LPAC MINUTES

Project: Catalysing Lower Emissions through Advancing National Adoption of Commercially-viable Technologies (CLEAN-ACT) under Shifting Investment Flows Towards Green Transformation (SHIFT) – International Climate Initiative (IKI)

Chairperson: Mr. Patrick Haverman, Deputy Resident Representative (DRR), United Nations Development Programme (UNDP) in Viet Nam

Participants:
1. Vu Thai Truong, OIC of Climate Change and Environment (CCE)
2. Nguyen Thi Thu Ha, CCE
3. Edwin Edou, CCE
4. Le Hoai Linh, CCE
5. Nguyen Ngoc Loan, M&E
6. Dung Le Ngoc, CCE
7. Ta Thu Tra, Finance
8. Tran My Hanh (Operations Manager)
9. Vu Thi Phuong Thao, CCE
10. Minh Bui Van, CCE
11. Hoang Thu Thuy, CCE
12. Huyen Nguyen Thu, CCE

Secretary: Edwin Edou

Timeline: Pre-LPAC Meeting at 15:00-17:10 on Friday, 20 September 2024

No.	Issues	Comments	Actions/Responses
1.	Project activities and initiatives	Will there be an inception workshop from the start of the project given approval by the government may take longer? And on project document development, any pre-performed tasks included may enable faster approval.	In June, there was an initial kick off meeting. This component is in the final stages of Government approval. We may need to organize a workshop to formalize the change. Some activities may need to be done in advance before project approval. List activities to be completed in advance of the project start, so we can provide evidence of efforts.
		There is the Banking Training School (BTS) and Banking Academy of Viet Nam. Is there a difference between the two?	It is confirmed, BTS, as the partner and Banking Academy has been removed from the prodoc.

2.	Risk management	There is a tool on sexual harassment and abuse. Please refer to the tool to identify whether there are any related risks to the project.	Agreed on the sexual harassment tool.
3.	Project governance, monitoring and evaluation	There is a type in the slides, change RRD to DRR.	The typo has been corrected.
		UNDP Evaluation Guidelines: Projects with total budget from 3-5 mill USD, require either mid-term of terminal evaluation. This project sits within this range. Please kindly plan accordingly with allocated budget.	Meeting with the M&E team happened on 25th September 2024 to address all comments on M&E, Governance structure, budget for Midterm evaluation, alignment and compliance with UNDP POPP The prodoc has been updated accordingly.
		On Harmonized Approach to Cash Transfers (HACT), has budget been set aside?	On HACT, we will provide money through a third party, which is why we did not budget funding for a HACT. The budget was based on GiZ requirements. We allocated office and admin costs, including office security, implementing support, office administration, equipment. According to IKI template, they requested we put equipment under office administration. This is why office and administration costs are combined.
		$30,000 is allotted for equipment and $80,000 on miscellaneous expenses. Need to make sure that it covers the whole project. Build all costs into the budget e.g., monitoring costs. Unclear if this has been incorporated, include a separate line on this.	See comment above – if needed a budget change into greater detail can be done.
		The independent international consultant appears pre-identified for the project. Additionally, costs for consultants are budgeted at $500,000, has the	We already planned to engage a consultant, there are some difficulties with procurement which are being addressed.

		consultant signed his contract already? If not, do not identify the specific consultant.	
4.	SESP and gender	According to the initial assessment, the project is **Moderate** in terms of risk. A grievance mechanism is required for this project. I will provide you with an example to refer to prepare the GRM	This comment is well noted. The TOR for project GRM has been drafted and attached as annex of prodoc.
		The slides do not mention gender, please include gender as well as UNDP principles such as 'leave no one behind', ''human right''.	ESEP and Gender action plan are updated with the UNDP principles
		Considerable efforts have been made by the team on social and environmental standards (SESP). It is crucial to check with the donor (GiZ) and confirm whether the UNDP safeguards are sufficient for the project.	Correspondence (e-mail) has been sent to GiZ on safeguard policies to be followed; whether GiZ, IKI, or UNDP. At the moment, we are following UNDP's but will defer to higher requirements if they are made available.
		Ensure there is sufficient budget to ensure implementation of all necessary SES work.	This is well noted. We believe we have allocated sufficient finance for experts on SES.
5.	Project ownership	How are we finding companies that want to work with us?	For the 28 enterprises, there are 3 organizations jointly working where there is a joint platform to exchange. We also need to conduct training needs assessment to identify the gaps, and which companies are in needs of support. We can call for interest and train them. Those who gain pre-FS and FS support. This is for up to 28 enterprises.
6.	Multi-Year Work Plan	Minor comment – on page 27, it should be the year 2025 rather than 2005.	The typo mistake is corrected – thank you for highlighting.

Conclusion of the LPAC Chairperson	All the comments have been clearly addressed and responded to. The draft LPAC minutes are to be circulated to all LPAC Members. The LPAC Chairperson recommends this project for approval by UNDP Resident Representative after all the comments have been reflected in the revised project document.

The LPAC Minutes are endorsed by the LPAC Chairperson and all designated members.

Date: 20th September 2024

Signature: _____

Name: PATRICK KAMUGARUKA