourist business and services, communities, etc.	Plan															JET	DT, QY, Tour Ass
Actual																	
Organize promotion activities (events, FAM trip, media tours, etc.)	Plan															JET	DT, QY
Actual																	
Update periodically based on the feedback from tourists	Plan															JET	DPL DT, QY
Actual																	
Monitor outputs and impacts of the pilot activity	Plan																
Actual																	
3.3 Design and operate green label system for tourist boats in Halong Bay (Blue Sail Certificate)	Plan															JET	DPL DT, DONRE, DOT
Actual																	
Examine criteria and incentives for Blue Sail Certificate	Plan															JET	DT, DONRE
Actual																	
Get official approval of criteria	Plan															JET	DPL DT, DONRE, DOT
Actual																	
Launch Blue Sail Certificate inscription	Plan															JET	DPL DT, DONRE, DOT
Actual																	
Examine application and give awards	Plan															JET	DT, DONRE
Actual																	
Monitor outputs and impacts of the pilot activity	Plan																
Actual																	
3.4 Summarize outputs and progress of the activities 3-1 to 3-3 annually and incorporate the information in Halong Bay Area green growth white book to be prepared in Output 1.	Plan															JET, Shiga	DPL DT, DANR, Env Edu Association
Actual																	
3.5 Based on the outputs and progress of the activities 3-1 to 3-4, develop and document the regulations and organizations to continue and expand sustainable tourism activities and start the approval process by Quang Ninh province.	Plan															JET	DPL DT, Tour Ass, HBMD, QY
Actual																	

**Abbreviations**

BDF	Bio Diesel Fuel
DARD	Department of Agriculture and Rural Development
DMA	Destination Marketing Agency
DOC	Department of Construction
DOIT	Department of Industry and Trade
DONRE	Department of Natural Resource and Environment
DOST	Department of Science and Tourism
DOT	Department of Transport
DPI	Department of Planning and Investment
DT	Department of Tourism
ESCO	Energy Service Company
FAM trip	Familiarization Trip
HBMD	Halong Bay Management Department
JET	JICA Expert Team
OCOP	One Community One Product
QY	Quang Yen Town

## Annex 2

### PROJECT DESIGN MATRIX (PDM)

Project Title: Project for Green Growth Promotion in Halong Bay Area, Quang Ninh Province (Implementation Phase); Project Period: 2016-2018 (3 years)

Target Area: Halong Bay : Halong City, Cam Pha City, Van Don District, Hoanh Bo District, Quang Yen Town, Uong Bi City in Quang Ninh Province

Target Group: The population of Halong Area (approx. total 1,780,000 people; Halong City 237,000, Cam Pha City 186,000, Van Don District 43,000, Hoanh Bo District 50,400, Quang Yen Town 134,200, Uong Bi City 113,300)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<b>OVERALL GOAL</b>			
<p>Green growth is promoted in Quang Ninh Province through transition from brown to green economy.</p>	<ul style="list-style-type: none"> <li>- Quang Ninh Province green growth white book is continuously published.</li> <li>- Ten (10) or more activities concerning provincial fund/financial mechanisms, energy saving, reduction of direct pollution load to the bay are conducted through the environmental management regulations and organizations developed by the Project for the selected key industrial sectors in Quang Ninh Province.</li> <li>- Two (2) or more eco-tour programs and their tourism information are developed and provided through the regulations, mechanisms and organizations developed by the Project for the tourism sector in Quang Ninh Province.</li> </ul>	<ul style="list-style-type: none"> <li>- Quang Ninh Province green growth white book</li> <li>- Official records and interviews with the concerned departments in Quang Ninh Province, private sector enterprises, residents, and tourists</li> </ul>	<p>The policies for promoting the provincial Green Growth Strategy are not changed in Quang Ninh Province.</p> <p>There is no change in social situation inhibiting activities by the concerned private sector, such as economic crisis etc.</p> <p>Natural disaster causing damage to tourism resources does not occur.</p>
<b>PROJECT PURPOSE</b>			
<p>Green Growth is promoted in Halong Bay Area through the implementation of environmentally sustainable policies in the key industrial sectors and implementation of development policies in tourism sector.</p>	<ul style="list-style-type: none"> <li>- The following regulations and organizations to promote green growth are approved by Quang Ninh province. <ul style="list-style-type: none"> <li>• Regulation and organization for publishing the Quang Ninh Province green growth white book continuously</li> <li>• Financial and budgetary mechanisms and organization for promoting environmental management activities and energy saving activities</li> <li>• Regulation and organization for delivering and updating tourist information as well as marketing.</li> <li>• <u>Regulation and organization for promoting eco-tourism in Van Don District.</u></li> <li>• Regulation and organization for labeling to promote energy saving and sustainable tourism activities</li> </ul> </li> <li>- The recommendations for the post-projet phase are submitted to Qunag Ninh province.</li> </ul>	<ul style="list-style-type: none"> <li>- Approved documents on regulations and organizations</li> <li>- Interviews with the concerned departments in Quang Ninh Province</li> </ul>	<p>The policies for promoting the provincial Green Growth Strategy are not changed in Quang Ninh Province.</p> <p>There is no change in global situation and no increase of infectious disease risks inhibiting development of tourism sector.</p> <p>Natural disaster causing damage to tourism resources does not occur.</p>

<b>OUTPUTS</b>			
1. Awareness raising activities on the outputs 2 and 3 are implemented and the recommendations for post-project phase is prepared to promote green growth through the lessons learnt from the project activities.	<ul style="list-style-type: none"> <li>- The Halong Bay Area green growth white book, describing initial activities of policy implementation and awareness raising activities on green growth, is prepared and published once a year.</li> <li>- Regulation and organization for preparing the Quang Ninh Province green growth white book is developed and documented.</li> <li>- Recommendations for the post-project phase on promotion of green growth are prepared.</li> </ul>	<ul style="list-style-type: none"> <li>- Halong Bay Area green growth white book;</li> <li>- Administrative documents on the preparation and publication of the green growth white book</li> <li>- The recommendations for post-project phase</li> </ul>	There is no change in social situation inhibiting activities by the concerned private sector, such as economic crisis etc.
2. Environmentally and financially sustainable policies for the selected key industrial sectors are developed and implemented as pilot activities.	<ul style="list-style-type: none"> <li>- Five (5) or more cases of the environmental management activities (enhancement of provincial fund and financial mechanism, energy saving and management, reduction of direct pollution load to the bay) are implemented in the selected key industrial sectors.</li> <li>- Regulations and organizations for promoting environmental management and energy saving for the selected key industrial sectors are developed and documented.</li> </ul>	<ul style="list-style-type: none"> <li>- Activity records of the Project</li> <li>- Administrative document on provincial funding/financial mechanism, energy saving and the provincial green label system for promoting energy saving and management in the selected key industrial sectors</li> </ul>	
3. Measures to stimulate sustainable growth of tourism sector are implemented as pilot activities.	<ul style="list-style-type: none"> <li>- Six (6) or more of tourism information materials or tourism promotion tools are developed and utilized by tourists through the tourism information center and the tourism websites.</li> <li>- <u>Two (2) or more of eco-tour programs are developed and provided in Van Don District in which 500 or more tourists participate in the final year of the Project.</u></li> <li>- Ten (10) or more of tourist boats are certified by The green label for tourist boats (Blue Sail Certificate).</li> <li>- <u>Regulations and organizations on delivering and updating tourist information as well as marketing, eco-tourism promotion in Van Don District, and the green label for tourist boats (Blue Sail Certificate) are developed and documented.</u></li> </ul>	<ul style="list-style-type: none"> <li>- Tourism information materials and tools developed</li> <li>- Eco-tour programs developed</li> <li>- Report on survey of tourism information center and tourism website utilization (Before / After)</li> <li>- Report on eco-tour activity</li> <li>- Issued green labels for tourist boats</li> <li>- <u>Administrative documents on delivering and updating tourist information as well as marketing, eco-tourism promotion in Van Don District, and the green label for tourist boats (Blue Sail Certificate)</u></li> </ul>	
<b>ACTIVITIES</b>			
1-1 Review progress of activities based on the recommendations prepared in the detail planning phase of the Project.	JICA Experts: Chief advisor/ Green growth Environmental measures for industry		<b>Pre-conditions</b> Quang Ninh province issues the notification of agreement to JICA

<p>1-2 Prepare the Halong Bay Area green growth white book referring to experience and history of the environmental white book in Shiga Prefecture, based on the activities in Output 2, Output 3 etc., and disclose the white book to the concerned stakeholders through workshops and to the public.</p> <p>1-3 Based on the output and progress of the activities 1-2, develop and document the regulation and organization to continue and expand publishing the Quang Ninh Province green growth white book and start the approval process by Quang Ninh province.</p> <p>1-4 Prepare recommendations for the post-project phase (such as proposal of Halong Bay Environmental Science and Research Center, community involvement program, formulation of Halong forum, promotion of BDF, etc.) on green growth policies in Halong Bay Area referring to the Lake Biwa Model.</p> <p>2-1 Implement and monitor the pilot activities on enhancement of the provincial funds and financial mechanisms for environmental management and green growth.</p> <p>2-2 Implement and monitor the pilot activities on promotion of incentive for energy saving and management such as ESCO projects, financial support, etc.</p> <p>2-3 Implement and monitor the pilot activities on enhancement of management capacity for reduction of direct pollution load to the bay.</p> <p>2-4 Design a provincial green label system contributing to energy saving and management in the selected key industrial sectors and initiate implementation of the system through the activities 2-1 to 2-3.</p> <p>2-5 Summarize outputs and progress of the activities 2-1 to 2-4 annually and incorporate the</p>	<p>Pollution source control and treatment  Energy saving/ Energy management  Environmental policy/ Water environmental management  Financial mechanism  Sustainable tourism promotion  Ecotourism  Awareness/ Public relation/ Information disclosure  Coordinator</p> <p>Equipment:  <u>Following one item of equipment necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay:</u>  <u>(1) Composting toilet (BIO LUX or equivalent) for tourist boat: Quantity 3.</u></p> <p>Others</p> <p>Training in Japan, third country or Vietnam (Vietnamese side)  Assignment of counterpart personnel in DPI, DONRE, DOIT, DT, DOST, DARD, DOC, DOT, 6 Local Authorities in Halong Bay Area, HBMD, Tourism Association, Halong Association for Environmental Education and Awareness, and other related organizations as required.</p> <p>Office Space</p> <p>Budget allocation for salary and other expenditure for counterpart personnel during the project period.</p> <p>Budget allocation for running cost of equipment procured under the Project (in case that the ownership of the equipment comes under QN PPC.).</p>	<p>Vietnam office for implementation of the Project.</p>
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<p>information in Halong Bay Area green growth white book to be prepared in Output 1.</p> <p>2-6 Based on outputs and progress of the activities 2-1 to 2-4, develop and document regulations, mechanisms and organizations to continue and expand environmental management activities in the selected key industrial sectors and start the approval process by Quang Ninh province.</p> <p>3-1 Improve or develop tourism information contributing to sustainable tourism development in Halong Bay Area, and provide the information to tourists.</p> <p>3-2 <u>Promote eco-tourism in Van Don District through providing the training and technical transfer for capacity development.</u></p> <p>3-3 Design and operate green label system for tourist boats in Halong Bay (Blue Sail Certificate).</p> <p>3-4 Summarize outputs and progress of the activities 3-1 to 3-3 annually and incorporate the information in Halong Bay Area green growth white book to be prepared in Output 1.</p> <p>3-5 Based on the outputs and progress of the activities 3-1 to 3-4, develop and document the regulations and organizations to continue and expand sustainable tourism activities and start the approval process by Quang Ninh province.</p>		
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Technical cooperation products

[Output 1]

- Halong Bay Area green growth white book
- Administrative document on publishing the Quang Ninh Province green growth white book
- The recommendations for the post-project phase, including proposal of Halong Bay Environmental Science and Research Center, community involvement program, formulation of Halong forum, promotion of BDF, etc.

[Output 2]

- Pilot activity records on enhancement of provincial funds and financial mechanism, including procurement and operation records of equipment, and photos
- Pilot activity record on promotion of incentive for energy saving and management such as ESCO projects, financial support etc., including procurement and operation records of equipment, and

photos

- Pilot activity record on enhancement of management capacity for reducing direct pollution load to the bay, including procurement and operation records of equipment, and photos
- Administrative documents covering (1) enhancement of the provincial funds and financial mechanism, (2) promotion of incentives for energy saving and management such as ESCO project, financial support etc., (3) enhancement of management capacity for reducing direct pollution load to the bay, and (4) provincial green label for energy saving/management in the selected key industrial sectors

[Output 3]

- Products such as web-site and brochures
- Eco-tour programs developed
- Administrative documents covering (1) delivered and updated tourist information as well as marketing, (2) eco-tourism promotion in Van Don District, and (3) green label for tourist boats (Blue Sail Certificate)

Definitions of terms

Overall goal:

- “Green growth is promoted in Quang Ninh Province” means that reduction of environmental impacts in the selected key industry sectors, and diversification and reduction of environmental impacts in the tourism sector are implemented in Quang Ninh Province, and the contents of such activities are published and utilized for awareness raising.
- “through transition from brown to green economy” means reduction of environmental impacts in the brown economy (primary and secondary sectors of industry) and promotion of green economy (tertiary sector of industry, or service industry).
- “Quang Ninh Province green growth white book” is a compilation of the information on activities of green growth which may cover larger area (outside Halong Bay Area) and/or themes (other than the selected key industrial sectors and tourism sector) compared to Halong Bay Area green growth white book. The area and theme to be covered in the Quang Ninh Province green growth white book is studied through the preparation of Halong Bay Area green growth white book in the project.

Project purpose:

- “Green Growth is promoted” means the necessary institutions and organizations are developed for implementation of environmentally sustainable policies and tourism sector policies.
- “Selected key industrial sector” means the industries selected as important ones in the Project for Quang Ninh province for the future, including industrial zone, energy, tourism, food processing, etc.
- “Implementation of environmentally sustainable policies” means taking actions for reducing environmental impacts in the selected key industrial sectors.
- “implementation of tourism sector policies” means reduction of environmental impacts with promotion of the tourism sector
- “Halong Bay Area green growth white book” is a compilation of the information on activities of reduction of environmental impacts in the selected key industrial sectors and activities of reduction of environmental impacts with promotion of the tourism sector by the Project in Halong Bay Area, as well as the information on current situation in the Halong Bay Area and necessary actions to improve the situation.

Abbreviations:

BDF	Bio Diesel Fuel	DOT	Department of Transport
DARD	Department of Agriculture and Rural Development	DPI	Department of Planning and Investment
DOC	Department of Construction	DT	Department of Tourism
DOIT	Department of Industry and Trade	ESCO	Energy Service Company
DONRE	Department of Natural Resource and Environment	HBMD	Halong Bay Management Department
DOST	Department of Science and Technology	QN PPC	Quang Ninh Provincial People’s Committee

End of Document



**Annex 2**

**Plan of Operation**

**Project Title:** Project for Green Growth Promotion in Halong Bay Area, Quang Ninh Province

Activities	Year	Before Implementation Stage	1st Year				2nd Year				3rdYear				Responsible Organization	
			I	II	III	IV	I	II	III	IV	I	II	III	IV	Japan	Quang Ninh
<b>Output 1: Awareness raising activities on the outputs 2 and 3 are implemented and the recommendations for post-project phase is prepared to promote green growth through the lessons learnt from the project activities.</b>																
1.1 Review progress of activities based on the recommendations prepared in the detail planning phase of the Project.	Plan															
	Actual															
1.2 Prepare the Halong Bay Area green growth white book referring to experiences and history of the environmental white book in Shiga Prefecture, based on the activities in Output 2, Output 3 and etc., and disclose the white book to the concerned stakeholders through workshops and to the public.	Plan															
	Actual															
Institutional and financial readiness for pilot project	Plan	■ ■ ■ ■ ■ ■ ■ ■													JET	DPI
	Actual															
Prepare a plan for publishing white book and awareness raising activity	Plan														JET	DPI
	Actual															
Provide Japanese experience on preparing white book	Plan														Shiga Pref.	
	Actual															
Collect information from concerned organizations, Outputs 2 and 3	Plan														JET	DPI, DOIT, DONRE
	Actual															
Compile collected information with visualization	Plan														JET	DPI
	Actual															
Publish white book to target enterprises and local residents	Plan														JET	DPI Env. Edu. Association
	Actual															
Implement awareness raising activity	Plan														JET	Env. Edu. Association
	Actual															
Monitor activity and obtained lessons	Plan														JET	DPI
	Actual															
Prepare a proposal on contents of white book, publication plan and awareness raising activity in post-project phase	Plan														JET	DPI Env. Edu. Association
	Actual															
Prepare administrative documents on prepared proposal	Plan														JET	DPI
	Actual															
1.3 Based on the output and progress of the activities 1-2, develop and document the regulation and organization to continue and expand publishing the Quang Ninh Province green growth white book and start the approval process by Quang Ninh province.	Plan														JET	DPI, DARD, Tourism Department and DOIT
	Actual															
1.4 Prepare recommendations for the post-project phase (such as proposal of Halong Bay Environmental Science and Research Center, community involvement program, formulation of Halong forum, promotion of BDF, etc.) on green growth policies in Halong Bay Area referring to the Lake Biwa Model.	Plan														JET	DPI
	Actual															
<b>Output 2: Environmentally and financially sustainable policies for selected key industries developed and implemented as pilot activities.</b>																
2.1 Implement and monitor the pilot activities on enhancement of the provincial funds and financial mechanisms for environmental management and green growth.	Plan															
	Actual															
Institutional and financial readiness for pilot project	Plan	■ ■ ■ ■ ■ ■ ■ ■													-	DPI
	Actual															
Select facilities participating in the activity for funding mechanism enhancement	Plan														JET	DONRE, DOIT, DOST
	Actual															
Assist target facilities for preparing documents for applying existing fund with DONRE etc.	Plan														JET	DONRE, DOIT, DOST
	Actual															
Introduce advanced technologies for better management of enterprises with Japanese experiences	Plan														Japanese enterprises	
	Actual															
Provide Japanese administrative policy on financial and funding mechanism for better management of selected industries	Plan														Shiga Pref.	
	Actual															
Conduct funding approval process	Plan														JET	DONRE, DOST
	Actual															
Examine required measures for enhancement of existing funding system	Plan														JET	DONRE, DOIT, DOST
	Actual															
Select pilot area for examination of development of financial policy on green growth implementation	Plan														JET	DONRE, DOIT, DOST
	Actual															
Identify required measures on improvement of better management system in pilot area	Plan														JET	DONRE, DOIT, DOST
	Actual															
Examine incentive mechanism on investment for better management system	Plan														JET	DONRE, DOIT, DOST
	Actual															
Prepare a proposal on enhancement of existing funding system	Plan														JET	DONRE, DOIT, DOST
	Actual															
Prepare articles for white book prepared under output 1	Plan														JET	DONRE, DOIT, DOST
	Actual															
Prepare proposal on financial policy on green growth implementation with incentive mechanism	Plan														JET	DONRE, DOIT, DOST
	Actual															
Prepare administrative documents on prepared proposal	Plan														JET	DONRE, DOIT, DOST
	Actual															
2.2 Implement and monitor the pilot activities on promotion of incentives for energy saving and management such as ESCO projects, financial support, etc.	Plan															
	Actual															
Institutional and financial readiness for pilot project	Plan	■ ■ ■ ■ ■ ■ ■ ■													-	DPI
	Actual															
Step 1: Pilot Project Implementation stage	Plan														JET	DPI
	Actual															
Confirmation of institutional and financial readiness for pilot project	Plan														JET	DPI, DOIT, DOO, DONRE, DOST
	Actual															
Finalization of selection of target pilot projects	Plan														JET	DPI, DOIT
	Actual															
Financial arrangements including preferential loan, subsidy and ESCO	Plan														JET	DPI, DOIT
	Actual															
Set up a pilot-projects working group and monitoring	Plan														JET	DPI, DOIT, DOO, DONRE
	Actual															
Preparation of a detail plan and specifications for pilot component	Plan														JET	DPI, DOIT, DOO, DONRE
	Actual															
Target setting and formulation of a monitoring plan	Plan														JET	DPI, DOIT, DOO, DONRE
	Actual															
Procurement and implementation of pilot projects	Plan														JET	DOIT, DOO, DOST
	Actual															
Step 2: Monitoring stage	Plan														JET	DPI, DOIT, DOO, DONRE
	Actual															
Monitoring	Plan														JET	DPI, DOIT, DOO, DONRE
	Actual															
Extraction of lessons learned	Plan														JET	DPI, DONRE
	Actual															
Preparation of EE portion of draft white book	Plan														JET	DPI, DONRE
	Actual															
Step 3: Feedback and preparation for post project	Plan														JET	DPI, DOIT, DOO, DONRE
	Actual															
Evaluation of EE measures of pilot projects	Plan														JET	DPI, DOIT, DOO, DONRE
	Actual															
Preparation of Annual Action Plan including provincial energy label and energy audit system	Plan														JET	DPI, DOIT, DOO, DONRE
	Actual															
Preparation of incentives and financial mechanism and penalty system for post project phase	Plan														JET	DPI, DOIT, DOO, DONRE
	Actual															
Policy recommendations for EE measures	Plan														JET	DPI
	Actual															
<b>2.3 Implement and monitor the pilot activities on enhancement of management capacity for reduction of direct pollution load to the bay.</b>																
Institutional and financial readiness for pilot project	Plan	■ ■ ■ ■ ■ ■ ■ ■													-	DPI
	Actual															
Select cooperative enterprises	Plan														JET	DPI, Halong City, DONRE, DOT, DARD, DOST
	Actual															
Support design work for introducing advanced technologies for reducing direct pollution load to the bay	Plan														JET	Halong City, DARD, DOT, DOST
	Actual															
Procure and install advanced technologies for reducing pollution load to the bay	Plan														JET	Halong City, DARD, DOT, DOST
	Actual															
Operate equipment of advanced technologies for reducing pollution load to the bay	Plan														JET	Halong City, DARD, DOT, DOST
	Actual															
Examine green label system for introducing advanced technologies	Plan														JET	DPI, Halong City, DARD, DOT
	Actual															
Evaluate secondary benefits by contributing to clean food products	Plan														JET	DPI, Halong City, DARD, DOT
	Actual															

Activities	Year	Before Implementation Stage	1st Year				2nd Year				3rdYear				Responsible Organization		
			I	II	III	IV	I	II	III	IV	I	II	III	IV	Japan	Quang Ninh	
<b>Sub-Activities</b>																	
Monitor activities and obtain lessons	Plan															JET	DPI Halong City, DARD, DOT
Prepare articles for white book prepared under output 1	Plan															JET	DPI Halong City, DARD, DOT
Prepare a proposal on green label system	Plan															JET	DPI Halong City, DARD, DOT
Prepare administrative documents on prepared proposal	Plan															JET	DPI Halong City, DARD, DOT
Actual																	
2.4 Design a provincial green label system contributing to energy saving and management in the selected key industrial sectors and initiate implementation of the system through the activities 2-1 to 2-3.	Plan															JET	DPI Halong City, DARD, DOT
Actual																	
2.5 Summarize outputs and progress of the activities 2-1 to 2-4 annually and incorporate the information in Halong Bay Area green growth white book to be prepared in Output 1.	Plan															JET, Shiga	DPI DONRE, DARD, Env Edu Association
Actual																	
2.6 Based on outputs and progress of the activities 2-1 to 2-4, develop and document regulations, mechanisms and organizations to continue and expand environmental management activities in the selected key industrial sectors and start the approval process by Quang Ninh province.	Plan															JET, Shiga	DPI Halong City, DARD, DOT
Actual																	
<b>Output 3: Measures to stimulate sustainable growth of tourism sector are implemented as pilot activities.</b>																	
3.1 Improve or develop tourism information contributing to sustainable tourism development in Halong Bay Area, and provide the information to tourists.	Plan																
Actual																	
Set up a Working Group	Plan															-	DPI, DT
Actual																	
Prepare an action plan and guidelines	Plan															JET	DPI, DT
Actual																	
Make a branding of Ha Long Bay Area (including Ha Long smile, OCOP, etc.)	Plan															JET	DT, Tour Ass, HBMD
Actual																	
Prepare a list of resource persons/organizations	Plan															JET	DT, Tour Ass, HBMD
Actual																	
Provide tourist information materials and tools (website, brochures, maps, event calendar, video, etc.)	Plan															JET	DT, Tour Ass, HBMD, DOT
Actual																	
Train the concerned parties on tourist information management and delivery, etc.	Plan															JET	DT, Tour Ass, HBMD
Actual																	
Organize promotion activities (events, FAM trip, media tours, etc.)	Plan															JET	DT, Tour Ass, HBMD, DOT
Actual																	
Update periodically based on the feedback from tourists	Plan															JET	DPI, DT, Tour Ass, HBMD
Actual																	
Monitor outputs and impacts of the pilot activity	Plan															JET	DPI, DT, Tour Ass, HBMD
Actual																	
Establish a DMA	Plan															JET	DPI, DT, Tour Ass, HBMD
Actual																	
3.2 Promote eco-tourism in Van Don District through providing the training and technical transfer for capacity development	Plan																
Actual																	
Set up a local Working Group	Plan															-	DPI, DT, VD
Actual																	
Develop discovery routes for promotion of ecotourism	Plan															JET	DT, VD
Actual																	
Provide tourist information materials and tools (mainly brochures and maps)	Plan															JET	DT, VD
Actual																	
Install on-site signage and interpretation	Plan															JET	DT, VD
Actual																	
Train local guides, tourist business and services, communities, etc.	Plan															JET	DT, VD
Actual																	
Organize promotion activities (events, FAM trip, media tours, etc.)	Plan															JET	DT, VD, Tour Ass
Actual																	
Update periodically based on the feedback from tourists	Plan															JET	DT, VD
Actual																	
Monitor outputs and impacts of the pilot activity	Plan															JET	DPI, DT, VD
Actual																	
3.3 Design and operate green label system for tourist boats in Halong Bay (Blue Sail Certificate)	Plan																
Actual																	
Examine criteria and incentives for Blue Sail Certificate	Plan															JET	DPI, DT, DONRE, DOT
Actual																	
Get official approval of criteria	Plan															JET	DT, DONRE
Actual																	
Launch Blue Sail Certificate inscription	Plan															JET	DPI, DT, DONRE, DOT
Actual																	
Examine application and give awards	Plan															JET	DPI, DT, DONRE, DOT
Actual																	
Monitor outputs and impacts of the pilot activity	Plan															JET	DT, DONRE
Actual																	
3.4 Summarize outputs and progress of the activities 3-1 to 3-3 annually and incorporate the information in Halong Bay Area green growth white book to be prepared in Output 1.	Plan															JET, Shiga	DPI, DT, OYE, Env Edu Association
Actual																	
3.5 Based on the outputs and progress of the activities 3-1 to 3-4, develop and document the regulations and organizations to continue and expand sustainable tourism activities and start the approval process by Quang Ninh province.	Plan															JET	DPI, DT, Tour Ass, HBMD, VD
Actual																	

**Abbreviations**

BDF	Bio Diesel Fuel
DARD	Department of Agriculture and Rural Development
DMA	Destination Marketing Agency
DOC	Department of Construction
DOIT	Department of Industry and Trade
DONRE	Department of Natural Resource and Environment
DOST	Department of Science and Tourism
DOT	Department of Transport
DPI	Department of Planning and Investment
DT	Department of Tourism
ESCO	Energy Service Company
FAM trip	Familiarization Trip
HBMD	Halong Bay Management Department
JET	JICA Expert Team
OCOP	One Community One Product
VD	Van Don District

Annex 3

**List of Equipment to be Procured for  
The Project for Green Growth Promotion in Halong Bay Area,  
Quang Ninh Province**

Following one item of equipment will be procured, which is necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay;

- Composting toilet (BIO LUX or equivalent) for tourist boat: Quantity 3.

End

RECEIVED

10 May 2017

ỦY BAN NHÂN DÂN  
TỈNH QUẢNG NINH

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM  
Độc lập - Tự do - Hạnh phúc

Số: 3162 /UBND – MT  
V/v tiếp tục triển khai thực hiện  
các hoạt động thí điểm dự án hỗ  
trợ kỹ thuật “Thúc đẩy Tăng  
trưởng xanh tại khu vực Vĩnh Hạ  
Long” do JICA tài trợ.

Quảng Ninh, ngày 09 tháng 5 năm 2017

Kính gửi: Cơ quan hợp tác quốc tế Nhật Bản – JICA.

Lời đầu tiên, Ủy ban nhân dân tỉnh Quảng Ninh gửi lời chào trân trọng và cảm ơn sự quan tâm, hỗ trợ, giúp đỡ của Cơ quan hợp tác quốc tế Nhật Bản (JICA) cũng như Chính Phủ Nhật Bản đã hỗ trợ tỉnh Quảng Ninh thời gian qua, trong đó có Dự án hỗ trợ kỹ thuật “Thúc đẩy Tăng trưởng xanh tại khu vực Vĩnh Hạ Long, tỉnh Quảng Ninh” do JICA tài trợ.

Trên cơ sở nội dung trao đổi tại cuộc họp Ban Chỉ đạo Dự án Hỗ trợ kỹ thuật “Thúc đẩy Tăng trưởng xanh tại khu vực Vĩnh Hạ Long, tỉnh Quảng Ninh” do JICA tài trợ, lần thứ 1 giai đoạn 2 ngày 25/4/2017; Ý kiến tham gia của ông Naoki Kakioka, Phó Trưởng Đại diện Văn phòng JICA Việt Nam và ông Yoshihiro Sahashi, Trưởng Phòng hỗ trợ, Phòng thoát nước, Sở Hồ Biwa và môi trường tỉnh Shiga (*chuyên gia JICA đang triển khai dự án tại Quảng Ninh*); Ý kiến thống nhất của các thành viên Ban Chỉ đạo Dự án Hỗ trợ kỹ thuật, UBND tỉnh Quảng Ninh có ý kiến như sau:

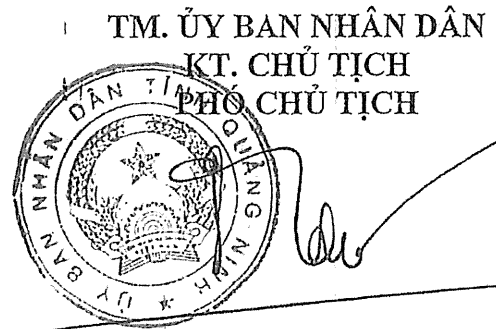
1. Thống nhất chuyển địa điểm thực hiện hoạt động thí điểm thúc đẩy du lịch sinh thái từ thị xã Quảng Yên sang huyện Vân Đồn.
2. Hai bên sẽ phối hợp triển khai thủ tục miễn thuế đối với thiết bị sẽ lắp đặt được nhập khẩu cho dự án tại Quảng Ninh theo đúng các quy định của pháp luật hiện hành khi có thông tin từ JICA.

Bằng văn bản này, UBND tỉnh Quảng Ninh đề nghị chuyên gia JICA phối hợp với Sở Kế hoạch và Đầu tư tỉnh Quảng Ninh tham mưu cho UBND tỉnh và văn phòng JICA Việt Nam chỉnh sửa nội dung Biên bản thảo luận và Văn kiện dự án đối với nội dung: (1) Thay đổi địa bàn thí điểm hoạt động thúc đẩy du lịch sinh thái; (2) Thủ tục miễn thuế đối với thiết bị sẽ lắp đặt được nhập khẩu để hoàn thành thủ tục triển khai giai đoạn 2 dự án.

Ủy ban nhân dân tỉnh Quảng Ninh trân trọng cảm ơn và đề nghị JICA quan tâm phối hợp hoàn thiện các thủ tục triển khai thực hiện giai đoạn 2 của dự án./.

*Nơi nhận:*

- CT, các PCT UBND tỉnh (b/c);
  - Văn phòng JICA Việt Nam;
  - Sở Kế hoạch và Đầu tư;
  - V0, V5, MT, CN;
  - Lưu: VT, CN.
- 8 bản, H-CV54



Đặng Huy Hậu

**QUANG NINH PROVINCIAL  
PEOPLE'S COMMITTEE**

**SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom - Happiness**

**No. 3162/UBND – MT**

Reg.: Continue implementation of pilot activities of the Technical Assistance Project for “Green Growth Promotion in Halong Bay Area, Quang Ninh Province”, funded by JICA

Quang Ninh, May 9<sup>th</sup>, 2017

**To: Japan International Cooperation Agency – JICA**

First of all, Quang Ninh Provincial People's Committee would like to send the warmest greetings and gratefulness for the interest, support and assistance of the International Cooperation Agency of Japan (JICA) and the Government of Japan to Quang Ninh Province in the recent time in which including the Technical Assistance Project for “Green Growth Promotion in Halong Bay Area, Quang Ninh province” funded by JICA.

On the basis of ideas exchanges in the first Steering Committee Meeting on April 25<sup>th</sup>, 2017 for the Technical Assistance Project for “Green Growth Promotion in Halong Bay Area, Quang Ninh Province”, Phase 2; the comments from Mr. Naoki Kakioka, Deputy Chief Representative of JICA Vietnam Office; Mr. Toshikazu Shigemori, Environmental Policy Division, Dept. of Lake Biwa and the Environment Assistant Section Chief, Shiga Prefecture; the JICA Experts Team; Agreement comments from the members of the Technical Assistance Project Steering Committee, the Quang Ninh PPC has some comments as the following:

1. Agree the relocation to conduct pilot activity of ecotourism promotion from Quang Yen Town to Van Don District;
2. The two parties will coordinate to implement procedures for tax exemption for equipment which will be imported for installation in the project in Quang Ninh Province in accordance with the current legal provisions upon information from JICA.

By this paper, the Quang Ninh Provincial People's Committee suggests the JICA Experts in collaboration with the Department of Planning and Investment of Quang Ninh to give advice to the QNPPC and JICA Vietnam Office to revise contents of the Record of Discussion and the Project Documents on: 1) Changing location for ecotourism promotion pilot activity and 2) Procedures for tax exemption for equipment which will be imported for installation in the project to complete the procedures for implementing the Phase 2 of the Project.

The People's Committee of Quang Ninh Province wishes to express its thanks and proposes JICA for attention and cooperation in completing the procedures for implementation of phase 2 of the Project.

**Addressees:**

- Chairman, Vice-chairmen of PPC (report);
- JICA Vietnam Office;
- DPI;
- V0, V5, MT, CN;
- Filing: VT, CN

**ON BEHALF OF THE PPC  
FOR THE CHAIRMAN  
VICE-CHAIRMAN**

*(signed and stamped)*

**Dang Huy Hau**

**MINUTES OF MEETINGS  
BETWEEN  
QUANG NINH PROVINCIAL PEOPLE’S COMMITTEE OF THE SOCIALIST REPUBLIC  
OF VIETNAM  
AND  
JAPAN INTERNATIONAL COOPERATION AGENCY  
FOR AMENDMENT OF THE RECORD OF DISCUSSIONS  
ON  
THE PROJECT FOR GREEN GROWTH PROMOTION IN HALONG BAY AREA, QUANG  
NINH PROVINCE**

The Japan International Cooperation Agency (hereinafter referred to as “JICA”) and Quang Ninh Provincial People’s Committee of Vietnam hereby (hereinafter referred to as “QN PPC”) agree that the Record of Discussions on the Project for Green Growth Promotion in Halong Bay, Quang Ninh Province (hereinafter referred to as ‘the Project’) signed on 12 June 2015 and revised on 7 September 2016 and on 27 October 2017 will be amended as follows. It is noted that the Overall Goal and the Project Purpose shall not be amended.

1. Project Design Matrix (PDM)

Before	Amended Version
<p>(5) Equipment</p> <p>- Following <u>one item</u> of equipment necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay;</p> <p>1) Composting toilet (BIO LUX or equivalent) for tourist boat: Quantity 3.</p>	<p>(5) Equipment</p> <p>- Following <u>two items</u> of equipment necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay;</p> <p>1) Composting toilet (BIO LUX or equivalent) for tourist boat: Quantity 3.</p> <p>2) <u>Composting plant with accessories for organic waste composting: Quantity 1.</u></p>
<p>Reason: The second equipment was identified for enhancement of water environment management capacity by reducing direct pollution load to the bay. The first equipment, three sets of composting toilets specified in the amended PDM were already procured by July 2018 based on the Record of Discussions revised on 27 October 2017.</p>	

2. Plan of Operations (PO)

No changes

The contents of the Record of Discussions (revised on 27 October 2017), other than the contents amended and agreed in this Minutes of Meeting, shall be prevailing.

This amendment will become effective as of 31 July 2018.



- Annex 1: Minutes of Meeting for Amendment of the Record of Discussions on the Project signed on 27 October 2017
- Annex 2: PDM Revised
- Annex 3: List of Equipment to be Procured for the Project

Halong, 31 July 2018



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**Mr. Naoki Kakioka**  
Senior Representative  
Vietnam Office  
Japan International Cooperation Agency



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**Mr. Dang Huy Hau**  
Standing Vice Chairman  
Quang Ninh Provincial People's Committee  
The Socialist Republic of Vietnam





MINUTES OF MEETINGS  
BETWEEN  
QUANG NINH PROVINCIAL PEOPLE'S COMMITTEE OF THE SOCIALIST REPUBLIC  
OF VIETNAM  
AND  
JAPAN INTERNATIONAL COOPERATION AGENCY  
FOR AMENDMENT OF THE RECORD OF DISCUSSIONS  
ON  
THE PROJECT FOR GREEN GROWTH PROMOTION IN HALONG BAY AREA, QUANG  
NINH PROVINCE

The Japan International Cooperation Agency (hereinafter referred to as "JICA") and Quang Ninh Provincial People's Committee of Vietnam hereby (hereinafter referred to as "QN PPC") agree that the Record of Discussions on the Project for Green Growth Promotion in Halong Bay, Quang Ninh Province (hereinafter referred to as "the Project") signed on 12 June 2015 and revised on 7 September 2016 will be amended as follows. It is noted that the Overall Goal and the Project Purpose shall not be amended.

1. Project Design Matrix (PDM)

Before	Amended Version
(1) Objectively Verifiable Indicators of Project Purpose - Regulation and organization for promoting eco-tourism in <u>Quang Yen town</u> .	(1) Objectively Verifiable Indicators of Project Purpose - Regulation and organization for promoting eco-tourism in <u>Van Don District</u> .
(2) Objectively Verifiable Indicators of Output 3 - Two (2) or more of eco-tour programs are developed and provided in <u>Quang Yen Town, and 5,000 or more tourists visit in the final year of the Project.</u> - Regulations and organizations on delivering and updating tourist information as well as marketing, eco-tourism promotion in <u>Quang Yen town</u> , and the green label for tourist boats (Blue Sail Certificate) are developed and documented.	(2) Objectively Verifiable Indicators of Output 3 - Two (2) or more of eco-tour programs are developed and provided in <u>Van Don District, in which 500 or more tourists participate in the final year of the Project.</u> - Regulations and organizations on delivering and updating tourist information as well as marketing, eco-tourism promotion in <u>Van Don District</u> , and the green label for tourist boats (Blue Sail Certificate) are developed and documented.
(3) Means of Verification of Output 3 - Administrative documents on delivering and updating tourist information as well as marketing, eco-tourism promotion in <u>Quang Yen town</u> , and the green label for tourist boats (Blue Sail Certificate).	(3) Means of Verification of Output 3 - Administrative documents on delivering and updating tourist information as well as marketing, eco-tourism promotion in <u>Van Don District</u> , and the green label for tourist boats (Blue Sail Certificate).

(4) Activities of Output 3 - Promote eco-tourism in <u>Quang Yen Town</u> through providing the training and technical transfer for capacity development.	(4) Activities of Output 3 - Promote eco-tourism in <u>Van Don District</u> through providing the training and technical transfer for capacity development.
(5) Equipment - <u>Equipment necessary for implementing the pilot activity on energy efficiency measures in Halong Bay Area.</u> - <u>Equipment necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay.</u>	(5) Equipment - <u>Following one item of equipment necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay;</u> 1) <u>Composting toilet (BIO LUX or equivalent) for tourist boat: Quantity 3.</u>
(6) Technical cooperation products of Output 3 - Administrative documents covering (1) delivered and updated tourist information as well as marketing, (2) eco-tourism promotion in <u>Quang Yen town</u> , and (3) green label for tourist boats (Blue Sail Certificate).	(6) Technical cooperation products of Output 3 - Administrative documents covering (1) delivered and updated tourist information as well as marketing, (2) eco-tourism promotion in <u>Van Don District</u> , and (3) green label for tourist boats (Blue Sail Certificate).
Reason: Amendment and update on the stated items of the current version of PDM was necessary for the following reasons; (1) Eco-tourism pilot site was changed from Quang Yen Town to Van Don District based on existing site condition. (2) Same as (1). (3) Same as (1). (4) Same as (1). (5) One item of equipment was identified for enhancement of water environment management capacity by reducing direct pollution load to the bay. (6) Same as (1).	

## 2. Plan of Operations (PO)

Before	Amended Version
(1) Activities of Output 3 - Promote eco-tourism in <u>Quang Yen Town</u> through providing the training and technical transfer for capacity development.	(1) Activities of Output 3 - Promote eco-tourism in <u>Van Don District</u> through providing the training and technical transfer for capacity development.
Reason: Amendment and update on the stated items of the current version of PO was necessary for the following reasons; (1) Eco-tourism pilot site was changed from Quang Yen Town to Van Don District based on existing site condition.	

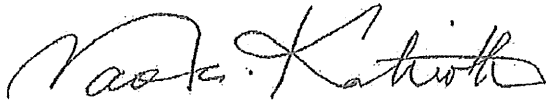
The contents of the Record of Discussions (revised on 7 September 2016), other than the

contents amended and agreed in this Minutes of Meeting, shall be prevailing.

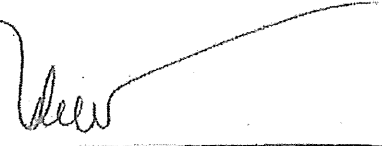
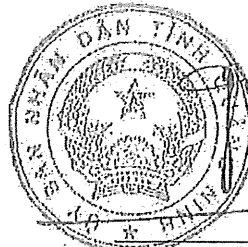
This amendment will become effective as of 27 October 2017.

- Annex 1: Minutes of Meeting for Amendment of the Record of Discussions on the Project signed on 7 September 2016
- Annex 2: PDM and PO Revised
- Annex 3: List of Equipment to be Procured for the Project
- Annex 4: Letter from Quang Ninh PPC to JICA Vietnam Office, No. 3162/ UBND-MT dated on 9th May 2017, on the Points Confirmed in the 1st Steering Committee Meeting held on 25th April 2017.

Halong, 27 October 2017



Mr. Naoki Kakioka  
Senior Representative  
Vietnam Office  
Japan International Cooperation Agency



Mr. Dang Huy Hau  
Standing Vice Chairman  
Quang Ninh Provincial People's Committee  
The Socialist Republic of Vietnam

## Annex 2

### PROJECT DESIGN MATRIX (PDM)

Project Title: Project for Green Growth Promotion in Halong Bay Area, Quang Ninh Province (Implementation Phase); Project Period: 2016-2018 (3 years)

Target Area: Halong Bay : Halong City, Cam Pha City, Van Don District, Hoanh Bo District, Quang Yen Town, Uong Bi City in Quang Ninh Province

Target Group: The population of Halong Area (approx. total 1,780,000 people; Halong City 237,000, Cam Pha City 186,000, Van Don District 43,000, Hoanh Bo District 50,400, Quang Yen Town 134,200, Uong Bi City 113,300)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<b>OVERALL GOAL</b>			
<p>Green growth is promoted in Quang Ninh Province through transition from brown to green economy.</p>	<ul style="list-style-type: none"> <li>- Quang Ninh Province green growth white book is continuously published.</li> <li>- Ten (10) or more activities concerning provincial fund/financial mechanisms, energy saving, reduction of direct pollution load to the bay are conducted through the environmental management regulations and organizations developed by the Project for the selected key industrial sectors in Quang Ninh Province.</li> <li>- Two (2) or more eco-tour programs and their tourism information are developed and provided through the regulations, mechanisms and organizations developed by the Project for the tourism sector in Quang Ninh Province.</li> </ul>	<ul style="list-style-type: none"> <li>- Quang Ninh Province green growth white book</li> <li>- Official records and interviews with the concerned departments in Quang Ninh Province, private sector enterprises, residents, and tourists</li> </ul>	<p>The policies for promoting the provincial Green Growth Strategy are not changed in Quang Ninh Province.</p> <p>There is no change in social situation inhibiting activities by the concerned private sector, such as economic crisis etc.</p> <p>Natural disaster causing damage to tourism resources does not occur.</p>
<b>PROJECT PURPOSE</b>			
<p>Green Growth is promoted in Halong Bay Area through the implementation of environmentally sustainable policies in the key industrial sectors and implementation of development policies in tourism sector.</p>	<ul style="list-style-type: none"> <li>- The following regulations and organizations to promote green growth are approved by Quang Ninh province.               <ul style="list-style-type: none"> <li>• Regulation and organization for publishing the Quang Ninh Province green growth white book continuously</li> <li>• Financial and budgetary mechanisms and organization for promoting environmental management activities and energy saving activities</li> <li>• Regulation and organization for delivering and updating tourist information as well as marketing.</li> <li>• Regulation and organization for promoting eco-tourism in Van Don District.</li> <li>• Regulation and organization for labeling to promote energy saving and sustainable tourism activities</li> </ul> </li> <li>- The recommendations for the post-projet phase are submitted to Qunag Ninh province.</li> </ul>	<ul style="list-style-type: none"> <li>- Approved documents on regulations and organizations</li> <li>- Interviews with the concerned departments in Quang Ninh Province</li> </ul>	<p>The policies for promoting the provincial Green Growth Strategy are not changed in Quang Ninh Province.</p> <p>There is no change in global situation and no increase of infectious disease risks inhibiting development of tourism sector.</p> <p>Natural disaster causing damage to tourism resources does not occur.</p>

<b>OUTPUTS</b>			
1. Awareness raising activities on the outputs 2 and 3 are implemented and the recommendations for post-project phase is prepared to promote green growth through the lessons learnt from the project activities.	<ul style="list-style-type: none"> <li>- The Halong Bay Area green growth white book, describing initial activities of policy implementation and awareness raising activities on green growth, is prepared and published once a year.</li> <li>- Regulation and organization for preparing the Quang Ninh Province green growth white book is developed and documented.</li> <li>- Recommendations for the post-project phase on promotion of green growth are prepared.</li> </ul>	<ul style="list-style-type: none"> <li>- Halong Bay Area green growth white book;</li> <li>- Administrative documents on the preparation and publication of the green growth white book</li> <li>- The recommendations for post-project phase</li> </ul>	There is no change in social situation inhibiting activities by the concerned private sector, such as economic crisis etc.
2. Environmentally and financially sustainable policies for the selected key industrial sectors are developed and implemented as pilot activities.	<ul style="list-style-type: none"> <li>- Five (5) or more cases of the environmental management activities (enhancement of provincial fund and financial mechanism, energy saving and management, reduction of direct pollution load to the bay) are implemented in the selected key industrial sectors.</li> <li>- Regulations and organizations for promoting environmental management and energy saving for the selected key industrial sectors are developed and documented.</li> </ul>	<ul style="list-style-type: none"> <li>- Activity records of the Project</li> <li>- Administrative document on provincial funding/financial mechanism, energy saving and the provincial green label system for promoting energy saving and management in the selected key industrial sectors</li> </ul>	
3. Measures to stimulate sustainable growth of tourism sector are implemented as pilot activities.	<ul style="list-style-type: none"> <li>- Six (6) or more of tourism information materials or tourism promotion tools are developed and utilized by tourists through the tourism information center and the tourism websites.</li> <li>- Two (2) or more of eco-tour programs are developed and provided in Van Don District, in which 500 or more tourists participate in the final year of the Project.</li> <li>- Ten (10) or more of tourist boats are certified by The green label for tourist boats (Blue Sail Certificate).</li> <li>- Regulations and organizations on delivering and updating tourist information as well as marketing, eco-tourism promotion in Van Don District, and the green label for tourist boats (Blue Sail Certificate) are developed and documented.</li> </ul>	<ul style="list-style-type: none"> <li>- Tourism information materials and tools developed</li> <li>- Eco-tour programs developed</li> <li>- Report on survey of tourism information center and tourism website utilization (Before / After)</li> <li>- Report on eco-tour activity</li> <li>- Issued green labels for tourist boats</li> <li>- Administrative documents on delivering and updating tourist information as well as marketing, eco-tourism promotion in Van Don District, and the green label for tourist boats (Blue Sail Certificate)</li> </ul>	
<b>ACTIVITIES</b>			
1-1 Review progress of activities based on the recommendations prepared in the detail planning phase of the Project.	JICA Experts: Chief advisor/ Green growth Environmental measures for industry		<b>Pre-conditions</b> Quang Ninh province issues the notification of agreement to JICA

<p>1-2 Prepare the Halong Bay Area green growth white book referring to experience and history of the environmental white book in Shiga Prefecture, based on the activities in Output 2, Output 3 etc., and disclose the white book to the concerned stakeholders through workshops and to the public.</p> <p>1-3 Based on the output and progress of the activities 1-2, develop and document the regulation and organization to continue and expand publishing the Quang Ninh Province green growth white book and start the approval process by Quang Ninh province.</p> <p>1-4 Prepare recommendations for the post-project phase (such as proposal of Halong Bay Environmental Science and Research Center, community involvement program, formulation of Halong forum, promotion of BDF, etc.) on green growth policies in Halong Bay Area referring to the Lake Biwa Model.</p> <p>2-1 Implement and monitor the pilot activities on enhancement of the provincial funds and financial mechanisms for environmental management and green growth.</p> <p>2-2 Implement and monitor the pilot activities on promotion of incentive for energy saving and management such as ESCO projects, financial support, etc.</p> <p>2-3 Implement and monitor the pilot activities on enhancement of management capacity for reduction of direct pollution load to the bay.</p> <p>2-4 Design a provincial green label system contributing to energy saving and management in the selected key industrial sectors and initiate implementation of the system through the activities 2-1 to 2-3.</p> <p>2-5 Summarize outputs and progress of the activities 2-1 to 2-4 annually and incorporate the</p>	<p>Pollution source control and treatment  Energy saving/ Energy management  Environmental policy/ Water environmental management  Financial mechanism  Sustainable tourism promotion  Ecotourism  Awareness/ Public relation/ Information disclosure  Coordinator</p> <p>Equipment:  Following <u>two items</u> of equipment necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay;  (1) Composting toilet (BIO LUX or equivalent) for tourist boat: Quantity 3.  <u>(2) Composting plant with accessories for organic waste composting: Quantity 1.</u></p> <p>Others</p> <p>Training in Japan, third country or Vietnam (Vietnamese side)  Assignment of counterpart personnel in DPI, DONRE, DOIT, DT, DOST, DARD, DOC, DOT, 6 Local Authorities in Halong Bay Area, HBMD, Tourism Association, Halong Association for Environmental Education and Awareness, and other related organizations as required.</p> <p>Office Space</p> <p>Budget allocation for salary and other expenditure for counterpart personnel during the project period.</p> <p>Budget allocation for running cost of equipment procured under the Project (in case that the ownership of the equipment comes under QN PPC.).</p>	<p>Vietnam office for implementation of the Project.</p>
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<p>information in Halong Bay Area green growth white book to be prepared in Output 1.</p> <p>2-6 Based on outputs and progress of the activities 2-1 to 2-4, develop and document regulations, mechanisms and organizations to continue and expand environmental management activities in the selected key industrial sectors and start the approval process by Quang Ninh province.</p> <p>3-1 Improve or develop tourism information contributing to sustainable tourism development in Halong Bay Area, and provide the information to tourists.</p> <p>3-2 Promote eco-tourism in Van Don District through providing the training and technical transfer for capacity development.</p> <p>3-3 Design and operate green label system for tourist boats in Halong Bay (Blue Sail Certificate).</p> <p>3-4 Summarize outputs and progress of the activities 3-1 to 3-3 annually and incorporate the information in Halong Bay Area green growth white book to be prepared in Output 1.</p> <p>3-5 Based on the outputs and progress of the activities 3-1 to 3-4, develop and document the regulations and organizations to continue and expand sustainable tourism activities and start the approval process by Quang Ninh province.</p>		
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Technical cooperation products

[Output 1]

- Halong Bay Area green growth white book
- Administrative document on publishing the Quang Ninh Province green growth white book
- The recommendations for the post-project phase, including proposal of Halong Bay Environmental Science and Research Center, community involvement program, formulation of Halong forum, promotion of BDF, etc.

[Output 2]

- Pilot activity records on enhancement of provincial funds and financial mechanism, including procurement and operation records of equipment, and photos
- Pilot activity record on promotion of incentive for energy saving and management such as ESCO projects, financial support etc., including procurement and operation records of equipment, and

photos

- Pilot activity record on enhancement of management capacity for reducing direct pollution load to the bay, including procurement and operation records of equipment, and photos
- Administrative documents covering (1) enhancement of the provincial funds and financial mechanism, (2) promotion of incentives for energy saving and management such as ESCO project, financial support etc., (3) enhancement of management capacity for reducing direct pollution load to the bay, and (4) provincial green label for energy saving/management in the selected key industrial sectors

[Output 3]

- Products such as web-site and brochures
- Eco-tour programs developed
- Administrative documents covering (1) delivered and updated tourist information as well as marketing, (2) eco-tourism promotion in Van Don District, and (3) green label for tourist boats (Blue Sail Certificate)

Definitions of terms

Overall goal:

- “Green growth is promoted in Quang Ninh Province” means that reduction of environmental impacts in the selected key industry sectors, and diversification and reduction of environmental impacts in the tourism sector are implemented in Quang Ninh Province, and the contents of such activities are published and utilized for awareness raising.
- “through transition from brown to green economy” means reduction of environmental impacts in the brown economy (primary and secondary sectors of industry) and promotion of green economy (tertiary sector of industry, or service industry).
- “Quang Ninh Province green growth white book” is a compilation of the information on activities of green growth which may cover larger area (outside Halong Bay Area) and/or themes (other than the selected key industrial sectors and tourism sector) compared to Halong Bay Area green growth white book. The area and theme to be covered in the Quang Ninh Province green growth white book is studied through the preparation of Halong Bay Area green growth white book in the project.

Project purpose:

- “Green Growth is promoted” means the necessary institutions and organizations are developed for implementation of environmentally sustainable policies and tourism sector policies.
- “Selected key industrial sector” means the industries selected as important ones in the Project for Quang Ninh province for the future, including industrial zone, energy, tourism, food processing, etc.
- “Implementation of environmentally sustainable policies” means taking actions for reducing environmental impacts in the selected key industrial sectors.
- “implementation of tourism sector policies” means reduction of environmental impacts with promotion of the tourism sector
- “Halong Bay Area green growth white book” is a compilation of the information on activities of reduction of environmental impacts in the selected key industrial sectors and activities of reduction of environmental impacts with promotion of the tourism sector by the Project in Halong Bay Area, as well as the information on current situation in the Halong Bay Area and necessary actions to improve the situation.

Abbreviations:

BDF	Bio Diesel Fuel	DOT	Department of Transport
DARD	Department of Agriculture and Rural Development	DPI	Department of Planning and Investment
DOC	Department of Construction	DT	Department of Tourism
DOIT	Department of Industry and Trade	ESCO	Energy Service Company
DONRE	Department of Natural Resource and Environment	HBMD	Halong Bay Management Department
DOST	Department of Science and Technology	QN PPC	Quang Ninh Provincial People’s Committee

End of Document



Annex 3

**List of Equipment to be Procured for  
The Project for Green Growth Promotion in Halong Bay Area,  
Quang Ninh Province**

Following two items of equipment will be procured, which are necessary for implementing the pilot activity on enhancement of water environment management capacity by reducing direct pollution load to the bay;

- Composting toilet (BIO LUX or equivalent) for tourist boat: Quantity 3.
- Composting plant with accessories for organic waste composting: Quantity 1.

End