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Lao People's Democratic Republic



50 YEARS

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Quarterly Project Progress Report

Lao National Unexploded Ordnance Programme (UXO Lao)

1 January 2016 - 31 March 2016

Project Title:	
UNDP Award ID	00063618
UNDP Project ID	00080607
Project Duration	1 April 2013 – 31 December 2016
Reporting Period	01 January - 31 March 2016
Implementing Partners	Lao National Unexploded Ordnance Programme (UXO Lao)
UNDP Programme Officer	Souphalack Bounpadith
UNDAF and Country Programme Outcome	By 2016, national and local governments and communities have significantly reduced the impact of UXO on people in the Lao PDR.

1. Project Implementation Status and Key Results

Outcome Level Progress

This project aims at increasing the capacity of the UXO sector in Lao PDR to deal with the problem of remaining unexploded ordnance in order to reduce the humanitarian threat and the remove barriers to productive and sustainable use of land. At the outcome-level, it can be reported that a number of changes have occurred between 1 January and 31 March 2016 (Q1).

- The number of reported casualties during Q1 was 5, of which 4 were injuries (1 woman); and a death (man) resulting from a total of 4 accidents. At the same quarter in 2015, the total number of accidents was 9. The number of casualties during that period was 16, of which 13 were injuries (2 women) and 3 deaths (0 woman).
- In accordance with the approval of new survey procedures for UXO by the Government of Lao PDR, all humanitarian operators in the Lao PDR now employ the evidence-based approach to land clearance. Applying this new approach has increased the number of Cluster Munitions (CM) found per hectare. In Q1 2016, an average of CM found per hectare was 23, while the number of CM found per hectare was only 5 in 2014.

UNDP's Contribution

During the reporting period, UNDP supported the management and technical capacity-building of UXO Lao. In doing so, UNDP has contributed to all output and outcome-level achievements attributable to the sector. Since 2014, UNDP has committed to taking a comprehensive and sectoral approach, which is evident in the types of technical deployments preferred. In terms of the specific support provided, some of the key elements can be summarized as follows:

- 1) **Technical Advice** – UNDP provides Technical Advisory Support to UXO Lao through the deployment of a Chief Technical Advisor, Finance Advisor and Programme Management and Partnership. During Q1, the Finance Advisor reviewed the UXO Lao organization's existing grants management system both at the national office/HQ and provincial office level. Based on the review, the training will be organized. The training aims at improving the capacity of the offices to track operational delivery against donor agreements and ensure maximum efficiency.
- 2) **Management and Procurement** - UNDP has also supported UXO Lao in their procurement of equipment necessary to manage and undertake UXO-related activities. In Q1, UXO Lao did not proceed any procurement due to the uncompleted of the annual work plan and the annual procurement. The procurement plans will be completed and proceeded in Q2.

In addition, UNDP has worked closely with Finance and Programme/Public Information Units in UXO Lao to prepare the Grant Management Training to all UXO Lao offices including Head Quarter. The training will be conducted twice, the first one will be conducted in the Northern region and the second will be conduct in the southern part. Moreover, UNDP has played an important role in supporting UXO Lao with quarterly financial monitoring, contracting for yearly external audits, and supporting the provision of a coordination mechanism for contributing Development Partners.

- 3) **Sector Leadership** – UNDP provided substantial support to prepare the representation of UXO Lao at the 19th International Meeting of Mine Action National Program Directors and United Nations Advisors. The theme of the meeting focused on humanitarian needs, humanitarian emergencies and humanitarian responses, which was conducted from 16 to 19 February 2016 in Geneva, Switzerland.

- 4) **Capacity Building** – UNDP has continuously supported UXO Lao to work on new format of Annual Work Plan and ways to manage fund accordance to the given budget line. This has been started by deploying financial advisor to assist UXO Lao staff on grants management. The future plan of this capacity building is to disseminate the information of how the grants should be managed to all provinces where UXO Lao is working. UNDP also provided on-the-job coaching to staff working on report-writing and proposal writing during Q1.

- 5) **Resource Mobilization** – UNDP has been instrumental in engaging new and previous donors in financing the UXO sector. This has led to the negotiation with the current donor in providing additional fund. As a result, during the reporting period, UNDP secured the existed and additional funding from the Government of New Zealand. This quarter UNDP has also dialogued with donors to seek a new fund to fill the gap of unfunded activities.

Output Level Achievements

The Output-level achievements of the project during the reporting period are summarized in the tables below. The most notable achievements by UXO Lao include:

- Cleared Confirmed Hazardous Areas (CHA) and areas for development projects identified by UXO Lao covering of 656 hectares of land.
- Completed 125 mine risk education village visits in the nine highly-contaminated provinces.
- Conducted non-technical survey in 196 villages, followed by technical survey where necessary, establishing 1,272 ha of new Confirmed Hazardous Areas.
- The Director of UXO Lao, Thipphasone Soukathammavong; Chief of Promgram/Public information unit, Saomany Manivong; and Chief of Technical Advisor, Allan Poston, attended the 19th International Meeting of Mine Action National Programme Directors and United Nations Advisors that is conducted on the annual basis in Geneva. The annual meeting was jointly organised by the United Nations Inter-Agency Coordination Group on Mine Action (IACG-MA) and the Geneva International Centre for Humanitarian Demining (GICHD). It provided an opportunity for members of the mine action community to meet and assessed the progress and challenges within the sector. Most of participants were senior officials who came from various organizations and institutions. This included participants from mine action programmes, colleagues from United Nations departments and agencies, representatives from non-governmental organisations, humanitarian institutions, research organisations and experts from donor governments and other mine action implementing partners.
- TS Refresher Trainings were conducted in 11-19 Jan (Northern provinces), 7-16 Feb (Central provinces) and 20-29 Mar (Southern provinces) 2016 under the support from Sterling. As a result, the staff feel more confident and understand better about the New Operational Concept.

- UXO Lao in Savanakheth, Saravana and Champasack provinces funded by AusAID were able to achieve 23.79 hectares of clearance. NTS teams were able to conduct 72 village visits; and the roving team was able to destroy 9 UXO items. These activities aim to mainly support rural development projects of AusAID.

The number of Cluster Munitions found per hectare is summarized in the following table, which gives the breakdown by province and month to demonstrate the general trend in improved performance.

Number of Cluster Munitions found per hectare										
Q 1, 2016	LPB	HP	XKH	KHM	SVK	SLV	SEK	CHP	ATP	Average
2014 average for comparison										5.8
2015 average for comparison										22.9
- January	22.8	27.7	51.7	22.2	18	20	30.9	52.7	15.2	29.0
- February	19.4	31.7	17.9	25	22.4	24.3	24.6	36	16.7	24.2
- March	16.7	21.5	8.8	16.2	16.6	31.5	13.7	16.5	16.3	17.5
Average	18.74	26.94	22.92	21.16	18.73	24.77	24.22	34.89	16.00	23.6

Implementation Progress Summary at Output Level

OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR Q1/2016	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
<p>Activity Result 1 – Release priority land in accordance with Lao National Standards and the Convention on Cluster Munitions (CCM) in nine or more provinces for safe access to contaminated land for socio-economic and humanitarian purposes and reduce the risk of UXO related accidents through Risk Education programmes.</p>				
Activity 1.1. Undertake non-technical survey, technical survey, and clearance of priority land.	Clearance undertaken in 9 provinces through roving, survey, area clearance and technical survey. New methodology of NTS will be revealed in Q3 report due to delayed training.	<p>Targets for Q1:</p> <p>LPB – 28 (ha); HPN – 80 (ha); XKG – 197 (ha); KHM – 52 (ha); SKT – 150 (ha); SLV – 96 (ha); SKG – 51 (ha); CSK – 49 (ha); ATP – 69 (ha). Total: 772</p>	<p>Completed –</p> <p>LPB – 39 (ha) (139 %); HPN – 37 (ha) (46 %); XKG – 167 (ha) (85 %); KHM – 59 (ha) (113 %); SKT – 101 (ha) (67 %); SLV – 90 (ha) (94 %); SKG – 53 (ha) (104 %); CSK – 49 (ha) (100 %); ATP – 61 (ha) (88 %). Total: 656</p>	<p>LPB – 2,678 people; HPN – 947 people; XKG – 1,885 people; KHM – 5,048 people; SKT – 3,669 people; SLV – 545 people; SKG – 1,857 people; CSK – 208 people; ATP – 205 people. Total: 17,042</p>
Activity 1.2. Undertake MRE visits to villages and disseminate MRE materials	Mine Risk Education (MRE) events held to raise community risk awareness and disseminate MRE materials.	<p>LPB – 11 villages; HPN – 16 villages; XKG – 13 villages; KHM – 15 villages; SKT – 12 villages; SLV – 15 villages; SKG – 18 villages; CSK – 13 villages; ATP – 14 villages. Total: 127</p>	<p>Completed –</p> <p>LPB – 13 villages; HPN – 13 villages; XKG – 12 villages; KHM – 16 villages; SKT – 12 villages; SLV – 13 villages; SKG – 18 villages; CSK – 13 villages; ATP – 15 villages. Total: 125</p>	<p>45,063 persons (11,464 boys; 10,956 girls; 11,118 men; 11,527 women).</p>

OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR Q1/2016	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
Activity Result 2 - Assess, strengthen and improve UXO Lao programme management capacity through provision of training and advisory services and mobilize sufficient resources for UXO Lao to enable Lao PDR to move towards meeting MDG 9 targets and CCM obligations.				
1.1 Attend 19th International Meeting of Mine Action National Programme Directors.	Number of meeting attended	-	Completed on 19 Feb 2016	- 3 (M)
1.4. UNDP Programme and technical support	Number of meeting attended	Conduct Grant Management Training	Postponed to Q2/2016	
2.1. Print brochure posters and folders.	Number of reports are available	2000 brochures, 2000 posters and 1000 folders.	Delayed- unable to finalized the script on time	
2.2. Organize the 20 th Anniversary of the UXO Lao Establishment day.	Number of the 20 th anniversary of UXO Lao establishment day organized	-	Film will be made for this anniversary, revising TOR and then process quotation requests.	
2.6. Participate in the training need assessment for UXO Lao's staff in selected province conducted by James Madison University Team (JMU).	Draft report on training need assessment is available for capacity building.	Field visits	Started on 27 Mar 2016 and expected to complete on 02 April 2016 (see detail at number 4 below).	All UXO Lao
3.1. Conduct NTS Training for 9 provinces	Number of participants attend the training.		Postponed due to the lack of budget and unable to complete final procedure from NRA for surveying the whole country	
3.1. Conduct TS refresher training for 9 provinces	Number of participants attend TS refresher		Completed in: - 11-19 Jan 2016: XK, - XK: 22 (F:3)	

OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR Q1/2016	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
	training		- 7-16 Feb 2016: SVK, - 20-29 Mar 2016: Salavanh	- SVK: 25 (F:3) - SL: 24 (F3)
3.2 CHAs Clearance monitoring in Champasack and Attapeu province.	Number of field visit are done	One monitoring conducted.	Postponed due to the remaining of unfunded.	
3.5 Improving Planning and monitoring process	Number of field visits	- N/A	Not implemented due to unfunded.	
6.1. Conduct field visit to monitor QM mobile team by National Headquarter	Number of field visit conducted	Field visit	Postponed because the unit has to work with external audits (State Audit Organization and NEXIA Company; see further detail at number 4 below).	
6.2. Conduct implementation QA/QC on 3 QM mobile teams	Number of field visit conducted	1 visit/province	Completed in 26 Jan & 30 Mar in 9 provinces (see further detail at number 4 below)	35 people (F:5)
6.3 Conduct internal audit in 9 Provinces (Rotating audit between provinces)	Number of field visit conducted	1	Completed in 18 Mar in Attapeu and Salavanh (see further detail at number 4 below)	14 (F:4)
7.1. & 8.1. Instruct on revised NIM and share the audit's recommendation 2015 (Northern, Center and Southern)	Number of compliance supported (conducted by Procurement, QC/QM and Administrative units)	1	Postponed to Q2, due to delayed fund received	
9.3. Improve and develop HR database system	HR database system designed and developed	-	Ongoing, Setting up the database system for operations and gathering information for setting up HR database and setting up better system for operational	

OUTPUT 2: UXO Lao is better able to manage clearance and risk education programmes for the needs of communities at risk.				
PLANNED ACTIVITIES	INDICATOR	TARGET FOR Q1/2016	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
10.1. Office Operating	-	-	reporting system, support by JICA Ongoing (daily)	
Activity Result 3 - Provide training for all clearance personnel to national standards.				
1.1. Conduct EOD1 Courses	-	EOD1 conducted, 18 Jan-02 Mar 2016	Completed in 02 Mar 2016. This course is a basic training for new deminers who will be working on clearance and technical survey.	25 deminers (F:8) (HP:5, KM:5, SVK:5, CPK:5 & SLV:5)
1.7. Office Operating	-	-	Ongoing (daily)	
1.8. Construction of Dormitory	Dormitory constructed in Q1, 2016	-	Ongoing, at UXO Lao's Training center, Vientiane (completed 50%), funded by JICS	

2. Financial Management

Lao National Unexploded Ordnance Programme (UXO Lao)

Summary of Fund Balances (in USD)

As of 31 March 2016

	Fund Balance, 1 Jan. 2016	Funds Received	Funds Used	Fund Balance, 31 Mar. 2016	% to Total
UNDP-Managed Funds					
Government of Australia	1,178,196.09		(65,503.49)	1,112,692.60	
Swiss Development Cooperation (SDC)	329,618.33	500,000.00	(480,999.97)	348,618.36	
Government of Ireland	268,578.83		(150,229.22)	118,349.61	
Government of the Grand Duchy of Luxembourg	224,351.01	170,068.00	(44,997.24)	349,421.77	
Government of New Zealand	178,723.15		(29,002.96)	149,720.19	
Republic of Korea (CPR TTF*)	3,382.39			3,382.39	
European Union	(152,803.02)			(152,803.02)	
Others (Canada forex gain)			772.65	772.65	
	2,030,046.78	670,068.00	(769,960.23)	1,930,154.55	77%
Bilateral Funds					
Japan International Cooperation System (JICS)	222,276.30	581,247.00	(458,033.32)	345,489.98	
US Sterling	10,243.96	680,853.00	(487,418.50)	203,678.46	
Norwegian People's Aid (NPA)	7,000.00			7,000.00	
Intrepid Foundation	6,253.78	1,734.22	(2.00)	7,986.00	
Grant Assistance for Grassroots (GGP) - Japan Embassy	769.67			769.67	
Japan ASEAN Integration Fund (JAIF)	711.00			711.00	
Japan Mine Action Service (JMAS)	674.41			674.41	
Poland	62.08			62.08	
World Without Mines	- 0.01	24,351.00	(30,472.35)	6,121.36	
	247,991.19	1,288,185.22	(975,926.17)	560,250.24	22%
Government Contribution and Others					
Lao PDR Government Contribution	43,313.96		(34,500.00)	8,813.96	
Others - LP Sales Proceeds	6,088.92	818.64	(74.63)	6,832.93	
	49,402.88	818.64	(34,574.63)	15,646.89	1%
Total	2,327,440.85	1,959,071.86	(1,780,461.03)	2,506,051.68	100%

*Crisis Prevention and Recovery Thematic Trust Fund (CPR TTF)

Lao National Unexploded Ordnance Programme (UXO Lao)

Budget vs. Actual Expenditures by Location (in USD)

For the 1st Quarter Ended 1 Jan. - 31 Mar. 2016

	Budget (Year 2016)	Actual Expenditures - Q1 2016	Budget Balance	Actual Exp./Budget (%)
UXO Lao Provincial Offices				
Savannakhet (SV)	1,334,692.00	252,953.95	1,081,738.05	19%
Xiengkhouang (XK)	1,327,909.00	229,559.88	1,098,349.12	17%
Salavane (SL)	1,665,683.00	191,049.15	1,474,633.85	11%
Sekong (SK)	1,582,433.00	170,168.60	1,412,264.40	11%
Khammouane (KH)	619,136.00	134,730.25	484,405.75	22%
Champasack (CH)	687,541.00	121,590.93	565,950.07	18%
Attapue (AT)	836,870.00	116,325.77	720,544.23	14%
Houaphanh (HP)	607,926.00	109,980.60	497,945.40	18%
Luang Prabang (LP)	480,583.00	98,592.32	381,990.68	21%
UXO Lao National Office (NO)*	4,139,750.00	317,924.45	3,821,825.55	8%
UXO Lao Training Center (TC)	791,161.00	37,585.13	753,575.87	5%
Total	14,073,684.00	1,780,461.03	12,293,222.97	13%

*including UNDP costs

Lao National Unexploded Ordnance Programme (UXO Lao)
Summary of Actual Expenditures by Account and per Funding Source (in USD)
For the Q1.2016

Expenditures	Fund Sources				% to Total
	UNDP-Managed Funds	Bilateral Funds	Gov't Contribution & Others	Total	
Personnel Expenses					
Salaries and Allowances	599,413.88	742,045.81		1,341,459.69	
	599,413.88	742,045.81	-	1,341,459.69	75%
Operating Expenses					
Fuel	38,636.89	68,002.14		106,639.03	
Repairs and Maintenance	21,743.86	60,155.62		81,899.48	
Office Rental	-	1,221.64	30,240.00	31,461.64	
Utilities	9,863.47	13,504.34	61.45	23,429.26	
Stationeries	4,220.93	6,194.73		10,415.66	
Security/Explosive Storage	1,146.14	9,058.94		10,205.08	
Telephone/Fax Charges	4,469.92	3,436.70		7,906.62	
Insurance	4,094.46	1,464.24		5,558.70	
Ferry Tickets	504.58	2,446.44		2,951.02	
Printing	1,771.53	819.35		2,590.88	
Freight and Postal Handling	871.41	782.83		1,654.24	
Sundries	2,553.32	2,878.73		5,432.05	
	89,876.51	169,965.70	30,301.45	290,143.66	16%
Special Operating Expenses					
General Management Support					
Trainings and Workshops	48,330.83	24,516.94	900.00	73,747.77	
Representation	3,981.23	2,927.08		6,908.31	
Licenses	678.59	6.91	3,360.00	4,045.50	
Advertising	868.91	442.68		1,311.59	
Bank Charges	239.36	947.79	13.18	1,200.33	
Grants - NGO Window				-	
Auditing				-	
Foreign Currency (Gain) Loss	(1,140.28)			(1,140.28)	
	52,958.64	28,841.40	4,273.18	86,073.22	5%
Non-Expendable Equipment					
Office and Computer Equipment	3,670.41	548.35		4,218.76	
Office Furniture	369.44	972.28		1,341.72	
CA Presentation Equipment	28.26	514.52		542.78	
Safety and EOD Equipment Vehicles		278.29		278.29	
	4,068.11	2,313.44		6,381.55	0%
Expendable Materials					
Explosives					
Personnel/Medical Supplies	9,502.89	14,139.94		23,642.83	
Office Supplies	8,279.21	9,975.32		18,254.53	
EOD Supplies	5,749.02	8,503.67		14,252.69	
CA Supplies	111.97	140.89		252.86	
	23,643.09	32,759.82		56,402.91	3%
Total	769,960.23	975,926.17	34,574.63	1,780,461.03	100%

3. Project Management and Oversight

• Monitoring and Evaluation

On the 22-23 Jan 2016 UXO Lao assisted Dexis evaluation team to conduct Mine Risk Education activity evaluation in Savannakhet under the US funding. The purpose of this monitoring and evaluation program is to analyze IMSMA data from NRA Laos for the period of 2010-2015 relating ERW victims. Dexis has shared the key finding of the victim analysis as follow:

- The number of victims decreased sharply after 2008 to a steady plateau of about 43 victims per year since 2013.
- More than 80% of the victims are male, less than 20% are female. Up to 60% were children 17 years or younger.
- The victim rate is twice as high in the dry season compared to the wet season.
- Making fire is the most important single cause of accidents followed by tampering with the ERW.
- Tampering or moving the ERW is predominantly observed by young males.
- Boys aged 6 to 14 years are most at risk, making the largest part of those, who touch or move the UXOs.
- Boys aged 6 to 14 did not stop tampering and touching UXOs during the last 3 years, adults did.

• Risk Management

In the annual report 2015, 6 risks were identified. One of the risks, funding gap, has been long been unchangeable. On this stage, UNDP and UXO Lao are working on the process hard to raise more fund and negotiate to reallocate available fund for unfunded provinces. The second identified risk, changes staff, has been solved step by step. However, the remaining challenge for this risk is the resignation without advance notice. Thirdly, climate change is unexpected. The implementation would adapt to the current situation. Fourth, UXO Lao needs to carefully work on proper prioritization that go in line with the government developing plan to avoid negative outcomes. Fifth, the changes from request based to the survey-based clearance needs to stress more because communities get used to the old ways. Time is needed for the understanding of the community. Lastly, harms during clearance task need to be carefully monitored and ensured that the implementation is complied with SOPs.

• Communication and Advocacy

In 2016 UXO Lao will celebrate 20th anniversary by producing virtual reality film (360 degree film). The film aims to be used as a tool to advocate public about UXO issue and will be presented at the CCM event, which will be conducted in September 2016 in Geneva. During the reporting period, UXO Lao and UNDP are discussing and revising the TOR of the film producer, and then will advertise on newspaper for quotations request/biding.

4. Management Responses and Recommendations

- Project Board Meeting

On 15 March 2016 UXO Lao attended Project Board meeting facilitated by NRA. At the meeting, UXO Lao presented its operational achievements in 2015, and requested the board to approve the Annual Work Plan 2016 as well as Annual Review Report 2015. Regarding the achievements, UXO Lao achieved in overall more than 90%. To be precise, three activities had met and went beyond the targets namely Roving 126 %, General Survey 145 % and Mine Risk Education tasks 102%; while CHAs Clearance and Technical survey did not reach the targets, 94% and 60 % respectively because the project has applied a new concept of operation. This is due to the fact that the staff has not yet understand well about new concept of operation. In addition, the Annual Work Plan 2016 presented by UXO Lao has been inserted into the new format that UNDP has developed. At last, the Board had agreed and approved the Annual Work Plan 2016 and Annual Review Report 2015 at the meeting.

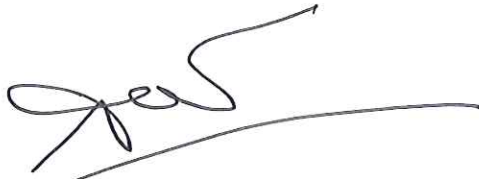
- Training Need Assessment

Training Need Assessment is being arranged and assisted by James Madison Univeristy, Dr. Suzanne Fiederlein. The process of this assessment has been started since 27 Mar 2016 and expected to complete on 02 April 2016. This mission has been conducted at the provincial level as well as at Head Quarter. The purpose is to gather information by interviewing key informants and collecting relevant reports and documents pertinent to an assessment of UXO Lao's training needs reading its program management systems and practices. The assessment began by interviewing UXO's staff in 2 provinces, Champasak and Attapeu. After that Dr. Suzanne will interview staff in Head Quarter (Procurement, Human Resource, Database and Operation units), follow by interviewing UXO Lao's counterparts and partners such as NRA, Sterling, JICA, UNDP and NPA. The result of this assessment hope to capture all training needs and strategies to enhance further capacity building.

- Audit

The common results from State Audit Organization and NEXIS Company was that vehicle's log books have not been recorded properly. As it can be seen that vehicle users do not sign in the users' and destination's columns and rows. This issue has been suggested that all users should provide signature in every necessary columns and rows in order to indicate that the person has use the vehicle.

PREPARED BY PROGRAMME OFFICE AND PUBLIC INFORMATION UNIT, UXO LAO



Mr. Saomany Manivong,

Date:

APPROVED BY UXO LAO NATIONAL PROGRAMME MANAGER



Mr. Thiphasone Soukhathammavong,

Date: 30 SEP 2016

RECEIVED AND REVIEWED BY UNDP IN LAO PDR



Nils Christensen

Date:

RISK LOG

Project Title: Support for the institutional Strengthening of the National Regulatory Authority for the UXO/Mine Action Sector (NRA) and of the Lao National UXO Programme (UXO Lao) 2013-2016.	Award ID: 00063618 (UXO Lao) Date:
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Mngt response	Owner	Submitted, updated by	Last Update	Status
1	UXO Lao faces funding gap	Mar 2016	Finance	UXO could force to reduce the staff in case of a financial shortfall P – 3; I - 4	UNDP continue to support UXO Lao’s major partners in negotiating and raising fund	PO-PI	-	Mar 2016	No change
2	Annual work plan has not been completed	Mar 2016	Organization	Delayed in receiving fund, in which will result in the delayed implementation	All sectors need to be understand the plan and implement accordingly	UXO Lao	PO-PI	Mar 2016	No change
3	UXO Lao’s capacity to deliver planned activities could be reduced by changes in staffing	Mar 2016	Organization	If staffing is not maintained, then reduced capacity could impact management efficiency and resource allocation. P – 2, I - 3	UXO Lao should ensure any departures of staff are addressed swiftly to avoid capacity gaps emerging.	HR	PO-PI	Mar 2016	
4	UXO Lao’s effectiveness in maximizing poverty reduction outcomes may be reduced by poor task prioritization.	Mar 2016	Strategic	UXO Lao will clear CHAs according to Government of Lao’s priorities. If these are not correctly set, positive outcomes may be hindered. P = 3	Prioritisation is outside of UXO Lao’s mandate. UNDP will advocate for transparent prioritisation by the LNCRDPE	PO-PI	PO-PI	Mar 2016	No change

#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Mngt response	Owner	Submitted, updated by	Last Update	Status
5	Training Need Assessment	Mar 2016	Organization	Needs in capacity building will be identified	UXO Lao is waiting for the report	UXO Lao	PO-PI	Mar 2016	Awaiting for final report
6	Extreme climate conditions (high temperature) could prevent the clearance task to achieve as targeted	Feb-Mar	Environment	Survey and CL might not meet the targets	Survey and CL might not meet the targets	PO-PI	PO-PI	Mar 2016	No change
7	The community still confused about the changes from request-based to survey-based survey and clearance	Mar 2016	Other	If the change is not addressing clearly, community might ignore to change	UXO Lao, particularly field staff will work to communicate with the related staff in provincial level	PO-PI	PO-PI	Mar 2016	No change
8	Clearance staff are at risk during the UXO clearance and disposal	Mar 2016	Operation	Unexpected accident might happen at any time during the working process	To minimize the impact, UXO Lao will monitor and provide support whereas needed.	OPS	PO-PI	Mar 2016	No Change

LESSONS LEARNED LOG

Project Title: Support for the institutional Strengthening of the National Regulatory Authority for the UXO/Mine Action Sector (NRA) and of the Lao National UXO Programme (UXO Lao) 2013-2016.	Award ID: 00063618 (UXO Lao)	Date:
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#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1	Project Management	Feb 2016	Financial Audits	Some error on the vehicle log book	Vehicle users need to provide signature after using the vehicle	Auditor
2	Environment	Feb- Mar 2016		Between February to Mar 2016, the temperature went up to 40 degree most of the time.	Staff will work early in the morning and get off when the temperature goes high.	PO-PI
3	Project Management	Mar 2016		AWP was not yet disseminated to all provincial office	HQ has to organize the training for all provinces as soon as possible	PO-PI & Finance
4	Project Management	Mar 2016		A few provinces not yet reach the targets	Operation has to follow up on the issue and provide supports to the field work. Also, it should provide reasons if the target do not meet.	OP
5	Project Management	Mar 2016		PO-PI and Finance Units recruited sub-contractor, which may result in the effectiveness. However, a few staff has left the organization without notification	UXO Lao should ensure that recruited new staffs needs to be quickly and on time to make the work keep going.	Admin, PO-PI & Finance

ISSUES LOG

(see [Deliverable Description](#) for the Issues Log regarding its purpose and use)

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Date:	

#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Lack of staff	Jan 2016	Management	Affecting efficiency of project implementation P:5; I:5	-1 sub-contract (PO/PI) begin in March - Secretary resigned in March	PO/PI	Mar 2016	Mar 2016	New staff hired
2	UXO Lao faced the financial shortfall in some provinces	January	Financial	Affects the project implementation	Some affected provinces needs to borrow from other provinces which had more budgets and reversed when the provinces had the budget.	NPD, PO/PI, Fin	UNDP, NPD, PO/PI, Fin		
3	Applying new format of Annual Work Plan	Jan 2016	Financial	Affects the project implementation	HQ have to understand the AWP and adjust every quarter.				All units

#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
4	Little capacity to conduct CHA Survey for Multi-Year Plan under the existing capacity for Multi-Year fund mobilization	January 2015	Technical	Affect the project implementation	UXO Lao staffs need to be trained on technical survey.				
5	Better compliance with National Standard of Operation: survey and Clearance	January 2016	Technical	Affect the project Implementation	Refresher training is necessary				