

**Department of Biodiversity
National Council for Sustainable
Development (NCSD)**



QUARTERLY ACTIVITY REPORT 2016
**GENERATING, ACCESSING AND USING INFORMATION AND KNOWLEDGE
RELATED TO THE THREE RIO CONVENTIONS**
JULY-SEPTEMBER 2016



Photo: Second Board Meeting, 05 September 2016

Project ID & Title: 00092117
Award ID: 00083830
Duration: 3 Years
Total Budget: US\$ 2,280,117.00
Implementing Partner: Ministry of Environment

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I. Executive Summary

From July to September 2016, the following activities were carried out by the PMU and the concerned people as follows:

- * Collection of comments on the revised Project Document (ProDoc) and sharing them with the concerned stakeholders (UN-CBD, UNFCCC and UNCCD) and UNDP;
- * Working with departments of each Rio and collection of materials for the project activities;
- * Finalization of the Revised ProDoc with UNDP to be ready for the Second Board Meeting;
- * Preparation and conduction of the Second Board Meeting;
- * Discussions and finalization of AWP 2016, especially Quarter 4, including the budget allocation for the upcoming activities;
- * Finalization of MEA and CDA ToRs for posting;
- * Preparation of COP 22;
- * Administrative Work/Project Management; and
- * Key challenges in project implementation

II. Implementation Progress

1. The revised ProDoc was still in discussions and therefore comments were made by the concerned parties, especially from the representatives of the Departments of Biodiversity (UN-CBD), Climate Changes (UNFCCC) of the Ministry of Environment, and Department of International Cooperation (UNCCD) of the Ministry of Agriculture, Forestry and Fisheries. The comments and feedbacks were then shared with the local and international consultants as well as the National Project Director before they were finally inserted into the main text. The significant comments and feedbacks were made in relation to overall work plan, budget allocations for project implementation, expected outputs and outcomes of the project, resource result framework (RRF), roles and responsibilities (ToRs) of prospective expert of multilateral environmental agreement (MEA expert) and Capacity Building Advisor (CDA).
2. During the period of this report, a number of meetings were held in the form of individual and/or joint meetings of the 3 Rio representatives and technical UNDP people. The objectives of the meeting were mainly to share the concepts of the revised project document, key changes made in the original project document, highlight the key activities to be carried out within the first year of the project implementation, and ways forward of the project in general. Challenges in project exestuations were also shared and addressed at the technical level while some challenges were submitted to the higher level for further solutions (certain challenges were highlighted in the challenge section below).
3. Specific meetings were held between the National Project Director and UNDP representatives to address the pending issues in the project implementation, including but limited to determination of the salary scale of the project coordinator, cooperation and collaboration efforts between the implementing partner (GSSD/MoE) and UNDP Country Office based on the oversight roles as the project assurance, and ways toward the project implementation (See more in the section of challenges).
4. In preparation of the Second Board Meeting, time and efforts were spent and made to finalize the revised ProDoc, especially the integration of the comments and feedback and highlight them for the committee members at the meeting. The significant highlighted segments were all presented in the Second Board Meeting held in this quarter.
5. Significant time, resources and efforts were made to prepare and develop materials (slide presentations) for the Second Board Meeting which was held on 05 September 2016 at the Ministry of Environment. The meeting which was participated by the board members focused mainly on (1) review and discuss the project progress report, (2) review and approve the activity and budget plans (Activity and Budget Plans (3-Year and Annual), (3) review and approve the revised project document, (4) review

and approve the communication and gender mainstreaming strategies and (5) review and discuss ways forward in project implementation. In order to reach the expected outputs, the agenda items were presented by the national project director, project coordinator, and finance officer (*See Annex 1: Minute of the Second Board Meeting*).

6. The comments and feedbacks from the Second Board Meeting were analyzed and integrated into the main text by the PMU staff and the simplified by UNDP technical team members, in particular in terms of detailed annual work plan, budget allocations for project implementation, expected outputs/deliveries and resource result framework. During a number of discussion meetings, both teams (PMU staff and UNDP technical team members) were in agreement with budget allocations and upcoming activities to be carried out and they were approved by the National Project Director.
7. As stated in the Project Document, two positions are required to help the project to move forward: Multilateral Environmental Expert (MEA Expert) and capacity development advisor (CDA). Their ToRs were drafted by PMU staff member, discussed among the focal points of Rio Conventions and reviewed by UNDP and Project Director. Time was spent to do this to ensure the active involvement of the concerned stakeholders as these two people will definitely work with them and relevant agencies for realization of the project results/expectations. Their ToRs were finalized and hoped to be advertised the next quarter 4, 2016.
8. Efforts and commitments were made by the PMU staff members to search, locate, collect and store references and materials in relevance with the 3 Rio conventions for the project server data base. These collections and storages were carried out with an aim to make the relevant documents for both MEA expert and CDA in particular and the project itself as whole. These materials will be reviewed and discussed by the concerned stakeholders before they are officially posted in the Project Information Hub for all concerned stakeholders. For the time being, these documents are grouped as folders of UN-CBD, UNFCCC, UNCCD and Others (Most relevant materials which are mostly likely to be used by the 3 conventions COP negotiators and participants from Cambodia).
9. During this period of time, the National Project Director was honored to attend the mangrove replanting event which was organized by Department of Coastal and Marine Conservation, General Department of Administration for Nature Conservation and Protection, MoE in Kampot province on 29 August 2016. As part of the project activities, the event participants were shared with benefits of mangroves and the forest cover to the biological resources and their contributions to the livelihoods of the local community people and their involvement in coastal and marine natural resource conservation and protection.

10. As a signatory of the UNFCCC, Kingdom of Cambodia is now in preparation for the upcoming twenty-second session of the Conference on the Parties (COP 22) and the twelfth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 12) which will be held in Morocco from 7 to 18 November 2016. Per requirements as a signatory, Cambodia is required to prepare for these international conferences. In this regard, the key participants of the conferences from the GSSD/MoE, in this period of report writing, have been engaged in reviewing documents, collecting most relevant documents, updating UNFCCC related situations and preparing position statement of Cambodia. These prepared materials are supposed to be presented in the Pre-COP meeting in Quarter 4, 2016.

11. Within the period of this report, the project operations were fully supported by the PMU staff members, namely the project coordinator, the project officer, finance officer, secretary, vehicle driver, and cleaner, especially finalization of the revised project document, facilitation in and involvement with a series of meetings with the concerned stakeholders, preparation and conduction of the Second Project Board Meeting held, drafting and finalization of the ToRs of MEA expert and CDA, drafting of the grant arrangement with the focal points for project implementation in quarter 4, 2016.

Specific tasks carried out within quarter included but were not limited to:

- 1) Surveys on materials for computer server installments and operations;
- 2) Purchase of office supplies and materials needed;
- 3) Clearance and development of FACE;
- 4) Finalization of AWP 2016 and Q4 WP; and
- 5) Individual and joint meetings with the immediate stakeholders (UN-CBD, UNFCCC, and UNCCD) and representatives of UNDP

III. Challenges Encountered

- 1) The pending issues of the case of Project Coordinator were still discussed and addressed this period of reporting writing in various occasions of meetings held between the National Project Director and Representatives. The solution of the issues was finally agreed by both parties and the project PMU was awaiting the official response letter from UNDP. This challenge was one of the factors facing the project implementation. However, as the issues were not addressed on time, the project management could not move smoothly toward the expected outputs. The pending issues also affect the networking with other parties working directly or indirectly on the 3 Rio conventions. Such networking could be done without effective project implementation.
- 2) Delayed recruitments of the two proposed positions (MEA expert and CDA) lead to delay of the project deliveries/outputs as these two key people are supposed to work technically with the focal points of Rio conventions and the concerned stakeholders as stated in the ProDoc. In addition, these two people were obliged to work with the UNFCCC-CoP 22 participants to prepare for the COP as part of the project outputs. However, these people are hoped to be on board in the next quarter 4, 2016. Without the physical presence of the these two consultants,
- 3) In this quarter, lengthy time was spent by the Project team and UNDP representatives to discuss the approach of project implementation due to the challenges faced. Finally, both IP and UNDP are in agreement with “result-oriented approach.” (*See Annex 2: New Project Implementation Approach*).
- 4) Although the assignment which was carried out by the international consultant was completed and his deliverables were handed to the Project Management for approval by the Second Board Meeting, his consultancy fees for the third and fourth deliverables were not cleared till Quarter 4, 2016 based on his request to do so.

IV. Annexes

Annex 1: Minute of the Second Board Meeting

**DEPARTMENT OF BIODIVERSITY
NATIONAL COUNCIL FOR SUSTAINABLE
DEVELOPMENT (NCSD)**

**MINUTES OF THE SECOND BOARD MEETING OF
ACCESSING, GENERATING, ACCESSING INFORMATION
AND KNOWLEDGE RELATED TO 3 RIO CONVENTIONS**

5TH SEPTEMBER 2016, 8:30AM TO 12:00AM

TUNG MEETING ROOM, 3RD FLOOR, MOE,

PHNOM PENH

THREE RIO CONVENTIONS PROJECT

Implemented by:



DBD/GSSD/MoE

Sponsored by:



Building No. 503, Road along Bassac River, Sangkat Tonle Bassac,
Chamkarmon, Phnom Penh, Cambodia

Tel./Fax: +855-23-6445 222

**MINUTES OF THE SECOND
BOARD MEETING**

BASIC PROJECT INFORMATION

Project title and number	Accessing, Generating, and Using Information and Knowledge Related to 3 Rio Conventions Project (Award: 00083830)
Implementing partner	Department of Biodiversity, GSSD, Ministry of Environment (MoE)
Responsible party (if different from the implementing partner)	MoE and UNDP
Starting date	October 2015
Ending date	September 2018
Date and venue of the board meeting	5 th September 2016 TUNG Meeting room, 3rd Floor, MoE, Phnom Penh

Session 1: Opening Remarks

H.E. Tin Ponlok, Secretary General of General Secretariat of National Council for Sustainable Development, Ministry of Environment (MoE) and chair of the Project Board of Accessing, Generating and Using Information and Knowledge Related to the 3 Rio conventions welcomed all participants as board members from Departments of Biodiversity (DBD), and Climate Change (DCC), MoE and International Cooperation (DIC), Ministry of Agriculture, Forestry and Fisheries (MAFF) as well as UNDP.

Session 2: Confirmation of Draft Agenda

The Board adopted the proposed agenda.

Session 3: Minutes of the First Board Meeting and Progress Report (January -June 2016)

Presentation (Rio/2nd Board Meeting/Sept. 2016.doc2 and doc3)

Mr. Chhin Nith, Project Coordinator, presented the board members on the decisions made in the first board meeting and the activities achieved from January 2016 by the project management and concerned stakeholders.

Comments by 3 Rio Conventions Project Board members

For the Progress Report, the following comments were made by the chair and board members:

H.E. Chair of the Board

For the minutes of the First Board Meeting, it should be more specific in terms of its format as well as decision update. The status of each decision items should be reflected. For example, what is the status of MoEYS' integration as the stakeholder in project implementation?

For the progress report (January-June 2016), the project has been in deals of achievements although it faced certain coordination and management challenges. However, it is quantitative report. H.E Chair recommended that the activities should be measured against the work plan, M&E framework, indicators, risk logs etc.

GSSD /DCC

Mr. Sum Thy asked if the quarterly, six monthly or annual report followed UNDP format as various formats are used. However, the report should contain risk or issue logs.

In response to Mr. Sum Thy question concerning the format, H.E Chair requested the project management team to follow the format outlined in the CCCA Operations Manuals for consistency.

GSSD/DBD

Mr. Meng Monyrak asked how the flow of progress report was made. Was it the report circulated among the focal points for comments?

GSSD

H.E Chair stated that for CCCA reports in circulation for comments, it was shared for information but not for comments.

UNDP

Ms Norng Ratana commented that we have report formats from CC A Operations Manual, UNDP NIM and GEF. Which format this project should follow?

GSSD

In response to questions raised, H.E. Somaly Chan said the reports were produced in an ad-hoc manner, i.e. without proper comparison with baseline, outputs, logical framework as (1) the work plans have never been approved by the board; and (2) the release of funds for the project implementation was late, leading to interruption of some project activities. She added that the report format is based on CCCA Operations Manual. The progress report, normally, is sent to UNDP which is, then, submitted to GEF. However, the

challenges are that the project is implemented by DBD/GSSD and UNDP based on different packages of funds. The report the management team produced so far is based on the funds released for the project implementation.

UNDP

Ms Norng Ratana, UNDP Programme Analyst, said CCCA and UNDP formats are similar but that of GEF is different, focusing on comments from project implementing partner, UNDP, stakeholders; overall ratings etc. In addition, Mr. Natharoun Ngo, UNDP programme head, shared such requirements of GEF report format would be clarified later after UNDP reviews them. However, he added that such inputs in relation to progress, work plans, budgets, risk and issue management are standardized. However, UNDP playing the oversight roles will not do the report but ensure the project implementation is in compliance with GEF requirements.

Decision:

The CCCA format will be used for the reports. It will include activities against the baseline, indicators, risk logs etc.

Session 4: Revised Project Documents (Revised ProDoc)

Presentation ((Rio/2nd Board Meeting/Sept.2016.doc4)

H.E. Somaly Chan, Deputy Secretary General, GSSD and Project Director, presented the key changes to the project document made by the national and international consultants, PMU staff members, Project Director, focal points of each Rio convention (UN-CBD, UNFCCC, UNCCD), UNDP as well as participants in the inception workshop. She stressed that presentation mainly focused on key changes. However, the approval to them means endorsements of the ProDoc as whole.

Comments by 3 Rio Conventions Project Board members

UNDP

Mr. Natharoun Ngo, referring to Seksuko Yamazaki, UNDP Country Director, commented that the extension of the project timeframe should be done only when a demand to do so with clear justifications.

GSSD

H.E. Somaly Chan indicated it is misunderstood that the project is extended but actually it is not. It is just a change of the starting and ending dates. The project duration is still 3 years (36 months) as stated in the original ProDoc. If such the new project duration is not approved, it would affect the results as a whole. It is so-called postponement of project implementation, not an extension.

UNDP

Ms Norng Ratana shared it is would be fine with GEF for project implementation only when such demand of project postponement or recommendations are well mentioned in the annual progress report submitted to GEF.

GSSD/DBD

Mr. Meng Monyrak shared that most of the projects can be extended and/or delayed for their operations if there is a demand to do so.

MAFF/DIC

Regarding to the project implementation interruption and/or delay, Mr. Meas Pyseth, focal point of UNCCD and Director of Department of International Cooperation, MAFF pointed that the actual project implementation should be commenced as soon as possible. He strongly encouraged the meeting to head solutions, rather to set conditions. No one can be blamed for project implementation but we all should work together to address the issues. He added that contents of the future board meetings should be discussed and agreed among the project beneficiaries before they are presented in the meeting for approval.

He addressed that to avoid further delay of project implementation and time spent for future meetings, the board should adopt other changes, modifications and additional inputs in exception timeframe. If UNDP does

not agree with the proposed timeframe, the board should decide whether to move with project implementation or terminate it.

GSSD/DCC

Mr. Sum Thy commented on the issue that the revised ProDoc should be adopted by the board with approval from GEF for implementation.

GSSD/DBD

Mr. Meng Monyrak shared that GEF, in principle, allows the project to be delayed. He supported the actual dates of commencement and end.

GSSD

H.E. Chair stressed that the starting date can be counted only the actual project implementation takes place.

GSSD

H.E. Somaly Chan concluded that if the project cannot move forward with the new timeframe and still faces repeated challenges, she proposes termination of the project.

UNDP

Ms Norng Ratana suggested that the revised ProDo should be reviewed and approved by GEF.

GSSD

H.E. Somaly Chan responded to the revised ProDoc which is subject to review and approval of GEF that it is up to UNDP to further discussions with and get approval from GEF.

Decision:

Based on the consideration of the time where the project starts its implementation, the timeframe for project implementation shall be up to September 2018 (taking into account that the actual start of the project implementation is from October 2016).

- *As per the next step, the proposal to roll out further the three-year duration of the project from 2015-2017 to 2016-2018 is considered as in line with the need of the project.*

Session 5: Three Year Work Plan and Annual Work Plan 2016

Presentation (Rio/2nd Board Meeting/Sept.2016.doc5 and doc6)

Mr. Chhin Nith, Project Coordinator, presented the updated three-year work plan (October 2015 to September 2018) and annual work plan for 2016 with activities together with specific timeframe.

Comments by 3 Rio Conventions Project Board members

GSSD/DCC

Mr. Sum Thy asked clarification if the project coordinator presented the work plan or work schedules. He commented that the work plan usually comes with the budget details for each activity. He feels that work plan means budget plan.

GSSD

H.E. Somaly Chan clarified that in response to the question raised by Mr. Sum Thy on the work plan, it is a matter of name. He suggested to have a uniform template or format for this work plan too.

UNDP

Ms. Norng Ratana recommended that if the work plans for two remained quarters should be reduced as there is about one quarter left in 2016 and recruitment of the MEA expert and CDA would take time. Approval for work plans will be sought from the board members after the contents were mutually agreed among the technical teams.

GSSD/DBC

Mr. Meng Monyrak commented that some activities which should be completed within a shorter period of time are planned longer.

GSSD

H.E. Chair requested to revisit all planned activities to see if the timeframe for them can be modified.

MAFF/DIC

Mr. Meas Pyseth stressed that we should trust the work plans as they were updated by the management team, consultants and based on the ProDoc and (2) each focal point of 3 Rio conventions will be supported and facilitated by the expert, advisor and/or management team for effective implementation.

GSSD

H.E. Chair stated that risk logs should follow those of CCCA such as when to update the risk logs, who to do them, and how the risks can be improved etc. Format should be in consistent with that of CCCA.

Decision:

Three Work Plans and Annual Work Plan 2016 are approved by the Board in principle. Project team will meet with UNDP, Programme Analyst, to further discuss in detail the breakdown plan for 2016 and 2017 in line with the work plan presented to the project board member during this meeting.

Session 6: Three Year Budget Plan, Annual Budget Plan 2016 and Multi Year Budgets

Presentation (Rio/2ndBoard Meeting/Sept.2016.doc7, doc8 and doc9)

The three-year budget plan, annual budget plan (2016) and multi-year budgets are presented by Ms Ky Lineth, project finance officer.

Comments by 3 Rio Conventions Project Board members

UNDP

Ms Norng Ratana again asked if the activities can be reduced in terms of limited time remained in 2016.

GSSD

H.E. Somlay Chan requested to keep the planned activities as they are. However, if the activities cannot be completed in 2016, they would be extended into Q1 in 2017. This would be done Q4 in 2016.

GSSD

H.E. Chair, referring to the Grant ToR, asked the management team to consult with CCCA in charge of grant and tried to adopt such arrangements. He encouraged to apply CCCA format and to prepare documents for budget clearance.

Decision:

The Board adopted the three year-budget plan in principle, annual budget plan 2016 and multi-year budgets while noticing that the three-year work plan will further elaborate in detail for each two years rolling.

Session 7: Communication and Gender Mainstreaming Strategies

Presentation (Rio/2nd Board Meeting/Sept.2016.doc10, and doc11)

Mr. Chhin Nith, Project Coordinator, presented briefly communication and gender mainstreaming strategies for the project implementation.

Decision:

The Board adopted the communication and mainstreaming strategies.

Session 8: Key Challenges in Project Implementation

Presentation (Rio/2nd Board Meeting/Sept.2016.doc12)

This presentation topic is presented by H.E. Somaly Chan, Deputy Secretary General and Project Director.

Comments by 3 Rio Conventions Project Board members

GSSD

H.E. Somaly Chan requested UNDP to provide ToR or services provided by the assurance so that we can cooperate with one another well.

GSSD

H.E. Chair stressed there are only constructive dialogues and negotiations to overcome challenges or rule out misinterpretation of Letter of Agreement (LoA).

Session 9: Terms of Reference of MEA Expert and CDA

Presentation (Rio/2nd Board Meeting/Sept.2016.doc13 and doc14)

H.E. Somaly Chan, Deputy Secretary General and Project Director outlined the terms of reference of Multi-Environmental Agreements and Capacity Development Advisor for the board.

Comments by 3 Rio Conventions Project Board members

The recruitment of experts/advisors for project should be open for both national and international candidates. The recruitment should be based on qualifications and experience regardless of national and international status.

The Board adopted the communication and mainstreaming strategies.

Session 10: Other business and Wrapping-Up

Finally, the chair of project board thanked board members for participation and thanked the board members for the fruitful discussions at the meeting.

Signature

H.E. Tin Ponlok
Chair of the Board,
Secretary General, GSSD
Minister of Environment

Date prepared: Chhin Nith
Project Coordinator
3 Rio Conventions Project

Annex I. Agenda

AGENDA Second Board Meeting of 3 Rio Conventions Project

Generating, Accessing and Using Information and Knowledge related to the Three Rio Conventions Project

Date: 05 September 2016
 Time: 08:30 am -11:30 am
 Venue: Small Meeting Room (Tung), Third Floor, Ministry of Environment

No.	Agenda Items	Responsible Person
1.	Welcome and Opening Remarks	H.E. Dr. Tin Ponlok , Secretary General, GSSD/MoE Chair of Project Board
2.	Adoption of Agenda <i>Doc:</i> 1. (Rio/2 nd BoardMeeting/Sept.2016.doc1) -Tentative Agenda	H.E. Dr. Tin Ponlok
3.	Minutes of the First Board Meeting and Progress Report from January to June 2016 <i>Doc:</i> 2. (Rio/2 nd BoardMeeting/Sept.2016.doc2) -Minutes of the First Board Meeting 3. (Rio/2 nd BoardMeeting/Sept.2016.doc3) -Progress Report from January to June 2016	Mr. Chhin Nith Project Coordinator
4.	Revised Project Document (ProDoc) <i>Doc:</i> 4. (Rio/2 nd BoardMeeting/Sept.2016.doc4) - Key Changes to ProDoC	H.E. Somaly Chan Deputy Secretary General, GSSD/MoE Project Director
5.	Three-Year Work Plan and Annual Work Plan2016 (AWP 2016) <i>Doc:</i> 5. (Rio/2 nd BoardMeeting/Sept.2016.doc5) - 3-Year Work Plan 6. (Rio/2 nd BoardMeeting/Sept.2016.doc6) - Annual Work Plan	Mr. Chhin Nith
6.	Three-Year Budget Plan, Annual Budget 2016 (ABP 2016) and Multi-Year Budgets <i>Doc:</i> 7. (Rio/2 nd BoardMeeting/Sept.2016.doc7) - 3-Year Budget Plan 8. (Rio/2 nd BoardMeeting/Sept.2016.doc8) - Annual Budget Plan 9. (Rio/2 nd BoardMeeting/Sept.2016.doc9) - Multi-Year Budgets	Ms. Ky Lineth Finance Officer
7.	Communication and Gender Mainstreaming Strategies <i>Doc:</i> 10. (Rio/2 nd BoardMeeting/Sept.2016.doc10) - Communication Strategy 11. (Rio/2 nd BoardMeeting/Sept.2016.doc11) - Gender Mainstreaming Strategy	Mr. Chhin Nith
8.	Key Challenges in project implementation 12. (Rio/2 nd BoardMeeting/Sept.2016.doc12) - Key Challenges	H.E. Somaly Chan
9.	Term of References of (a) MEA Expert and (b) CD Advisor	H.E. Somaly Chan

No.	Agenda Items	Responsible Person
	13. (Rio/2 nd BoardMeeting/Sept.2016.doc13) - MEA ToR 14. (Rio/2 nd BoardMeeting/Sept.2016.doc14) - CDA ToR	
10.	Others - Comments and recommendations - Schedule of the Third Project Board Meeting	Plenary discussion
11.	Wrap-up Adoption on Inception Workshop and Closure of the Meeting	H.E. Dr. Tin Ponlok

Annex II. List of Participants

Second Board Meeting of 3 Rios Conventions Project 05 September 2016, Small Meeting Room (Tung), Third Floor, Ministry of Environment

ល.រ No	ឈ្មោះ Name	ឋានៈ Position	ក្រសួង-ស្ថាប័ន Organization	សំគាល់ Remark	Confirmed (Signed)
I. Board Members					
1	H.E Tin Ponlok	Chair of the Project Board	GSSD		
2	H.E Ms. Chan Somaly	National Project Director	GSSD		
3	Mr. Ngo Natharound	Member	UNDP		
4	Mr. Meng Monyrak	Board Member	Dept. of Biodiversity, GSSD		
5	Mr. Sum Thy	Board Member	Dept. of Climate Change, GSSD		
6	Mr. Meas Pyseth	Board Member	Dept. of Int'l Cooperation, MAFF		
7	Ms. Keo Vathana	Board Member	Dept. of Int'l Cooperation, MoWA	Absence	
II. Meeting Assistants and Assurance					
1	Mr. Chhin Nith	Project Coordinator	3 Rio Conventions Project		
2	Ms. Ky Lineth	Finance Officer	3 Rio Conventions Project		
3	Ms. Tiep Keosamnang	Admin Officer	3 Rio Conventions Project		
4	Ms. Moy Linda	Secretary	3 Rios Conventions Project		
5	Ms. Norng Ratana	Programme Analyst	UNDP		
6	Ms. Neth Baroda	Chief of Office	Dept. of Climate Change, GSSD		
7	Ms. Sar Sophirak	Chief of Office	Dept. of Int'l Cooperation, MAFF		

ល.រ No	ឈ្មោះ Name	ឋានៈ Position	ក្រសួង-ស្ថាប័ន Organization	សំគាល់ Remark	Confirmed (Signed)
8	Mr. Sok Panharith	Official	Dept. of Int'l Cooperation, MAFF		

Annex 2: New Project Implementation Approach

H.E.,

As you acknowledged, based on the ongoing engagement, we reached the mutual agreement on the way forward to ensure the project implementation. I would like to summarize the agreement points as the following (as per our agreed text on how to reflect the two points):

1. Project management pending issue - case of the Project Coordinator

As per the feedback from IP based on the internal project management team discussions to ensure that the project can maintain good resource person to support the deliveries of the project expected outputs/results and taking into account the feedback from UNDP, the monthly salary rate for the position Project Coordinator is USD 2,600. The rate of USD 2,600 is applied from July 2016.

2. Monitoring project based on result oriented approach starting from mid-September 2016

With the ultimate aim of both UNDP and IP priority in enhancing ownership and accountability of IP in the project implementation toward project outputs/results, the mutual agreement between the IP and UNDP is to use “result-oriented approach” to monitor project progress. Below is the summary of the key project outputs/results as per the project documents:

Project key outputs:

- Clearing house mechanism harmonizing necessary information for the 3Rio;
- Effective dialogue platform development using the information from clearing house information for decision- making;
- Economic viability analysis tool developed and related capacity building produced;
- Capacity development plan for the 3Rio developed and implemented:
 - o Capacity to use and coordinate clearing portal and dialogue platform; and
 - o Capacity to produce strategic position paper for COP meetings, their related events and other policy development
 - o Quality report on the 3 Rio Conventions progress developed

Next steps:

Below are the agreed ways forward:

- UNDP will work with the IP/project management team to agree on result/output monitoring framework (based on the RRF and the revised Project Document) which will entail the key outputs, the approach toward achieving those outputs, and key indicators. These are expected to be finalized by mid October 2016;
- UNDP will provide oversight role which encompass monitoring the quality of the project progress/key milestone activities/outputs, while project management team mobilized by IP is responsible for the day-to-day management toward the committed outputs/results. This also includes monitor of the quality of the progress reports of the project (quarterly, annually, reporting to GEF, quarterly progress on budget delivery) and timely recommendations and/or advices are provided when required.

I have brought this to discuss with management, Ms.Setsuko, the Country Director, is in agreement to have the project move ahead in line with the two agreed points. While my team is preparing this in the form of formal letter, through this email, please kindly use it as a reference for further relevant action from the project team in parallel.