



QUARTERLY PROGRESS REPORT 2016

GENERATING, ACCESSING AND USING INFORMATION AND KNOWLEDGE RELATED TO THE
THREE RIO CONVENTIONS

JANUARY-MARCH 2016



Project ID & Title: 00092117
Award ID: 00083830
Duration: 3 Years
Total Budget: US\$ 2,290,000.00
Implementing Partner: Ministry of Environment

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I. Executive Summary

From January to March 2016, the project start-up activities were still carrying out as follows:

- National and international consultants were recruited and their official employments offered;
- Coordination and facilitation were done to help the national and international consultants in performing their work;
- PMU support staff were recruited and their employments offered;
- Meetings were conducted in relation with the project implementation;
- Project Auditing was coordinate and facilitated,
- First Project Board Meeting was conducted;
- Launching Ceremony for NBSAP and NBSR was attended
- "Youth and Biodiversity" training workshop was conducted

II. Implementation Progress

While awaiting inputs from the national and international consultants on updated 3-year work plans, updated RRF, monitoring and evaluation plan, final ToRs for PMU staff members, gender mainstreaming work plan and communication strategy (as specified in their ToRs), the National Project Director and PMU staff in this project start-up period carried out the following activities.

As the International Consultant, Kalemani Jo Mulongoy from Canada, was recruited and offered with the employment on 14 January 2016, the national consultant, CHHIN Nyda, from RUPP started his consultancy for the Generating, Accessing and Using Information and Knowledge Related to 3 Rio Conventions (UNCBD, UNFCCC, and UNCCD) on late January 2016. In accordance with their ToRs, the international and national consultants are required to work for the period of 30 days and 40 days, respectively.

Soon after both national and international consultants were offered with employment, coordination and facilitation for them to meet with the immediate concerned parties such as UNDP, representatives of each Rio conventions were made by the PMU staff. During the course of their work performance, PMU staff members were involved in facilitation and coordination for a series of meetings and/or appointments with the concerned stakeholders such as focal points of the 3 Rio conventions in Cambodia, UNDP Program Analyst, National Project Director (NPD) as well as the ProDoc developers (international and national consultants). Such meetings and/appointments were conducted to help the engaged consultants fulfill their duties and responsibilities as stated in their ToRs.

In addition, frequent communications via telephones, emails and sky were made between the PMU staff, NPD and the project consultants to clarify certain issues and to address challenges facing. The proposed updated 3-Year plans were exchanged and discussed to ensure that the outputs of the consultants are shared and informed before they are ready for wider, more open consultations and discussions.

For facilitation of and assistance to the day-to-day operations and management of the project, PMU support staff members (Secretary, Cleaner and Driver) were recruited and employed in this period of reporting after the recruitment process was conducted in the last Quarter 4, 2015.

During this period of time, various meetings were facilitated to help the local consultant visit the Department of Climate Change, MoE, (for UNFCCC), the Department of Biodiversity, MoE, (UN-CBD) and the Department of International Cooperation, (MAFF), (UNCCD) to collect concerned materials and meet with the department directors and officials for his assignments (*See Annex 1: Meetings with immediate concerned stakeholders*).

PMU staff members, namely the Project Coordinator, Finance Officer and Administrative Officer, were invited to attend the pre-auditing session which was held at UNDP office on 22 January 2016. The meeting was held to familiarize the concerned parties about the auditing processes and provide an opportunity for meeting participants to challenge the auditing activities. Anyway, based on the proposed date for the field auditing of "Generating, Accessing and Using Information and Knowledge Related to the 3 Rio Conventions" was 11-12 February 2016.

In this quarter, the project was audited by the BDO as scheduled from 11-12 February 2016 at the 3 Rio Conventions Project Office. During the course of project auditing, PMU staff members were engaged to facilitate the work of the auditing team; such as presenting the relevant documents, answering the questions raised, clarifying certain project-related points during the auditing and reviewing the auditing findings afterward.

On 7 March 2016, the first project board meeting was held at the Meeting Room at the Ministry of Environment with the participation from the board members: chair of the board, project director, representatives of each Rio Convention, representative of the Ministry of Women Affairs, and Representatives of UNDP Country Office. The objectives of the meeting are (1) introduce the board members with their roles and duties, (2) present the summary

of the 3 Rio Conventions Project, (4) present the activities done, and (5) discuss and recommend ways forward. The meeting was run satisfactorily and successfully (*See Annex 2: Meeting Minute*).

Both the Project Director and PMU Staff members attended a report ceremony to launch the printed reports on National Biodiversity Strategy and Action Plan (NBSAP) and National Biodiversity Status Report (NBSR), held on 28 March 2016 at the Grand Meeting Room of the Ministry of Environment. The two important documents are the key references on the area of updated biodiversity in the Kingdom of Cambodia. It is expected that such useful, updated references on biodiversity will be uploaded in the information system for wider access and use.

Outcome 1: Improved access and generation of information related to the 3 Rio Conventions

Within this first quarter 2016, the 3 Rio Conventions Project in cooperation with the Project entitled "Removing Barriers to Invasive Species Management in Production and Protection Forests in Southeast Asia-Cambodia (FORIS)" conducted a "Training Workshop on Youth and Biodiversity." This workshop which was attended by about 180 participants is to raise awareness about and roles of youth in biodiversity resource conservation and management, especially the youths from the Ministry of Environment and Concerned Environmental Offices with the Phnom Penh Municipality.

The UN-CBD related topics include overviews of Biodiversity and UNCBD, NBSAP, Biosafety and Technology: Overview and Involvement of Cambodia, Alien Invasive Species (AIS), Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization, Benefits of 3 Rio Conventions Project, and Ecosystem Assessment (See Annex 3: Summary of Training Workshop Proceeding on Youth and Biodiversity).

Similar topics were also shared with the participants of the annual conference of the Ministry of Environment held from 25-27 February 2016 at Phnom Penh.

Outcome 2: Improved uses of information and knowledge related to the 3 Rio Conventions

The achievements in outcome 2 will be reflected in the next Quarters, 2016.

III. Challenges Encountered

1. The planned meeting of technical working team to review and comment on the proposed work plans and revised project activities was cancelled due to the fact that it is more convenient to integrate such meeting into the inception workshop, which is planned in quarter 2, 2016.
2. The outputs from both national and international consultants based on the ToRs and timeframe were slightly behind the schedule. However, all deliverables from both consultants were confirmed to be submitted to the PMU in week 4 of April 2016.

IV. Financial Status and Utilization

Table 1: 1 Quarter 2016 Cumulative Expenditure by Activities (January – March 2016)

Ministry of Environment

Project Title: Generating, Accessing and Using Information and Knowledge Related to the Three Rio Conventions

Project Title: Generating, Accessing and Using Information and Knowledge Related to the Three Rio Conventions

Project ID: 00092117

Statement of fund receipts and disbursements

1st quarter, ended 31 March 2016

Code	Description	
	Disbursements	
	Activity 1: Improved access and generation of information related to the three Rio Conventions	
71205	Intl Consultants-Sht Term-Tech	2,100.00
71305	Local Consult.-Sht Term-Tech	1,200.00
71405	Service Contracts-Individuals (Project Coordinator)	7,200.00
72505	Stationery & other Office Supp	276.10
73310	Maint & Licencing of Software	60.00
73410	Maint, Oper of Transport Equip	450.00
75705	Training, Workshops and Confer (Learning costs)	1,100.00

	Activity 2:Improved use of information and knowledge related to the Rio Conventions	
71205	Intl Consultants-Sht Term-Tech	2,100.00
71305	Local Consult.-Sht Term-Tech	1,200.00
71405	Service Contracts-Individuals (Finance Officer, Secretary, Cleaner, Driver)	6,000.00
72205	Office Machinery (Printer)	250.00
72510	Publications	53.75
75705	Training, Workshops and Confer (Learning costs)	82.32
	Activity 3: Project Management	
71405	Service Contracts-Individuals (Administrative Officer)	2,900.00
72505	Stationery & other Office Supp	525.82
72515	Print Media (Communication phone card)	90.00
73405	Rental & Maint-Other Office Eq	33.00
74510	Bank Charges	33.00
	Total disbursements	25,653.99

IV. Annexes

Annex 1: Meetings and coordination with immediate concerned stakeholders in 1st Quarter

2016

No.	Events	Purpose	Event date
1.	Attending the Sixth Global Conference of the International Partnership for Satoyanma Initiative (IPSI-6)	<ul style="list-style-type: none"> - Promote the International understanding and cooperation toward the goals of the UN-CBD and Global Partnership; and - Share the status of biodiversity and Biodiversity-related policy with the local, regional and global partners 	12-14-1-2016
2.	Meeting of International Consultant (IC) with the PMU Staff	<ul style="list-style-type: none"> - Introduce the hired IC to the Project Director and PMU staff members; and - Review and discuss the work initial work plan developed by the IC; 	14-1-2016
3.	Meeting of IC with UNCCD representative at MAFF	<ul style="list-style-type: none"> - Introduce the hired IC to the UNCCD representative; - Exchange possible means of communications; - Present the work plan to the representative 	
2.	Meeting of IC with UNDP Representative	<ul style="list-style-type: none"> - Introduce the hired IC to the UNDP representative; - Share the work plan; - Discuss the possible revision on Project Work Plan, Budget, Management Arrangement, Gender Strategy, Results Resources Framework, etc. 	18-1-2016
3.	Meeting of IC with the Project Director	<ul style="list-style-type: none"> - Share the developed work plan and plan to conduct the assignment; and - Clarify assignment-related issues raised by IC 	18-1-2016
4.	Meeting of IC with UNFCCC Representative	<ul style="list-style-type: none"> - Introduce the IC to the UNFCCC representative; - Share the work plan; 	

		<ul style="list-style-type: none"> - Discuss the possible cooperation while the performance the assignments (by means of emails, telephones, and/or sky etc.) 	
5.	Meeting of Local Consultant (LC) with PMU staff and Project Director	<ul style="list-style-type: none"> - Introduce the LC to PMC staff and project director; - Discuss the work plan and assignment to be conducted; - Clarify certain points stated in the ToR of LC; - Identify ways to conduct his assignment; 	26-1-2016
6.	Monthly Meeting of PMU Staff and PMU Support Staff	<ul style="list-style-type: none"> - Update the work performance; - Discuss and address the challenges faced; - Draft the work plan for PMU 	29-01-2016
7.	Meeting of LC with UN-CBD representative	<ul style="list-style-type: none"> - Introduce the LC to the representative; - Look for ways for cooperation; - Introduce the LC to the materials available for his assignment; - Talk with some staff of biodiversity to seek if they can help with available materials from this Dept. 	03-2-2016
8.	Meeting of LC with UNFCCC Representative	<ul style="list-style-type: none"> - Introduce the LC to the representative; - Look for ways for cooperation; - Introduce the LC to the materials available for his assignment; - Talk with some staff of biodiversity to seek if they can help with available materials from this Dept. 	03-2- 2016
9.	Revisiting of LC to the Departments of Biodiversity and Climate Change	<ul style="list-style-type: none"> - Collect materials for his assignment; - Talk with the representatives to seek advice for his assignment 	18-2-2016
10.	Annual Conference of the Ministry of Environment	<p>Share the conference participants with:</p> <ul style="list-style-type: none"> - Key UN-CBD text messages and obligations of the State Party; 	25-27-2-2016

		<ul style="list-style-type: none"> - Nagoya Protocol; - Biosafety and its Sub-Decree of Cambodia; - NBSR; - NBSAP; 	
11.	Monthly Meeting of PMU Staff and PMU Support Staff	<ul style="list-style-type: none"> - Assess the work performance; - Identify the challenges faced within the month; - Address them collectively; - Compile and draft the report 	01-03-2016
12.	Coordination and preparation of the First Project Board Meeting	<ul style="list-style-type: none"> - Carry out administrative work for both the first board meeting and workshop on “Youth and Biodiversity” 	10-03-2016 to 28-03-2016
13.	Coordination and facilitating the Project Auditing team	<ul style="list-style-type: none"> - Help the auditing team members to carry out their assignments 	11-12-03-2016
	Project Auditing	<ul style="list-style-type: none"> - Audit the project by BDO 	11-12-03-2016
14.	Meeting with UNDP Representatives	<ul style="list-style-type: none"> - Discuss, address and clarify some concerns and challenges in the project implementation; - Discuss how to conduct the First Initial Meeting scheduled on 07 March 2016 - Discuss and decide the meeting agenda items 	03-03-2016
15.	First Initial Board Meeting	<ul style="list-style-type: none"> - Introduce the board members and their roles and responsibilities; - Familiarize the board members with key information from the ProDoc; - Update the meeting with project activities; and - Discuss and decide steps forward 	07-03-2016
16.	Attending the Launching Ceremony of NBSAP and NBSR	<ul style="list-style-type: none"> - Launch the official references in relation with the biodiversity in Cambodia for the concerned stakeholders; - Disseminate the newly updated information about the biodiversity 	28-03-2016
17.	Training Workshop on You and Biodiversity	<ul style="list-style-type: none"> - Mainstream knowledge and understanding among the participants, especially the youths 	28-03-2016

		<p>about their roles and duties and contributions to the conservation, protection and sustainable use of biodiversity resources</p> <ul style="list-style-type: none"> - Share with the workshop participants with UN-CBD-related areas such as key messages of UN-CBD text, Nagoya Protocol, ABS, Biosafety and its regulations etc. 	
18.	Monthly Meeting of PMU Staff and PMU Support Staff	<ul style="list-style-type: none"> - Identify and address the challenges faced within the month; and - Report activities and produce the draft report 	

Annex 2: Minute Meeting of the First Project Board Meeting (7 March 2016)

Minute of the First Board Meeting

Generating, Accessing and Using Information and Knowledge Related to the 3 Rio Conventions, “3 Rio Conventions Project”

Small Meeting Room, 3rd Floor, GSSD, MoE Building

07 March 2016

A. Key Points Discussed

- 1) The board suggested to integrate the Ministry of Education, Youth and Sport to be one of the project actors as this ministry is not listed in the ProDoc with the rationale that this Ministry would also (1) provide technical inputs and supports necessary and relevant from the education sectors in terms of messages development and outreach and (2) provide technical inputs and supports necessary from the education context to be set up through the project's implementation. Likewise, the board also advised if the involvements of other Climate Change-involved organizations and/groups should be included as the actors in the project implementation.
- 2) Although the project was signed in January 2015, it actually started implementing the activities in October 2015. In this regard, the board suggested the detailed 3-year work plans developed by the international and national consultants should cover the period of 3 years (October 2015 to October 2018). However, the next board meeting which is tentatively organized in late May or early June 2016, will review and approve the revised project work plans based on inception report as well as discuss on project risks and issues.
- 3) While waiting for the detailed work plans including 2016 annual work plan which are delivered in April 2016, the Project continues carrying out the start-up activities developed by the PMU based on the Initial Budget Revision (G00) with agreement from UNDP.
- 4) After the developed work plans are reviewed and endorsed by the board meeting, each Rio representative will be offered with the packages of activities and funds for its respective work and then they are responsible for their report production. In this regard, a multidisciplinary expert is expected to hire on the ad-hoc base to analyze and combine the report of activities and outputs from each Rio institution and PMU.

B. Meeting proceeding

- 1) The first board meeting of the Project, entitled "Generating, Accessing and Using Information and Knowledge Related to the 3 Rio Conventions" was held at the small meeting, 3rd Floor, National Council for Sustainable Development, Morodok Techo Building on 07 March 2016 from 14:30 to 16:30 as stated in the meeting agenda (See Annex 1: Tentative Agenda).
- 2) The meeting which was attended by the established board members (See Annex 2: List of Participants) aims to (1) introduce the board members with their roles and duties, (2) present the summary of the 3 Rio Conventions Project, (4) present the activities done, and (5) discuss and recommend ways forward.
- 3) Per tentative agenda items, H.E Tin Ponlok, Secretary General of National Council for Sustainable Development, and the chair of the board welcomed the board members and request self-introduction followed by his reference to the Decision on Board Establishment, especially the article on roles and duties of the Board within the project.
- 4) For the two next meeting agenda items, slide presentations on "Project Summary" and "Progress Activities Carried Out" were done by H.E Somaly Chan, Deputy Secretary General and Project Director and Mr. Chhin Nith, Project Coordinator, respectively.
- 5) The next agenda is Q & A session together with discussions for ways forward.
 - A. In answering the question raised by Mr. SUM Thy from Climate Change Department concerning the limitation of 10% of total budget for component 3: Project Management, Mr. CHUM Sovanny from UNDP responded that the budget allocation for this component would not cover all operational cost such as salaries of PMU staff members as operational payments are also included in the other components: components 1 and 2. However, any changes are based on the applicable guidelines and subject to review and approval.

H.E Chair proposed in question that if the funds are not enough, they can be moved into other components.

In addition, H.E Somaly Chan said the fund allocations were discussed and used in the ProDoc. With such discussions, while about 45% of the total budget are used for each main component, the remained 10% is for component 3: Project Management. However, the budgets allocated can be relocated with the lines in each component.

- B. Mr. Meng Monyrak: Does the Board also review and approve the annual action plan together with budget for activity conduction ? For budget allocation of 40% and 45% for each main component, who will revise and approve them ? Do they need to be sent to GEF for review and approval ? Or can they be done by the Board ?

H.E Tin Ponlok stated that the Board would decide the budget revisions proposed by PMU in line with (annual) work plan. For staff recruitment, a decision must be made by PMU or UNPD and who will be in charge of recruitment of certain positions.

H.E Somaly Chan expressed that the day-to-day operations of the project are carried out by the PMU. However, final decision of the work plans is made by the Board. Normally, the work plans will be produced by the consultants and submitted for the Board to review and approval. The work would facilitated by the PMU.

She added that each Rio representative will be offered with funds for the project implementation based on the work plans approved by the board.

- C. Mr. SUM Thy said based on his experience in project implementation, it is impossible for revision of the ProDoc agreed by the Royal Government of Cambodia and UNDP, especially the objectives and outputs of the project. However, certain aspects of the ProDoc such as work plans and budget can be revised and subject to decision of the Board.

H.E Somaly Chan confirmed the statement of Mr. SUM Thy for the impossibility of modification of the project objectives and outputs.

- D. For the language used in report writing, H.E Tin Ponlok answered question raised by Mr. SUM Thy that the draft report and report to UNDP shall be in English while the ones for the National Council for Sustainable Development should be in Khmer.

- E. Mr. Natharoun NGO from UNDP said that any unclear aspects should be discussed within the meeting and their decisions should be made by the board in terms of changes from the ProDoc.

Attachment 1: Meeting Agenda

FIRST BOARD MEETING OF 3 RIO CONVENTIONS PROJECT

“Generating, Accessing and Using Information and Knowledge Related to the 3 Rio Conventions, 3 Rio Conventions Project”

Meeting Agenda

Date: 07 March 2016

Venue: Small Meeting Room, 3rd Floor, Ministry of Environment

Time: 14:30- 16:30

No.	Items	People in Charge
1.	<ul style="list-style-type: none">- Deliver welcome remarks; and- Introduce board members and roles and duties of the board	HE Tin Ponlok Secretary General of General Secretariat of National Council for Sustainable Development and Chair of the Project Board
2.	Present the summary of the 3 Rio Conventions Project	HE Somaly Chan Deputy Secretary General of General Secretariat of National Council for Sustainable Development and Project Director
3.	Present the annual progress report 2015	Mr. Chhin Nith Project Coordinator
4.	Discuss and recommend ways forward	Plenary
5.	Wrap up and close the meeting	HE Tin Ponlok

Attachment 2: List of Attendance

First Board Meeting of 3 Rios Conventions Project

07 March 2016, Small Meeting Room, Third Floor, Ministry of Environment

ល.រ. No	ឈ្មោះ Name	ឋានៈ Position	ក្រុមស្នង-ស្ថាប័ន Organization	Confirmed (Signed)
I. Board Member				
1	H.E Tin Ponlok	Chair of the Project Board	GSSD	
2	H.E Ms. Chan Somaly	National Project Director	GSSD	
3	Mr. Meng Monyrak	Member	Dept. of Biodiversity, GSSD	
4	Mr. Sum Thy	Member	Dept. of Climate Change, GSSD	
5	Mr. Meas Pyseth	Member	Dept. of Int'l Cooperation, MAFF	
6	Ms. Keo Vathana	Member	Dept. of Int'l Cooperation, MoWA	
7	Mr. Ngo Natharoun	Member	Head of Programme and Result Cluster, UNDP	
II. Meeting Assistants and Assurance				
1	Mr. Chhin Nith	Project Coordinator	3 Rio Conventions Project, GSSD	
2	Ms. Ky Lineth	Finance Officer	3 Rio Conventions Project, GSSD	
3	Ms. Tiep Keosamnang	Administrative Officer	3 Rio Conventions Project, GSSD	
4	Ms. Moy Linda	Secretary	3 Rio Conventions Project, GSSD	
5	Mr. Chhum Sovanny	Programme Analyst	UNDP	

