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Lao People's Democratic Republic



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YEARS

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Quarterly Project Progress Report

Lao National Unexploded Ordnance Programme (UXO Lao)

01 April 2016 - 30 June 2016

Project Title:

UNDP Award ID	00063618
UNDP Project ID	00080607
Project Duration	1 April 2013 – 31 December 2016
Reporting Period	01 April - 30 June 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

1.1. 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 01 April to 30 June 2016 (Q2).

- The number of reported casualties during Q2 was 6 of which 5 were injuries (1 woman); and a death (man) resulting from a total of 1 accident. While last quarter (Q1) the total number of accidents was 4. The number of casualties during that period was 5, of which 4 were injuries (1 women) and 1 deaths (0 women).
- 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 Munition (CM) found per hectare. As it can be reported that the number of CM found per hectare cleared in Q2 was in average of 22 items, while the number of CM found per hectare was 5 in 2014.

1.2. UNDP's Contribution

During the reporting period, UNDP has 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:

- a. **Technical Advice** – During Q2, UNDP's finance technical specialist and PO/PI and Finance Unit staff conducted training for all UXO Lao provincial offices in grants management, aimed at improving the capacity of budget monitoring to maximize efficiency. The training conducted twice; the first one was in Luangpabang started from 03-06 April 2016, which includes Luangprabang, Xiengkhuang and Huaphan. The second training was in Thankek, Khammuane province started from 15-16 May 2016. There were 6 provinces participated namely Khammuane, Savannakhet, Champasack, Sekong, Salavanh and Attapeu.
- b. **Management and Procurement** - UNDP has also supported UXO Lao in their procurement of equipment necessary to manage and undertake UXO-related activities. In Q2, UXO Lao has ordered laptops, air conditioner, jungle boots, and office supplies.

UNDP also supports UXO Lao with quarterly financial monitoring, contracting for yearly external audits, and provision of a coordination mechanism for contributing Development Partners.

- c. **Sector Leadership** – UNDP has provided substantial support to get UXO staff attend trainings or workshops related to leadership capacity building when they are available. During the reporting period, this activity was not implemented.
- d. **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. As the grant management training has been provided, UNDP’s financial specialist work together with UXO Lao finance unit to follow up on the grant management implementation. If the implementation does not meet the expectation, refreshing training might be needed. The assessment on this implementation would be in the mid-Q3.
- e. **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, in which the contract has been signed. Moreover, Norway has agreed to provide more fund; however, the negotiating on extending time of Norwegian fund is on the process. UNDP has also communicate with other donors to seek new funds to fill the gap of unfunded activities particularly New Program with EU from 2017-2021 and the current availability of EU fund.

1.3. 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 681 hectares of land.
- Completed 124 mine risk education village visits in the nine highly-contaminated provinces.
- Conducted non-technical survey in 182 villages, followed by technical survey where necessary, establishing 1,809.7 hectares of new CHA.
- The teams funded by AusAID in 3 provinces, Savannakhet, Salavan and Champasak, were able to achieve 41.75 hectares of clearance. Also, 85 village visits have been made and 9 items had destroyed through the roving task.
- The director of UXO Lao attended the training in the United States of America from 23 May - 15 Jun 2016 on the topic of the Senior Managers’ Course (SMC) in Explosive Remnants of War (ERW) and Mine Action. The training seeks to integrate the latest thinking in the field of business management with the practical experience of ERW/mine action operators. The interaction with experience mine action individuals around the world allows all participants to learn more from each other. This includes learning about different contexts of operations and how programs are operating as well as challenges confrontation.
- UXO Lao built the capacity through the 2nd exchange program, On-the-Job Training, between UXO Lao and Cambodian Mine Action Centre (CMAC) which supported by JICA. This training is known as South-South Cooperation which concentrates on the collaboration between UXO Lao & CMAC on mine action. The recent On-the-Job training covered the topic of Operations Management. This

topic is divided into two periods, from 06-17 June (completed) and 27 June – 07 July 2016 (ongoing). The former period was the visit of the Lao delegations (5 males, 1 female) to CMAC in Cambodia; while the latter is the visit of CMAC (6 males, 0 female) to UXO Lao in Lao PDR. All participants will reflect on the 3 weeks learning in both Cambodia and Lao PDR, which will be conducted on the last day of the training.

- During the reporting period, 02 trainings were conducted at Vientiane Training Center. The first training started from 04 April to 05 May 2016 on the topic of Explosive Ordnance Disposal 1 (EOD 1). This course provided the basic skills on clearance for new deminers. The second training started from 16 -20 May 2016 on the topic of bomb cutting for clearance’s team leaders. This will enhance the capacity for team leader to destroy moveable UXO safely during the survey and clearance tasks.

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 improving performance.

Number of Cluster Munitions found per hectare										
Q 2, 2016	LPB	HP	XKH	KHM	SVK	SLV	SEK	CHP	ATP	Average
2014 average for comparison										5.8
2015 average for comparison										22.9
Q1 average for comparison										23.6
- April	13.9	16.4	10.8	21.1	19.1	21.2	51	23.6	12.5	18.2
- May	18.4	23.5	16.8	17.8	21.7	41.6	58.6	35.6	18.3	28.0
- June	9.7	18.2	19.7	18.9	17.3	19	28.4	16.6	16.4	21.1
Average	14.0	19.4	15.8	19.3	19.4	27.3	46.0	25.3	15.7	22.4

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 Q2/2016	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
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.				
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. NTS new method of implementation will be conducted in Q3.	Targets for Q2: LPB – 29 (ha); HPN – 36 (ha); XKG – 132 (ha); KHM – 52 (ha); SVT – 141 (ha); SLV – 89 (ha); SKG – 40 (ha); CSK – 39 (ha); ATP – 52 (ha). Total: 610	Completed – LPB – 38 (ha) (131%); HPN – 57 (ha) (158%); XKG – 154 (ha) (117%); KHM – 52 (ha) (100%); SKT – 130 (ha) (92 %); SLV – 94 (ha) (106%); SKG – 49 (ha) (123%); CSK – 57 (ha) (146%); ATP – 52 (ha) (100%). Total: 683	LPB – 2,010 people; HPN – 353 people; XKG – 4,694 people; KHM – 1,209 people; SKT – 1,415 people; SLV – 4,271 people; SKG – 767 people; CSK – 1,981 people; ATP – 450 people. Total: 17,150
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.	Targets for Q2: LPB – 12 villages; HPN – 23 villages; XKG – 9 villages; KHM – 13 villages; SVK – 14 villages; SLV – 15 villages; SKG – 18 villages; CSK – 12 villages; ATP – 12 villages. Total: 128	Completed – LPB – 12 villages; HPN – 13 villages; XKG – 16 villages; KHM – 14 villages; SKT – 15 villages; SLV – 13 villages; SKG – 18 villages; CSK – 12 villages; ATP – 11 villages. Total: 124	46,903 persons (10,991 boys; 10,421 girls; 12,317 men; 13,175 women).

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 Q2/2016	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.				
1.2 Thematic workshop of Explosive Remnant of War at GENEVA.	Number of meeting attended	-	Not complete due to no funding	No one attend
1.4. UNDP Programme and technical support	Number of meeting attended	Conduct Grant Management Training	Completed in 18 May 2016.	9 provinces: - 3 Northern provinces - 5 Southern provinces
2.1. Print brochure posters and folders.	Number of reports are available	2000 brochures, 2000 posters and 1000 folders.	Delayed- unable to finalize the script on time.	N/A
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.	-	The contract with the film producer is being revised.	N/A
2.4. Conduct case studies on clearance outcomes.	Two cases of study are produced and used in the report and key events.	Two cases of study.	Completed in 30 April. Norway and Canada reports were submitted.	Total beneficiaries of both donors from clearance task: 128,253 people.
2.6. Participate in the training need assessment for UXO Lao's staff in selected province conducted by James Madison University Team	Draft report on training need assessment is available for capacity building.	Field visits	Completed in 02 April 2016 (more detail of initial findings can be found at number 3.4 below).	Expected that all of UXO Lao
2.10. South-South cooperation with CMAC.	6 participants from UXO Lao and 6 participants from CMAC.	1	The program started in: Cambodia (completed): 05-18	12 (F:1)

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 Q2/2016	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
			Jun 2016 Lao PDR (ongoing): 26 June to 09 July 2016. (see number 1.3 above for more detail)	
3.2. Conduct TS and CHAs Clearance monitoring in 9 provinces.	Number of field visit are done	One monitoring conducted in CPS and ATT with Stirling	Completed, started in 31 May to 02 Jun 2016 (more detail can be found at number 3.1 below)	UXO Lao (CPS & ATT)
3.5 Improving Planning and monitoring process	Number of participants attend the NTS & TS refresher training	-	No funding	
4.1. Conduct refresher training on IMSMA version 6 (in Vientiane) for IM staff in 9 provinces and HQ staffs.	The numbers of provinces send the update IMSMA to HQ in a timely manner.	1	Delayed – due to unfunded remains.	N/A
5.1. Conduct review meeting on Mine Risk Education implementation from 1996-2016.	Minutes of meeting shared with implementing partners.		Delayed – due to unfunded remains.	N/A
5.2. Monitor and assess the MRE activities in selected provinces.	Assessment report shared at MRE review.	1	Delayed – due to unfunded remains.	N/A
5.4. Conduct cooperation between UXO Lao and SOS in the new concept of MRE activity via football in Saravane province.			Ongoing, (drafting the agreement, completed 70%)	N/A
6.1. Conduct field visit to monitor QM mobile team by National Headquarter	Number of field visit conducted	Field visit	Postponed due to time constraint	N/A
6.2. Conduct implementation QA/QC on 3 QM mobile teams	Number of field visit conducted	1 visit/province	Completed in 24 June in 9 provinces (see further detail at	61 (F:9)

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 Q2/2016	PROGRESS AND RESULTS ACHIEVED	BENEFICIARY
7.1. & 8.1. Instruction revised NIM and share the audit's recommendation 2015 (Northern, Center and Southern)	Number of compliance supported	1	number 3.4 below) Completed in 04 April 2016, (see number 3.4 below for more detail)	9 provinces of UXO Lao
9.3. Improve and develop HR database system	HR database system designed and developed	-	Ongoing, supported by JICA: - Operation: forms for collecting raw data are sending to provinces for comments. - HR database: at the stage of selecting revision TOR of the program designers	N/A
10.1. Office Operating	-	-	Ongoing (daily)	
Activity Result 3 - Provide training for all clearance personnel to national standards.				
1.2. Conduct EOD2 Course	Number of attendance	4 provinces	Completed in 07 May 2016, (see number 1.3 above for more detail)	34 trainees (F: 8)
1.6. Conduct training course on bomb cutting.	Number of attendance		Completed in 20 May 2016 (see number 1.3 above for more detail)	10 trainees (F: 0)
1.7. Office Operating	-	-	Ongoing (daily)	All UXO Lao
1.8. Construction of Dormitory	Dormitory constructed in Q1, 2016	-	Ongoing, funded by JICS, located at UXO Lao's training center, completed 80 %,	N/A

2. Financial Management

Lao National Unexploded Ordnance Programme (UXO Lao) Summary of Funds Received (in USD) For the Q2.2016

Fund Sources	Earmarked	Unearmarked	Total	% to Total
UNDP-Managed Funds				
Government of Ireland		242,477.88	242,477.88	10%
Government of New Zealand	167,898.00		167,898.00	7%
	167,898.00	242,477.88	410,375.88	17%
Bilateral Funds				
Japan International Cooperation System (JICS)	1,414,643.00		1,414,643.00	58%
US Sterling	541,098.00		541,098.00	22%
World Without Mines	48,687.00		48,687.00	2%
	2,004,428.00		2,004,428.00	82%
Government Contributions and Others				
Others		20,452.98	20,452.98	1%
	-	20,452.98	20,452.98	1%
Total	2,172,326.00	262,930.86	2,435,256.86	100%
% to Total	89%	11%	100%	

Lao National Unexploded Ordnance Programme (UXO Lao) Budget vs. Actual Expenditures - Over-all (in USD) Period from : 1 Jan. - 30 Jun. 2016

	Fund Sources				Total
	UNDP-Managed Funds	Bilateral Funds	Gov't Contribution & Others	Unfunded	
Budget-Year 2016	1,996,853.00	10,206,940.00	101,600.00	1,768,291.00	14,073,684.00
Actual Expenditures - Year to Date	1,303,885.33	1,881,276.61	43,341.02		3,228,502.96
Budget Balance as of 30 Jun.2016	692,967.67	8,325,663.39	58,258.98		10,845,181.04
Actual Expenditures/Budget (%)	65%	18%	43%	0%	23%

Lao National Unexploded Ordnance Programme (UXO Lao)
 Summary of Fund Balances (in USD)
 As of 30 Jun 2016

	Fund Balance, 31 Mar. 2016	Funds Received	Funds Used	Fund Balance, 30 Jun. 2016	% to Total
UNDP-Managed Funds					
Government of Australia	1,112,692.60	43,326.99	(56,250.28)	1,099,769.31	
Swiss Development Cooperation (SDC)	348,618.36	189,565.05	(225,482.99)	312,700.42	
Government of Ireland	118,349.61	22,925.55	(117,019.74)	24,255.42	
Government of the Grand Duchy of Luxembourg	349,421.77			349,421.77	
Government of New Zealand	149,720.19	135,123.81	(135,172.09)	149,671.91	
Republic of Korea (CPR TTF*)	3,382.39	20,123.19		23,505.58	
European Union	(152,803.02)			(152,803.02)	
Others (Canada forex gain)	772.65			772.65	
	1,930,154.55	411,064.59	(533,925.10)	1,807,294.04	52%
Bilateral Funds					
Japan International Cooperation System (JICS)	345,489.98	1,414,643.00	(165,530.91)	1,594,602.07	
US Sterling	203,678.46	541,098.00	(708,544.83)	36,231.63	
Norwegian People's Aid (NPA)	7,000.00			7,000.00	
Intrepid Foundation	7,986.00			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	(6,121.36)	48,687.00	(31,274.70)	11,290.94	
	560,250.24	2,004,428.00	(905,350.44)	1,659,327.80	48%
Government Contribution and Others					
Lao PDR Government Contribution	8,813.96		(8,569.07)	244.89	
Others - LP Sales Proceeds	6,832.93	329.79	(197.32)	6,965.40	
	15,646.89	329.79	(8,766.39)	7,210.29	0%
Total	2,506,051.68	2,415,822.38	(1,448,041.93)	3,473,832.13	100%

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

Lao National Unexploded Ordnance Programme (UXO Lao)
 Summary of Actual Expenditures by Account and per Funding Source (in USD)
 For the Q2.2016

Expenditures	Fund Sources				% to Total
	UNDP-Managed Funds	Bilateral Funds	Gov't Contribution & Others	Total	
Personnel Expenses					
Salaries and Allowances	522,142.06	616,389.61	-	1,138,531.67	
	522,142.06	616,389.61	-	1,138,531.67	70%
Operating Expenses					
Fuel	38,960.08	57,459.92	-	96,420.00	
Repairs and Maintenance	22,763.08	57,231.11	-	79,994.19	
Office Rental	10,770.42	13,233.02	191.95	24,195.39	
Utilities	2,903.29	7,119.68	-	10,022.97	
Stationeries	4,229.71	5,294.15	-	9,523.86	
Security/Explosive Storage	3,334.42	3,770.31	-	7,104.73	
Telephone/Fax Charges	689.15	3,625.03	-	4,314.18	
Insurance	(3,974.61)	4,147.35	3,974.61	4,147.35	
Ferry Tickets	1,380.64	1,854.33	-	3,234.97	
Printing	154.48	1,022.81	-	1,177.29	
Freight and Postal Handling	1,111.80	-	-	1,111.80	
Sundries	4,409.13	2,758.15	-	7,167.28	
	86,731.59	157,515.86	4,166.56	248,414.01	15%
Special Operating Expenses					
GMS & Imp. Support Services	69,842.48	-	-	69,842.48	
Trainings and Workshops	2,726.49	41,535.31	1,400.00	45,661.80	
Representation	3,144.78	4,605.81	3,194.46	10,945.05	
Auditing	3,600.00	-	-	3,600.00	
Licenses	274.25	1,062.71	-	1,336.96	
Bank Charges	149.19	975.06	5.37	1,129.62	
Advertising	-	287.95	-	287.95	
Foreign Currency (Gain) Loss	(1,679.97)	-	-	(1,679.97)	
	78,057.22	48,466.84	4,599.83	131,123.89	8%
Non-Expendable Equipment					
Office and Computer Equipment	6,427.61	5,198.04	-	11,625.65	
Office Furniture	1,192.88	4,026.02	-	5,218.90	
CA Presentation Equipment	-	822.95	-	822.95	
Safety and EOD Equipment	-	-	-	-	
Vehicles	-	-	-	-	
	7,620.49	10,047.01	-	17,667.50	1%
Expendable Materials					
Explosives	-	42,360.00	-	42,360.00	
Personnel/Medical Supplies	6,024.03	14,665.56	-	20,689.59	
Office Supplies	6,561.63	7,640.15	-	14,201.78	
EOD Supplies	4,943.93	7,768.93	-	12,712.86	
CA Supplies	256.81	496.48	-	753.29	
	17,786.40	72,931.12	-	90,717.52	6%
Total	712,337.76	905,350.44	8,766.39	1,626,454.59	100%

Lao National Unexploded Ordnance Programme (UXO Lao)

Budget vs. Actual Expenditures by Location (in USD)

Period From : 1 Jan. - 30 Jun. 2016

	Budget Year 2016	Actual Expenditures - Year to Date	Budget Balance as of 30 Jun.2016	Actual Exp./Budget (%)
UXO Lao Provincial Offices				
Savannakhet (SV)	1,334,692.00	572,367.69	762,324.31	43%
Xiengkhouang (XK)	1,327,909.00	376,828.94	951,080.06	28%
Salavane (SL)	1,665,683.00	306,202.16	1,359,480.84	18%
Sekong (SK)	1,582,433.00	232,519.17	1,349,913.83	15%
Khammouane (KH)	619,136.00	306,644.51	312,491.49	50%
Champasack (CH)	687,541.00	206,313.48	481,227.52	30%
Attapue (AT)	836,870.00	242,410.50	594,459.50	29%
Houaphanh (HP)	607,926.00	236,486.77	371,439.23	39%
Luang Prabang (LP)	480,583.00	209,129.72	271,453.28	44%
UXO Lao National Office (NO)*	4,139,750.00	458,234.00	3,681,516.00	11%
UXO Lao Training Center (TC)	791,161.00	81,366.02	709,794.98	10%
Total	14,073,684.00	3,228,502.96	10,845,181.04	23%

*including UNDP costs

3. Project Management and Oversight

3.1 Monitoring and Evaluation

There was an initial monitoring and evaluation conducted by Sterling in Champasak and Attapeu, which accompanied by operation staff from UXO Lao. The purpose of the visit was to assess and analyze the implementation of New Concept of Operation. Sterling's representative was very impress because both provinces have complied with new concept of operation, which has been a good sign to attract donors in the future.

3.2 Risk Management

In Q2, 2016 report, 8 risks were identified. One of the risks, funding gap, has not been changed much. On this stage, UNDP and UXO are working on the process to raise more funds and negotiate to reallocate available fund for unfunded provinces. The second identified risk was the delay approval of annual work plan. This can affect the operation and delay of utilizing funds. However, there will be a need to revise the plan again sometimes in Q3 in order to adjust the activities as well as allocate fund that has newly received. Changes in staffing were the third identified risk, which has been solved step by step. The remaining challenge on this issue is the resignation without advance noticed. Fourth, UXO Lao needs to carefully work on proper prioritization that goes in line with the government developing plan to avoid negative outcomes. Fifth, training need assessment was an issue because staff needs to have proper and sufficient skills to operate. If such skills are missing, delayed and ineffective operation can occur. Sixth, climate change is unexpected, UXO Lao staff has to adapt to the weather while implementing. Seventh, the changes from request based to the survey-based clearance needs to emphasize because communities have got used to the previous implementation system. Time is needed for the community to understand the new concept of operation. Lastly, harms during clearance task need to be carefully monitored and ensured that the implementation is complied with SOPs.

3.3. Communication and Advocacy

During the reporting period, UXO Lao and UNDP have revised the contract and TOR of the film producer and then the contract has been signed. The film is schedule to capture in the first week of August 2016.

3.4. Management Responses and Recommendations

Training Need Assessment

Training Need Assessment assisted by James Madeson Univeristy, Dr. Suzanne Fiederlein arranged in three provinces included Vientiane, Champasack and Attapeu. The purpose of this mission was to conduct a site visit to UXO Lao headquarters and provincial offices to gather information via interviews with key informants and collect reports and other documents pertinent to an assessment of UXO Lao's training needs regarding its program management systems and practices. The assessment completed in 02 April 2016. The results from the initial interviews were that there were most need for English and basic IT skill

trainings. The final report of the finding will be sent to UXO Lao as soon as Dr. Suzanne Fiederlein has completed. This finding will be very useful for UXO Lao to engage with suitable training for staff, which approximately results in increasing efficiency.

Share NIM's notes and QA/QC's Audit

In Q2, Chief of Finance, Administration and Human Resource, and Logistic and Procurement units had completed sharing the revised NIM-SOP and sharing audit's recommendations 2015 in nine provinces (Huaphanh, Xiengkhouang, Luangprabang, Khammouane, Savannakhet, Salavane, Champasack, Sekong, Attapue). At the same duration, the teams had also conducted the internal audit in each province. The outcomes are as follow:

Outstanding Achievements

- UXO Lao's operation in nine provinces had focused on technical survey and CHA clearance in the focal development areas.
- The management of utilizing funds for provincial offices and field equipment had followed the NIM-SOP.

Issues need to be addressed.

- Relevant procurement parties within UXO Lao need to strengthen the coordination to fasten procurement process when budget is available.
- Ensure that recruitment and staff promoting process need to be reported to HQ immediately.

Requests from Provincial offices to HQ

- UXO Lao HQ should provide advance notice or inform provincial offices (1 month in advance) about the financial situation particularly the delay of salary and operational cost transfer.
- Adjust salaries scale for new promoted staff (e.g. drivers' to deminers' salary),
- Revise the operation assistants' TOR because the staff requests to increase their salary. The request is to increase the salary standard from N5/3(\$306) or N6/1(\$273) to N6/2 (\$343) in all nine provinces,
- Procure new tires for vehicles (especially Nissan),
- Measure uniform sizes because many uniforms do not fit.
- Train team leaders and related staff on IT skill.

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/ Mingt response	Owner	Submitted, updated by	Last Update	Status
1	UXO Lao faces funding gap	Apr 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	-	Jun 2016	No change
2	UXO Lao’s capacity to deliver planned activities could be reduced by changes in staffing	May 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	Jun 2016	
3	UXO Lao’s effectiveness in maximizing poverty reduction outcomes may be reduced by poor task prioritization.	Apr 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	Prioritization is outside of UXO Lao’s mandate. UNDP will advocate for transparent prioritization by the LNCRDPE	PO-PI	PO-PI	Jun 2016	No change
4	Training Need Assessment	Apr 2016	Organization	Needs in capacity building will be identified	UXO Lao is waiting for the final report from JMU	UXO Lao	PO-PI	Jun 2016	Awaiting for final report

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5	Extreme climate conditions (high temperature and rain) could prevent the clearance task to achieve as targeted	Apr-Jun 2016	Environment	Survey and CL might not meet the targets	Survey and CL might not meet the targets	PO-PI	PO-PI	Jun 2016	No change
6	The community still confused about the changes from request-based to survey-based survey and clearance	Apr 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	Jun 2016	No change
7	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	Jun 2016	No Change

LESSONS LEARNED LOG

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#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1	Environment	Apr-Jun 2016		The weather during the reporting period was sometime too hot and sometime too much rain. This prohibited staff to work as schedule.	Hot weather -- Staff will work early in the morning and get off when the temperature goes high. Rain – staff pause while raining and continue again when rain stops	PO-PI
2	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
3	Project Management	Jun 2016		1 staff has been filled into each unit, PO-PI and Finance. 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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#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Lack of staff	May 2016	Management	Affecting efficiency of project implementation P:5; I:5	-1 new staff (PO/PI): began in May 2016 - 1 receptionist resigned in Jun 2016, and got a replacement	PO/PI	PO/PI	Jun 2016	New staff hired
2	UXO Lao faced the financial shortfall in some provinces	Apr 2016	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	Jun 2016	
3	Applying new format of Annual Work Plan	May 2016	Financial	Affects the project implementation	HQ have to understand the AWP and adjust every quarter.	UXO Lao	O/PI	Jun 2016	All units
4	Little capacity to conduct CHA Survey for Multi-Year Plan under the existing capacity for Multi-Year fund mobilization	Apr 2015	Technical	Affect the project implementation	UXO Lao staffs need to be trained on technical survey.				

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5	Better compliance with National Standard of Operation: survey and Clearance	Apr 2016	Technical	Affect the project Implementation	Refresher training is necessary				