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Lao People's Democratic Republic



ອົງການສະໜັບສະໜູນພັດທະນາ

United Nations Development Programme

Government of Lao People's Democratic Republic

[LAO NATIONAL UNEXPLODED ORDNANCE PROGRAMME (UXO LAO)]

United Nations Development Programme

**PROJECT TITLE: "SUPPORT TO LAO NATIONAL UNEXPLODED ORDNANCE
PROGRAMME (UXO LAO)"**

ANNUAL PROJECT REPORT

(APR)

Reporting period: 01 January - 31 December 2012

I. PROJECT INFORMATION AND RESOURCES

Project Number:	00013337 & 00080607
Project Title:	Support to the Lao National Unexploded Ordnance Programme (UXO Lao)
Implementing Partner:	Lao National Unexploded Ordnance Programme
Donors:	<p>2012 UNDP Managed Funding: Australia, Canada, Germany, Ireland, Luxembourg, New Zealand, Norway, Republic of Korea, Switzerland, DFID, and UNDP</p> <p>2012 Bilateral Funding: Armour Group (USA), Japan GGP, JMAS, Poland, World Without Mines.</p>

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
1996	1996	On going	
Period covered by this report:		01 January - 31 December 2012	
Date of annual review: <i>[Indicate if planned or actual]</i>		31 January 2013	

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	7,384,522	7,384,522

2012 Estimated Expenditure ¹	Donor	Amount
	UNDP Managed Funds:	
Trust Fund:	Australia	2,165,422
	Canada	575,422
	Ireland	498,759
	Luxembourg	172,421
	New Zealand	452,642
	Switzerland	895,632
Cost Sharing Funds	Germany	341,129
	DFID	37,234
	Republic of Korea	15,000
	Luxembourg	617
	Switzerland	4,041
	Norway	3,799
Regular Resources	UNDP TRAC	350,000
	Old Trust Fund	5
Sub Total UNDP Managed Funds:		USD 5,512,123
Bilateral Funds:		
	Japan GGP	925,590
	JMAS	108,343
	World Without Mines	150,000
	United States (Armor/Sterling)	1,500,245
	Poland	11,719
Sub Total Bilateral Funds:		USD 2,695,897
TOTAL ESTIMATED 2012 EXPENDITURE		US\$ 8,208,020

¹ 2012 Final certified expenditure reports will be issued by UNDP at the end of June 2013

UXO Lao	
2012 AWP budget:	USD 7,384,522
Total resources required	
from UNDP:	USD 4,984,313
from Bilateral:	USD 2,400,208
Total confirmed resources	
from UNDP:	USD 3,965,200
• Regular	USD 350,000
• Other:	
o Ireland	USD 498,759
o SDC	USD 535,000
o Luxembourg	USD 160,500
o Australia	USD 1,649,480
o Canada	USD 575,202
o Republic of Korea	USD 15,000
o Belgium	USD 143,062
o UN/DFID	USD 38,197
Agreements Pending:	
o Germany	USD 327,895
o New Zealand	USD 691,218
Unfunded budget:	0

II. PURPOSE OF THE PROJECT

UXO Lao is the national UXO clearance operator in Lao PDR. The organization works in the nine most heavily UXO impacted provinces and clears land for agriculture, community purposes (e.g. schools, hospitals, temples, and water supply) and other development activities. It also conducts risk-reduction education activities (Community Awareness or CA) in affected communities. Established in 1996 by the Lao Government with the support of UNDP, UNICEF, and other donors, UXO Lao currently has around 1,100 employees. The organization operates under the generic principles of mine action: (1) conducting land release through area clearance and technical survey; (2) undertaking reactive and proactive roving tasks (emergency explosive ordnance disposal (EOD) tasks); (3) general survey activities; and (4) UXO risk education activities.

Expected Outcome/UNDAF Outcome:

The overall outcome of the project is:

By 2015, national and local governments and communities have reduced the impact of unexploded ordnance on people in the Lao PDR.

To realize the above outcome, UXO Lao in 2012 set the main objective of the programme to increase programme output through new technology and to improve operational capacity.

III. PROJECT PERFORMANCE AND RESULTS

1. Contribution to the Strategic Goals

UNDAF Outcome

By 2015, national and local governments and communities have reduced the impact of unexploded ordnance on people in the Lao PDR.

UNDP Country Programme Outcome

By 2015, national and local governments and communities have reduced the impact of unexploded ordnance on people in the Lao PDR

Summary of Progress towards achieving the Country Programme Outcome

From January to December 2012, UXO Lao released 3,199 hectares of land through area clearance and technical survey activities reaching 516,410 beneficiaries. Within the reporting period, UXO Lao destroyed 49,189 items of UXO of which 23,266 were sub-munitions (or bombs) through clearance, technical survey and roving tasks. The removal or destruction of UXO increases the security of people living in UXO impacted communities and increases the amount of safe land available for food production and other socio-economic development activities and the work undertaken is fully in accordance with national standards and the Convention on Cluster Munitions (CCM).

UXO Lao conducted risk education activities designed to increase the awareness of people living in unexploded ordnance (UXO) affected areas about the dangers of UXO and to change the behaviour of 'high risk' target groups. During the reporting period, 614 risk education activities were conducted by UXO Lao staff and Village Volunteers and reached 155,362 people, including 69,081 children. This is above the targets set for 2012. Risk education activities are closely linked with survey activities by allowing villagers to assist survey teams in identifying the location of UXO. Further, 1,672 roving tasks were conducted in 1,151 villages removing 20,342 items of UXO including 8,754 sub-munitions or bombs, with a response time of not more than two weeks from request to task completion. These efforts have contributed to a decrease in the recorded number of annual casualties from 302 to only 52 within the five year period from 2008 – 2012². In 2012, the numbers of UXO casualties were reduced by 47% compared to 2011.

UXO Lao's activities contribute not only to saving the lives of people living in areas of UXO contamination, but also to increasing socio-economic opportunities in some of the poorest districts. Besides areas cleared for agricultural land, UXO Lao also contributes to the Lao Government's development projects, as well as those of other international organisations and non-governmental organisations (NGO) to allow infrastructure development to happen - including the establishment of irrigation systems, school constructions, hospitals, health centres, clean water projects, roads, and other development activities. UXO Lao works in alignment with the government's strategy on rural development and poverty eradication in accordance with the seventh National Social-Economic

² Data as at 23 Jan 2013(NRA)

Development Plan of Lao PDR (NSEDP VI).

During this reporting period, UXO Lao cleared 167 hectares of land directly supporting development agencies' projects (such as JICA, CARE, the Poverty Reduction Fund among others) with 127,607 beneficiaries from the clearance during 2012. UXO Lao cleared land at no cost to these development agencies and thus also contributed to further socio-economic development in the country. UXO Lao does not clear land for commercial investors or for investment purposes.

A comprehensive review of UXO Lao's Standing Operating Procedures permitted the resubmission of UXO Lao's application for accreditation for UXO clearance. This application was reviewed by the NRA and accreditation was issued to UXO Lao in February 2012.

In early 2012, a new financial management system was put in place in order to improve the financial management capacity of UXO Lao. Following a procurement process managed by UNDP, the financial software "AccPac" was acquired at UXO Lao which allows UXO Lao to be in complete control of its resources; to be able to accurately track all funds and expenditures including those funds held by UNDP and direct expenditures made by UNDP.

Further to the previous concerns with regards to staff turnover, UXO Lao, with UNDP and GoL support, implemented a 20% salary increase across the whole staff of the organisation. Although it is too early to say, it is likely that 2011's problem of staff retention will, at least to some degree, be alleviated.

2. Activity Results 1-9: Better operations in 9 provinces for safe access to contaminated land for socio-economic and humanitarian purpose and reduce risk of UXO related accident

Operations reflect the generic principles of humanitarian mine action. Several components make up clearance operations in Lao PDR: mobile roving teams remove or destroy UXO reported by villagers on the surface and area clearance teams detect and destroy UXO on and under the ground. Survey teams support detailed planning activities by analysing land to see if it is appropriate for clearance to take place and then subsequently provide detailed maps and information for the database to help prioritise work and monitor provincial progress against the baseline survey conducted in 1996.

As can be seen in the statistics below, UXO clearance, survey and roving activities are above the targets set in the 2012 Annual Work Plan. The methodology used for prioritising land for clearance is in accordance with the national *Safe Path Forward II* strategy endorsed by the Government of Lao PDR in July 2012. Requests for clearance of land for development projects linked to the national authorities were met. The project has ensured a response time of not more than two weeks from request to task completion for urgent requests. A decrease in the recorded number of annual casualties from 302 to 52 has been recorded within the five years period from 2008 – 2012³.

³ Data as of 23 Jan 2013(NRA)

2012 UXO Lao Operations Achievement:

Number of hectares cleared under Area Clearance activities							
Province	2012 Target	2012 Achieved					
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Dec	%
LuangPrabang	220	71.7	48.8	31.5	67.2	219.3	100
Hauphanh	220	98.9	49.8	36.2	44.4	229.5	104
Xiengkhuang	450	102.19	145.0	90.7	114.4	452.3	101
Khammuane	220	121.09	59.0	43.4	20.8	244.3	111
Savannakhet	431	187.3	105.	93.9	46.8	434.2	101
Saravane	330	76.4	107.6	96.5	53.1	333.8	101
Sekong	220	63.6	59.1	45.3	55.8	224.0	102
Champasack	231	96.2	66.6	45.4	36.5	244.8	106
Attapeu	220	55.9	61.6	55.7	53.0	226.4	103
	2,542	873.5	703.9	539.1	492.2	2,608.9	103%

Number of hectares released through Technical Survey:							
Province	2012 Target	2012 Achieved					
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Dec	%
LuangPrabang	62	44.3	16.6	No operations	2.2	63.2	102
Hauphanh	65	25.1	15.1	15.3	12.6	68.3	105
Xiengkhuang	65	6.6	33.6	21.2	2.3	64.0	99
Khammuane	71	33.1	24.7	14.2	8.7	80.8	114
Savannakhet	61	33.6	21.2	7.2	No operations	62.1	102
Saravane	62	6.6	6.7	23.3	27.7	64.5	104
Sekong	50	13.4	18.4	19.7	6.0	57.5	115
Champasack	60	23.4	23.4	7.1	12.3	66.3	111
Attapeu	61	32.8	28.7	0.2	0.7	62.4	102
	557	219.2	188.8	108.4	72.9	589.5	106%

Number of Roving Task conducted:							
Province	2012 Target	2012 Achieved					
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Dec	%
LuangPrabang	120	30	36	17	18	101	84
Hauphanh	101	36	35	28	26	125	124
Xiengkhuang	335	75	84	123	19	301	90
Khammuane	100	53	43	36	12	144	144
Savannakhet	250	84	88	53	35	260	104

Saravane	182	48	62	80	57	247	136
Sekong	130	50	42	25	33	150	115
Champasack	150	87	73	30	19	209	139
Attapeu	115	30	47	47	11	135	117
	1,483	493	510	439	230	1,672	113%

Number of General Survey Task conducted:							
Province	2012 Target	2012 Achieved					
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Dec	%
LuangPrabang	143	45	32	60	45	182	127
Hauphanh	150	49	47	41	31	168	112
Xiengkhuang	389	111	160	107	65	443	114
Khammuane	150	80	39	28	23	170	113
Savannakhet	300	114	84	84	20	302	101
Saravane	233	49	71	85	40	245	105
Sekong	130	62	26	32	20	140	108
Champasack	204	131	107	83	80	401	197
Attapeu	115	43	45	48	13	149	130
	1,814	684	611	568	337	2,200	121%

The contents of Community Awareness (CA) activities are decided at the national level and agreed upon by all operators conducting such activities. Activities to convey the messages include puppet shows, songs, dances, and games adapted for specific age groups. During such activities, villagers are also encouraged to identify the location of UXO they may have found in the surrounding areas. The project continues to attract active community volunteers for CA activities, 372 CA village volunteers including 82 male and 290 females raise the awareness of the risk of UXO among their community. In 2012 CA reached 155,362 people (*including 79,512 females of which 34,375 were children and 76,068 males of which 34,829 were children*). The table below shows the number of community awareness activities conducted in 2012. All CA activities were on track and are implemented as planned.

Number of Community Awareness Activities conducted:							
Province	2012 Target	2012 Achieved					
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Dec	%
LuangPrabang	75	15	17	23	19	74	99
Hauphanh	65	12	12	28	13	65	100
Xiengkhuang	65	17	16	15	17	65	100
Khammuane	72	25	17	13	17	72	100
Savannakhet	66	13	21	19	16	69	105
Saravane	67	20	17	20	10	67	100
Sekong	64	18	16	17	15	66	103
Champasack	65	13	18	19	15	65	100
Attapeu	71	18	18	20	15	71	100
	610	151	152	174	137	614	101%

Activity Results 10: Better programme management and sufficient resources mobilize by UXO Lao National Office.

The UXO Lao National Office manages critical functions of operations in the nine provinces in which UXO Lao is deployed including planning, coordinating, and providing quality management in all nine provinces. Other functions centralised at the National Office include data collection and compilation of results from operations in the nine provinces in the Information Management System for Mine Action (IMSMA), reporting functions to the NRA, partnership management and resource mobilisation, financial management and operational logistical support including procurement.

The achievement of this activity is supported by the chief Technical Advisor (CTA) and the Technical Advisor (TA) for Programme & Finance who, through working closely with the UXO Lao senior management (and where necessary), provide technical advice to UXO Lao and organise training for key staff in the various units. This was done throughout the period.

Units can report the following achievements in 2012:

Activity Results 10.1: Programme Management

The Programme Unit coordinates and produces all UXO Lao external documents such as contract papers, agreements with donors, donor reports and funding proposals to donors, international organisations such as UNDP and other stakeholders such as the National Regulatory Authority (NRA), Ministry of Labour and Social Welfare (MLSW).

During the reporting period, the unit completed their regular reports to MLSW and NRA as well as to donors. The programme unit also acted as the focal point for the Laos-Cambodia South-South Cooperation on the UXO/Mine Action Sector, was involved in the selection process of participants and further assisted with organising the attendance of the participants to the first workshop on Demining tools, Methodology and Technology and Survey which was held in July 2012 in Cambodia. The second training workshop was held, again in Cambodia, in December 2012.

The lectures provided a comprehensive picture of CMAC and UXO Lao's demining tools, methodology and technology, but further discussions and analysis are still needed in order to fill the gaps in both programmes. This can be one of the points to be improved for the next workshop. The differences in the two organisations' approaches should be clearly identified in the process of preparation for the next workshop. According to post-workshop reviews, all participants from both organisations considered the workshop to be highly useful.

Activity Results 10.2 Operations Management

The Operations unit is a key unit of UXO Lao. The unit is the operational arm of the UXO Lao National Programme Director and acts as the secretariat for field operations through UXO Lao Provincial coordinators and team leaders in the field. The unit has a range of responsibilities including monitoring and managing operations against the annual work plan, developing field operations manuals and training for field staff, monitoring the operations of the Training Centre, and providing technical advice to senior EOD Technicians working in the field. Additionally the unit also carries out regular reviews of the organisation's

Standing Operating Procedures (SOP). All provincial targets for Operations were met in 2012. UXO Lao attends and actively participates in every Clearance Technical Working Group (TWG).

Activity Results 10.3 Logistical Support

The Logistic and procurement unit is responsible for the management of all UXO Lao assets, for the provision of all material and equipment necessary for UXO Lao operations, and for their maintenance and repair.

The unit continues to cooperate with the Operations and Finance Unit of UNDP on procurement practice and plans for nine provincial offices as well as the National Office and Training Centre. The procurement plan for 2012 was submitted to UNDP and remains in place subject to regular reviews.

Activity Results 10.4: Financial Management

The UXO Lao Finance unit is supported by a TA who oversaw the implementation of a new financial management system and coached and mentored the finance unit in strategic financial management, budget preparation and monitoring, fund management, internal monitoring, and audit compliance. UXO Lao has successfully integrated its new financial software *AccPac*, and has completed the integration of the data from the previous financial system. It regularly updates and records income and expenditures of UXO Lao. The TA for Finance retired at the end of July 2012 and a new TA for Finance & Programme started work in October 2012. The Finance unit started putting together a capacity plan for improving financial management and reporting in the nine provinces that is expected to take place in Q1/Q2 of 2013. The Finance unit plans to improve provincial reporting through organising training to provincial staff on how to enter expenditure information into excel sheets which can then be reviewed by the National office and can then be directly uploaded into the UXO Financial management software *AccPac*. At the moment, the provinces collect receipts and enter the information on excel sheets which are then sent to the National Office by mail. Currently, there is no system in place where the information on the excel sheets can directly be uploaded into *AccPac*. A consultant will be hired to set-up this function and train of both the national finance unit staff as well as the provincial finance staff.

Activity Results 10.5: Database Management

The database unit is responsible to collect and manage data from provincial operations, to collate and consolidate them as the overall output of the organisation. It also monitors the implementation of the work plan and collects the data from progress reports prepared by the provinces. The dataflow processes are being continually reviewed and guided towards a general improvement.

The unit continued to enter data of progress reports from nine provincial offices and provided a bombing map to the Australian donor as requested.

Activity Results 10.6: Public Information

The Public Information Unit is responsible for UXO Lao's external relations. It works closely with various Lao Government and donor agencies, with other international organisations, with the Press Department of the

Ministry of Foreign Affairs, as well as with domestic and international media, providing information on the operations of UXO Lao as well as circulating as broadly as possible data and information on the impact of UXO in Lao PDR. The unit also manages and updates the content of the UXO Lao website, coordinating with media to create awareness to the general public of UXO Lao's activities. The Public Information unit further supports the organisation of field operation visits for donors. The unit organized the printing of the 2012 work plan as well as the 2011 annual report and distributed them to donors and Government offices. The unit further organised a grant signing ceremony for the Government of Germany and the European Union, accompanied an Australian parliamentary delegation to visit field operations in the Luang Prabang province and organized a meeting with the US Ambassador for the hand-over of the UXO Lao office in Sepone (Savannakhet). The unit produced several articles for newspaper publishing on the work of UXO Lao during 2012.

Activity Results 10.7: Quality Management

The purpose of Quality Management (QM) in UXO/Mine Action is to confirm that operational procedures for UXO/Mine Action are appropriate, are being applied and will achieve the stated requirement in a safe, effective and efficient manner. Quality Control (QC) is the part of QM focused on checking the quality of finished products.

The QM unit at UXO Lao maintains the Quality System of UXO Lao and monitors the compliance with standard operating procedures (SOPs) through conducting field and office inspections at national and provincial HQs. The Unit is further responsible for the follow up on External Audits. During 2012, the QM unit can report the following achievements:

1. Office Inspection (Internal Audit)

- The unit completed a workshop on Office Inspection on 20-21 August 2012.

2. External Audit

- The unit followed up on the external audit conducted by Ernst & Young (of the UNDP Fund). Out of five audit recommendations, four have already been implemented; the only one currently still in progress relates to processes for internal promotion of staff. A draft document on procedural changes has been produced and is currently under review.(Please see the attached file of Audit Action Plan in Annex VIII)

3. IT

- Provided general IT user support to staff at the National HQ, Training Center (TC) and at the provincial Offices
- Supported users in doing data backups.
- Installed Antivirus software at HQ, TC and Coordinated the installation at Provincial Offices.
- Reviewed IT procedures with JICA in LuangPrabang province (Feb 29, 2012 – Mar 03, 2012)
- Coordinated with JICA to prepare for basic IT Training (as well as Advance course in the future)
- 01 – 04/04/2012 IT technician visit Savannakhet province
- Review and teach basic computer and email usage to TC staff
- Installed Internet at the Training Center
- Installed a new Wired Network (at Finance Unit)

- Installed 6 Internet Wireless units (Headquarters)
- Completed the Basic/Advance IT training course in one (pilot) province, organized and supported by JICA through bilateral funds,
 - (1) 20 Feb- 2 March 2012 (Luangprabang)
- Completed the Basic IT training course in eight provinces, organized and supported by JICA through bilateral funds
 - (1) 10 – 14 September 2012 (Champasak Province)
 - (2) 24 – 28 September 2012 (Attapeu Province)
 - (3) 01 – 05 October 2012 (Sekong Province)
 - (4) 05 – 09 November 2012 (Savannakhet Province)
 - (5) 19 – 23 November 2012 (Saravan Province)
 - (6) 04 – 08 December 2012 (Khammoune Province)
 - (7) 17 – 21 December 2012 (Huaphanh Province)
 - (8) 24 – 28 December 2012 (Xiengkhouang Province)

4. UXO LAO Procedures

- Revisions of the Operations SOPs have been approved and disseminated

5. Monitoring Visit:

- Visit to QM Team Center
- Visit to QM Team South
- Visit to Handicap International to witness and learn about DFA work

6. Field Inspections

The QM unit is supported by mobile QM Teams, who undertake inspections of operations related processes, products equipment & infrastructure and review staff knowledge & skills.

During 2012, the three inspection teams have completed four rounds of field inspections in all nine provinces as follows:

• Quality assurance of General Survey:	24 Teams assessed
• Quality assurance of Demolitions:	76 Teams assessed
• Quality assurance of Clearance Work:	145 Teams assessed
• External QC inspection of cleared land:	144 Sites inspected
• Assessment of Accident Response Practices:	85 Teams assessment
• Assessment of explosive stores:	05 Stores inspected
• Post-clearance assessments: (Land released by CL 34, TS 23 Sites)	57 Sites inspected
• Quality assurance of Technical Survey	12 Teams
• Quality assurance of provincial External QC	10 Teams
• Quality control of QC of General Survey for Area clearance	89 Issues
• Quality control of completion survey reports(CL,RV,TS)	231 Issues
• UXO Identification Test for Survey	42 Peoples
• Quality Assurance of Risk Education	9 Teams

- Inspection of Free From Explosives(FFE) UXOS 1197 Items
- Inspection of Motorbikes of Survey Teams 41 bikes
- Follow up on the use of new SOP doc/forms 9 Issues

Activity Results 11 All clearance personnel trained up to National standards

A high standard of training is essential for the development and maintenance of the capacity to carry out safe, effective and efficient operational activities in Lao PDR. To ensure a high standard of training, the NRA has set training standards for key sector appointments and to specify requirements for the management and conduct of training.

UXO Lao maintains a training centre at Ban Y Lai in Vientiane where different training courses are conducted by UXO Lao instructors. Courses follow fixed curricula that are aligned with the NRA published National Standards. Internal validation of formal training courses is carried both during and upon completion of the course.

Internal validation includes:

- The regular assessment of instructors on their general instructor skills and methods of instruction. Assessments are done against an objective checklist and cover both theory and practical lessons.
- Trainee feedback sessions at the end of each formal training course to discuss the completed course and provide feedback on relevant topics. The feedback session are overseen by a staff member not involved with the management or conduct of the course.
- Visits to UXO/mine clearance operations by training staff

Activity Results 11.1 Clearance Deminer: 3 courses (90 graduates)

Please find attached the Objectives of the Clearance Deminer Course attached in Annex III.

Activity Results 11.2 Team Leader: 1 course (23 graduates)

Please find attached the Objectives of the Team Leader Course attached in Annex IV.

Activity Results 11.3 Medics: 2 courses (16 graduates)

Please find attached the Objectives of the Trauma Medics Course attached in Annex V.

Activity Results 11.4 Medics refresher: 1 course (10 graduates)

Same Objectives as the Medics Course as attached in Annex V.

Activity Results 11.5 Survey: 1 course (25 graduates)

Still to be collected from Training Center

Activity Results 11.6 Technical Survey (no training in 2012)

Activity Results 11.7 Community Awareness (CA): 2 courses (25 graduates)

Please find attached the Objectives of the Community Awareness Course attached in Annex VII (currently only available in Lao. The training program is currently being translated into English.

Activity Results 11.8 CA Refresher (no training in 2012)

Activity Results 11.9 SEOD (no training in 2012)

Activity Results 11.1-11.9

Training Courses	Target	Actual Jan-Dec	% of Target Achieved
Training Courses Conducted	13	10	76%
Personnel Trained	-	189	-

Activity Results 12 Improved technology for effective and efficient operations (technological and methodological innovations and sector best practices)

Activity Results 12.1 Detector Trails

Trials were planned for autumn 2013, but were unable to continue due to security issues related to a high level national summit being held in Laos. Subsequently, following significant discussions with all key stakeholders, and a decision by a donor to purchase significant numbers of detection equipment for UXO Lao, it was decided that the detector trails scheduled would be cancelled. There will be no further trials scheduled in the foreseeable future.

Activity Results 12.2 Geophysical Survey

No activity was undertaken in 2012

Activity Results 12.3 Komatsu Trial

UXO Lao's involvement in this trial was limited to the provision of several technical staff to the trials team, which was overseen by NRA. The trails were stopped in autumn of 2012 after it became clear that the machine being trialled was not capable of achieving the requirements of the trial.

Activity Results 12.4 Technology review and best practices

Technology review/examination: UXO Lao operates using internationally accepted norms and standards. This compliance has been supported by the technical advice and capacity building provided by the Chief Technical Advisors seconded to UXO Lao.

Activity Results 13 The programme's institutional capacity strengthened through operation and programme technical and financial management advisory services.

Activity Results 13.1 Chief Technical Advisor

Management and technical advice is provided to UXO Lao Senior Management through the provision of a Chief Technical Advisor (CTA). As part of the sustainability/exit strategy, the programme will continue to reduce the reliance on international technical advisors. The CTA bears responsibility for oversight of technical activities as well as supporting UXO Lao toward achieving AWP indicators, resource mobilisation as well as the investigation and implementation of new technologies.

The CTA is the key point of focus for all UNDP supported activities and in many cases also for bilateral donor support. The role of the CTA is to be the catalyst to development within UXO Lao and to assist UXO Lao to move to more efficient and effective processes to make better use of donor resources. Bringing experience from outside Laos, the CTA is able to triangulate processes and activities and take a broader view than simply the Lao PDR approach. UXO Lao senior management are supported directly and indirectly by the CTA through discussions, workshops and exchange opportunities to learn lessons from other programmes.

CTA Field missions in 2012

The current CTA started work in January 2012 and began with a introductory visit to six provinces (in the South) together with the national director. In Quarter 2, the CTA visited the Luang Prabang office for an introductory meeting held with Provincial Coordinator (PC), the Deputy Provincial Coordinator (DPC) and key staff. The field mission also included a site visit to view a CA session in Sieng Loung and a meeting with the CA team, a visit to the clearance team in Hat Khone and a visit to view the UXO Lao display/museum in the Luang Prabang provincial office. Further, a monitoring visit was made to Houaphan HQ in Xam Neua and visits were also made to a clearance team and a roving team where a demolition was undertaken. In Phonsavan, a full day was spent in preparation and implementing the RTIM visit to the field. During the field visit, issues of additionally needed logistics support, difficulties in access to the region during this year's rainy season as well as decrease in personnel were discussed and noted for further evaluation.

In April 2012, the CTA participated at the CCM Intercessional meeting on behalf of UNDP in Geneva. The CTA gave a presentation on behalf of UNDP global and formed part of an expert panel on clearance of CM and potential improvements. Discussions with ICRC were further held in regards to possible support to UNDP. The meeting further included discussions to agree on protocols and a potential cost sharing agreement with GICHD for detector trials. The CTA also met with representatives of the Irish mission to discuss the preparation of a paper to entuse further support for universalisation of the CCM and improvements in technical knowledge sharing between States parties. During the mission, a meeting with UNDP was also organised to discuss the sector evaluation report. In regards to the CCM meeting, the CTA further provided support and technical advice to the UXO National Programme Director as well as the Lao delegation who also participated at the CCM meeting.

In July 2012, the CTA went on a monitoring visit to the Provincial office in Khammouan and Savannakhet, including a visit to the new regional base in Sepon. The new office in Sepon is 95% completed and became operational in August 2012.

In September 2012, the CTA went on a field trip to support and facilitate the visit of Martin Dahinden, Director of SDC, to Xieng Khouang provincial office and to further discuss funding possibilities.

Together with the National Programme Director, the CTA further attended the GICHD (Geneva International Centre for Humanitarian Demining) biannual Technology workshop in Geneva in September 2012. Representatives of various detector manufacturers, machine manufacturers and other stakeholders involved in technology issues in the UXO clearance sector participated at this three day meeting. In addition, there were several representatives and demonstrations from UAV platforms for remote observation.

The CTA accompanied and supported the National Programme Director and the Lao delegation to the Third Meeting of State Parties (3MSP), which took place in Oslo 11-14 September 2012. The Government of Lao PDR issued a statement at the 3MSP on the status of national implementation measures (see attached in Annex II)

In October 2012 the CTA accompanied the UXO National Director to a workshop hosted by Vallon GmbH. Vallon GmbH are suppliers to UXO Lao of the prime detector in the fleet – the VMX C1 of which UXO Lao has around 600 in its fleet. As part of the JICA procurement, an additional 250 are planned to be procured mid-2013. Vallon also produces other detectors and equipment that may provide alternatives to other

current equipment in the fleet – in particular, the Ebinger large loop detector UXO Lao is currently using. The workshop consisted of several presentations from outside agencies and gave a very good overview on the general capacities of Vallon equipment.

Activity Results 13.2 Financial Management Advisor

The UXO Lao Finance unit is supported by a TA who has been overseeing the implementation of a new financial management system and coaches and mentors the finance unit in strategic financial management, budget preparation and monitoring, fund management, internal monitoring, and audit compliance. In early 2012, a new financial management was put in place in order to improve the financial management capacity of UXO Lao. The Financial Management Advisor focused on the implementation of the new financial management system, *AccPac* until her retirement at the end of July 2012. A new TA for Programme and Finance was recruited and started work mid-October 2012. The TA provides technical assistance to UXO Lao to build its management and administrative capacity and helps monitor its programme, finance, training and logistics operations.

The functions include:

- Provision of advice on policies and plans affecting UXO Lao financial, programme and logistics operations, and delivery of knowledge and learning services to enhance efficiency in the use of funding resources, resulting in increased client and donor satisfaction
- Provision of technical assistance to the Head of Finance Unit including training, guidance, and coaching of the Finance Unit staff at the national and provincial levels in all phases of their work. This work includes payments, receipts, bank reconciliation, cash management, interest and petty cash management, budget variance analysis and donor financial reporting. Assistance to the finance staff with the use of their financial management software - *AccPac* - including exploration of additional modules and software competencies which may be of use to the UXO Lao programme
- Assistance to the Head of Programme Unit through provision of capacity building around the drafting of proposals for current and potential donors and the management of ongoing donor agreements. Provision of technical assistance in the preparation of detailed results-based annual work plans and quarterly work plans, as well as annual reports, quarterly reports and other required reports in accordance with donor agreements and deadlines and are in line with UNDP Programmes and Operations Policies and Procedures
- Assistance to the Head of Logistics Unit with the development and management of procurement plans and processes and the asset register. Oversee the interface between UXO Lao and the UNDP Procurement Unit
- The compilation and dissemination of lessons learned and best practices in programme management

Activity Results 13.3 CPR Unit Support

In 2012 UNDP supported the Government of Lao PDR (GoL) to facilitate constructive dialogue and support to policy dialogue on the UXO sector, through 1) using the comprehensive programme evaluation for the UNDP UXO programme covering two programme cycles (since 2003) as a catalyst for discussion; 2) establishment of an informal donor discussion group on UXO; and 3) supporting the revitalised Sector Working Group (SWG) discussion on the UXO sector which UNDP co-chairs together with the Government and the US government.

UNDP assisted the GoL to be an active participant in the international community in the area of UXO/Mine Action. With support from UNDP, the Lao PDR delegation (MOFA, NRA and UXO Lao) attended the 3rd Meeting of the States Parties to the CCM and was able to increase their effectiveness in formal meetings by drafting and presenting strong and coherent official statements in plenary sessions on key areas (clearance, victim assistance, risk education) as well as on issues related to national implementation measures, compliance, cooperation and assistance. The Delegation was also able to take advantage of the CCM Meeting as an opportunity to host a side event sharing the new Vision and Strategy, which was approved at the highest political levels in 2012.

UNDP's UXO Unit (formerly CPR unit) provided support, monitoring and evaluation, resource mobilisation, and administrative support to UXO Lao. This support included the services of a unit manager (shared with NRA), a national programme officer, and other national support staff. This support includes ensuring the programme meets its requirements on financial and narrative information sharing with donors. UNDP provided assistance with procurement processes through mentoring and training of programme staff and by assisting with procurement of specialist items and items above the programme threshold. Key deliverables of supports from UXO unit are:

- The UXO Unit structure was expanded and strengthened by the recruitment of 1 UNDP UXO Unit Portfolio Manager, 1 Chief Technical Advisor to support UXO Lao, 1 Financial and Programme Management Specialist to support UXO Lao, 1 programme analyst and 1 programme assistant. These staff support the Unit and UNDP country office in day to day programme management and oversight of the UXO Lao project.
- Better support to the implementing partner UXO Lao (e.g. Results-based management training, procurement capacity assessment and training support to UXO Lao, Results-based annual work plan development for 2012 was supported)
- Finalisation of the Annual Work Plan (AWP) of UXO Lao. The AWP 2012 became more results-oriented compared to the previous AWP.
- UNDP promoted the sector coordination as co-chair of the UXO Sector Working Group (SWG) and consulted with key donors in drafting and finalising project document.
- The UXO Trust Fund Steering Committee held on 23 January 2012 where the Trust Fund financial presentation was delivered by UNDP and led to discussions on eligibility issues
- Annual Project Board Meeting held on 23 January 2012 where the 2011 results of both UXO Lao and NRA programmes were presented, and the Annual Work Plans 2012 were submitted and endorsed
- A further 9.8 Million USD was mobilised in 2012 for the UXO Trust Fund, closed Trust Fund and cost sharing modalities including funds received from Australia, EU, Ireland, New Zealand, Republic of Korea and Germany
- Donor reports were aligned with UNDP corporate requirements
- UXO Lao project assets were successfully inspected and handed over to the project

- Project audits conducted, ensuring previous years' audit recommendations were followed up and implemented

3. Contribution to aid effectiveness, i.e. update on implementation of the Vientiane Declaration and its Action Plan, HACT, etc

In support of the reduction of UXO impact, a Trust Fund was established by the Government of Lao PDR and UNDP in March 2010. The Trust Fund for Support to the Full Implementation of the Convention on Cluster Munitions (CCM) in the Lao PDR (UXO Trust Fund) supports UXO Lao clearance and risk education activities. The strength of the Trust Fund modality is the decreased focus and reliance on earmarked funds and the increased flexibility and focus on programme wide needs as identified by the programme and the Lao PDR Government.

The Project and UNDP are currently working together to develop a new programme document for both NRA and UXO Lao. This programme document is being developed to provide a unified approach to resource mobilization with the focus on supporting the ongoing programme and developing the ability to respond to programme needs. In this regard, the programme document will also serve to support funding proposals for the UXO Trust Fund.

4. Update on partnerships

The project supported the participation of the UXO Lao National Director at the Mine Action National Directors and UN Advisors Meeting. The meeting focused on the exchange of experiences and lessons learned between UXO/landmine affected countries.

The project has also promoted exchanges of experience and lessons learnt through the organisation of a workshop between UXO Lao and CMAC in July 2012. This was the first workshop in a series of six workshops between UXO Lao and CMAC planned within the next three years and funded by the Government of Japan through a bilateral agreement with UXO Lao. The objective of the 1st workshop was to share experiences and learn how each organisation works on "Demining tools, Methodology and Technology" and "Survey". CMAC prepared a variety of lectures about "Demining tools, Methodology and Technology" and "Survey" which could lead to a comprehensive understanding of CMAC's works on these topics. UXO Lao also gave presentations including an organisational outline of UXO Lao as well as an overview of methodology and technology used for clearance of UXO in the Lao PDR.

In May 2012 the Government of Japan, represented by the Japanese Ambassador to Laos Ms. Junko YOKOTA, signed the exchange note with Dr. Thongloun SISOULITH, Minister of Foreign Affairs of Lao PDR, for the project on *Supporting the Unexploded Ordnance (UXO) Clearance in Surrounding Areas of Main Roads in the Lao PDR* for the amount of ¥900,000,000. The grant aid was signed between JICA and the Ministry of Planning and Investment. The purpose of the project is to improve UXO Lao UXO clearance equipment to enable UXO Lao to conduct UXO clearance operations in a safe, effective and efficient manner.

The Australian government has contributed an additional AUS\$ 1 million through the UXO Trust Fund, to

support UXO clearance, risk awareness and rehabilitation programmes in Laos. The Australian Ambassador to Laos Ms Lynda Worthaisong made the announcement in Vientiane on the International UXO/Mine Awareness Day, reaffirming Australia's strong and ongoing commitment to supporting UXO clearance and risk education in Laos.

In June 2012 the Government of New Zealand confirmed its continued assistance to tackle UXO problems in Lao PDR's second most contaminated province, Xiengkhouang. The USD 1.89 million contribution will support UXO Lao clearance operations, roving tasks, surveys, quality assurance and control, as well as risk education and training.

New Zealand has been an active partner to UNDP supported UXO actions in Lao PDR, contributing over USD 2 million since the UXO Lao Programme was initiated in 1996. This additional USD 1.89 million almost doubles the total contributions for the last 16 years.

In August 2012, the EC signed an agreement with UNDP to support the work of UXO Lao with an amount of Euro 1,000,000 for UXO Lao for the period 2012-2015.

5. Update on gender mainstreaming

UXO Lao follows the Lao Government's policy on gender. During this period, UXO Lao had a total staff number of 1,114 staff; 917 males and 197 females (18%). UXO Lao provides equality in the workplace and in its HR policies, encouraging female applicants at all levels.

UXO Lao employs female staff in management and in operations. UXO Lao has two all-female UXO clearance teams, and also employs women as medics, deminers, and CA personnel. UXO Lao has 197 female staff, of which 83% are working in the field.

In 2012, UXO Lao pursued an active policy of recruiting women in key position. While one female was promoted as the chief of unit in 2010, in late 2012 one female was also promoted to the chief of Quality Management unit.

Data collected for planning purposes and post clearance are now disaggregated. More than 50% of recipients of CA sessions are female, 45% are children and 78% of village volunteers are female.

6. Update on the implementation of audit recommendations

The unit followed up on the external audit conducted by Ernst & Young (of the UNDP Fund). Out of five audit recommendations, four have already been implemented; the only one is still in progress relates to processes for internal promotion of staff. (Please see audit Action Plan attached in Annex VIII) A draft document on procedural changes has been produced and is currently under review.

7. Challenges and Issues

- **OPERATIONS:** Effectiveness of clearance work relies heavily on data gathered for work planning and on good participation from beneficiaries and local authorities during surveys and task preparation. A general lack of baseline data on UXO requires more proactive data collection by UXO Lao. This constrains work planning and task selection and sometimes led to inefficiencies during operations. The signoff of the new national strategy, *Safe Path Forward II* gives a much stronger framework for UXO Lao to work to and should help with the prioritisation and planning process and develop a more open and effective mechanism. Further, the nationally planned baseline survey process will enable UXO Lao to improve its planning processes further when it is implemented.
- **EQUIPMENT:** Efficient field operations require continuous servicing, repair or replacement of equipment. Some provincial offices continued operating old vehicles due to funding constraints, thus increasing repair and fuel cost and causing interruptions to operations. A backlog in repair of communication equipment and the theft of repeater stations have limited UXO Lao's communication capabilities and this has had a limited impact on the efficiency of operations. This issue should be resolved in late 2013 with the arrival of a significant infrastructure (vehicle, detector etc.) upgrade funded by the government of Japan.
- **SUPPORT TO CONVENTION:** The signing of the Convention on Cluster Munitions (CCM) raised expectations that additional longer term funding would become available, allowing UXO Lao to increase its clearance capacity. This has not occurred yet. Increases in clearance capacity are essential for Laos to meet its CCM targets and UXO Lao has prepared plans accordingly; however long term secure funding is needed for these plans to be implemented.
- **CASH FLOW:** Cash Flow has improved with the availability of unearmarked funds through the UXO Trust Fund. Financial management is carried out properly as per the rules and regulations of NIM. Un-earmarked funds that are received through the UXO Trust Fund have greatly helped to counteract the problem of cash liquidity resulting from single year donor agreements where funds are sometimes received later than the agreement initially outlines due to various reasons. In cases where other donor funds were received later than anticipated, the unearmarked funds received through the Trust Fund have made it possible to carry out UXO Lao operations without any delay. Multi-year, un-earmarked funds assist the programme to ensure proper financial planning
- **STAFFING:** There has been high turnover of staff across all nine provinces and at the National level. UXO Lao lost 121 well trained staff, trained within the programme at the UXO Lao Training Centre during 2011. It was observed that most of the staff left UXO Lao to work with other organisations or commercial companies who have offered improved benefits and/or better salary. UXO Lao management addressed this issue during 2012 and after a careful review a 20% increase in staff salary was put in place in 2012. It is hoped that this will significantly reduce loss of staff from the organisation.

8. Achievements

As can be seen above, the 2012 UXO clearance, survey and roving activity results are above the targets set in the 2012 Annual Work Plan. The methodology used for prioritising land for clearance is in accordance with the national *Safe Path Forward II* strategy endorsed by the Government of Lao PDR in July 2012. Requests for clearance of land for development projects that are linked to the national authorities were met. The project reports a response time of not more than two weeks from request to task completion in the case of the roving teams responding to urgent requests. In 2012, the number of UXO casualties reduced to 52 per year, marking a 47% decrease in casualties compared to 2011.

A comprehensive review of UXO Lao's Standing Operating Procedures permitted the resubmission of UXO Lao's application for accreditation for UXO clearance. This application was reviewed by the NRA and accreditation was issued to UXO Lao in February 2012.

In early 2012, a new financial management was put in place in order to improve the financial management capacity of UXO Lao. Following a procurement process managed by UNDP, the financial software "AccPac" was acquired at UXO Lao which allows UXO Lao to be in complete control of its resources; to be able to accurately track all funds and expenditures including those funds held by UNDP and direct expenditures made by UNDP.

Further to the previous concerns with regards staff turnover, UXO Lao, with UNDP and GoL support, implemented a 20% salary increase across the whole staff of the organisation. Although it is too early to say, it is likely that 2011's problem of staff retention will, at least to some degree, be alleviated.

9. Rating on progress towards results

Outcome:	<input checked="" type="checkbox"/>	Positive change
By 2015, national and local governments and communities have reduced the impact of unexploded ordnance on people in the Lao PDR	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 1	<input checked="" type="checkbox"/>	Positive change
To be better able to manage clearance and risk education programmes for the needs of communities at risk.	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged

IV. ADDITIONAL ACTIVITIES / RESULTS WHICH CONTRIBUTE TO THE OUTCOME AND/OR OUTPUTS

- Launch of new financial system and software for the project: UXO Lao started to use its new financial management software in early 2012. This change will improve the ability to report more effectively and includes a upgrading of financial data recording to meet internationally accepting accounting standards.
- New programme document: The programme continues to develop the programme document which will provide strategies and planning to 2015.

V. FUTURE WORK PLAN

1. What are the priority actions planned for the following quarter to overcome constraints, build on achievements and partnership, and use of the lessons learned during last quarter?

Based on the main challenges stated above, the project has the following priorities identified to overcome the constraints in which the project will work to:

- Better manage clearance and risk education programmes for the needs of communities at risk:
Risk education activities will be conducted in UXO Lao's nine provinces and will take into account gender, culture and language, livelihood activities and relevant risk behaviours. CA activities also plan to look more closely at risk behaviours where villagers are aware of the danger but take the risk regardless, such as involvement in the scrap metal trade. This activity will be supported through management and oversight from the national office and the UXO Lao Training Centre and strengthened through Quality Management and regular exploration of new technologies and sector best practices.
- Strengthen quality and the efficiency and effectiveness of UXO Lao operations through the continuous development of the operational capacity of the organisation and the consideration of, and if appropriate, the implementation of new and upcoming technologies
- Contribute to the efforts of the Lao Government to meet its obligations under the CCM

2. List major adjustments in the strategies, targets or key outcomes and outputs planned.

The Lao Government and the UN are planning new results for the next programming cycle 2012-2015 to respond to the 7th National Socio-Economic Development Plan.

The new outcome statement for the project will be:

By 2015, national and local governments and communities have reduced the impact of unexploded ordnance on people in Lao PDR

UXO Lao will work to strengthen its capacity to be better able to manage clearance and risk education programmes for the needs of communities at risk through its new programme document 2012 to 2015 to achieve its outcome.

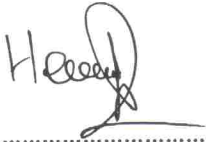
To achieve the outcome and output targets, UXO Lao will:

- Focus on promotion of partnership and development-oriented approaches taking into account gendered impacts.
- Strengthen staff capacity to take into account gender, culture and language, livelihood activities and relevant risk behaviours when conducting the community awareness activities.
- Continue to strengthen capacity of the National Office to provide management and administration oversights while ensuring sufficient resources are mobilised for the provincial activities.
- Undertake regular exploration of technological and methodological innovations and sector best practices and will ensure new innovations are incorporated into programme activities as appropriate.
- Continue to strengthen institutional capacity through operation and programme technical and financial management advisory services.

VI. ANNEXES

1. Annex I: Combined Delivery Report 2012
2. Annex II: Government of Lao PDR statement on the status of national implementation measures (3MSP)
3. Annex III: Clearance Deminer Course Objectives
4. Annex IV: Team Leader Course Objectives
5. Annex V Trauma Medics Course Objectives
6. Annex VI: Survey Course Objectives (yet to be included)
7. Annex VII: Community Awareness Course Objectives
8. Annex VIII: Audit Action Plan

PREPARED BY



Ms. Heuangphachanh Panpadith

Chief of Programme and Public Information Unit

Date 25 January 2013

CLEARED/APPROVED BY



Mr. Bounpone Sayasenh

National Programme Director

Date 11/02/2013