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Internal PAC Minutes

Subject: Internal PAC meeting, 9 November 2017, 14:00 - 15:30

Project: Korean-Vietnam Mine Action Project

PAC Chairperson: Akiko Fujii, Deputy Country Director

PAC members: Caitlin Wiesen, Nguyen Thi Ngoc Han, Dao Khanh Tung, Tran My Hanh, Kim Jung Hyun, and Nguyen Viet Lan

PAC secretariat: Catherine Phuong, Assistant Country Direct, Governance & Participation Team
Nils Christensen, UXO Portfolio Manager/Head of UXO & Poverty Units, Laos CO
Bui Phuong Tra, Programme Officer

The PAC process and content:

- The Project Document for Korean - Vietnam Mine Action and draft Quality Assessment (QA) form were circulated to all CO's programme staff for review before the meeting.
- PAC meeting, attended by representative(s) from all the program units, was held on 9 November for sharing comments and discussion.
- At the PAC meeting
 - Catherine Phuong introduced the project, overall objectives of the project and cooperation between UNDP and KOICA regarding this project and suggested potential cross-cutting areas and possibilities to strengthen synergies cross UNDP programs and projects.
 - Nils Christensen presented the project in detailed including developmental context, strategy, theory of change, target groups and beneficiaries.
 - Bui Phuong Tra presented the draft quality assessment, management framework and the project's key results and activities.
 - PAC members shared comments, raised matters for further discussion and possible improvements; PAC Secretariat responded to all the comments and suggestions. The interactive discussion is captured in the PAC consolidated comments and responses in the table below.
 - Chairperson in her closing remarks emphasized the importance to ensure a rigorous and interactive process during project formulation for quality assurance both internally and externally with the

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Government and other partners. Chairperson made conclusion on the following steps to be taken by the project formulation team:

- ✚ Document the PAC discussion in a PAC minutes;
- ✚ Update and finalize the QA form in line with the suggestions of the PAC meeting;
- ✚ Prepare for an (external) LPAC where representatives of KOICA, MoD and VNMAC to join (which took place on Thursday 21 December 2017)

Table: Consolidated comments and responses at the PAC meeting

#	Entry	Comment/suggestion	Response
1.	Format of the Project Document, Annual Work Plan (AWP), and Budget	Annexes of the ProDoc should be fully completed and shared with PAC members, including the Annex on Multi-year workplan including budget.	Annexes of Multi-year work plan with budget and project's technical and management positions have been finalized and included in the final Prodoc.
		First year AWP of the first year is not available for review.	The 2018 AWP has been drafted but need to be further discussed and finalized at the inception workshop which is scheduled in March 2018.
		Experiences of other projects on the formulation of work plan can be learned; and suggestions to identify the project's targets and priorities each year as well as to manage different counterparts and stakeholders' expectation and to engage them in the select thematic areas of work.	Well noted for formulation of the AWP for year 1 (2018) and for the entire duration of the project (2018-2020).
2.	Implementation modality and strategy	Unclear whether the Project is DIM or NIM and thus there's a need to redraft accordingly the part on "Project Governance and Management," especially decision on representation of Korean Government, Vietnamese Government and UNDP in the Joint Project Coordinating Committee (JPCC) and how to structure the Joint Project Management Unit (JPMU); how the project will be audited (NIM audit or internal DIM audit); and application of which set of operations procedures.	<p>The DIM modality was decided and confirmed. Part on "Project Governance and Management" has been developed accordingly. UNDP and KOICA Country Directors, VNMAC General Director and a Vice Minister of Defense will be JPCC members</p> <p>The project will be audited by internal audit of UNDP. The implementation Standard Operation Procedures (SOPs) will be based on UNDP Programme and Operations Policies and Procedures (POPP)</p>

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		Suggestions to engage private sector in interventions in victim assistance (VA) and mine risk education (MRE.)	Well noted for the project implementation. Indeed, one area for capacity building for MOLISA is to engage with private sector in MRE and VA.
		Suggestions to identify clearly on the target groups and beneficiaries in the annual work plan(s).	Well noted for the project work planning and implementation.
3.	Monitoring and Evaluation framework	Suggestions to revise the project outputs language which are very general and sound like outcome level language.	Well noted and outputs have been revised in the final document.
		Suggestions to identify concrete indicators to monitor and report on the project's implementation and achievement that is essential to communicate on the project's results to the stakeholders and the public at large.	KOICA developed the M&E framework for the Project based on Log frame methodology. While UNDP builds M&E based on theory of change methodology. This issue has been brought to KOICA's attention and it's agreed that there will be a baseline study to identify Project's baselines, indicators and targets for each year of the Project. The Inception workshop scheduled in March 2018 will have a session to review and discuss the outcome of the baseline studies and agree on concrete indicators and targets.
4.	Risk analysis and QA rating	The risk analysis is generally clear and well analyzed; however, suggested to review the risk log, perhaps to mention the level of GOV commitment to implement this Project.	Well noted and the risk log has been updated accordingly.
		Suggestions to review the ratings for items 3, 5, 10, 23, 24, and to provide additional info and evidence as necessary.	Well noted and the rating has been reviewed and updated.
5.	Cross-cutting issues	Noted that the project should be strong on mainstreaming gender equality, improving livelihood of people in contaminated areas and in pursuit of the human rights-based approach in programming and formulation of its	Well noted for further discussion on possible joint efforts on select thematic topics during the project implementation.

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		targets. Suggestions on areas for coordination and synergy may include the work of Inclusive and Economic Growth (IEG), and various environmental standards in the work of survey and clearance (e.g. in support to the implementation of laws)	
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The Minutes captures all PAC members' comments and suggestions, clearly indicates responses explaining undertaken revisions to be reflected in the Project Document and 2018 AWP. The revised QA rating as results of the PAC meeting is enclosed.

The PAC Minutes, prepared by PAC Secretariat, is endorsed by PAC Chairperson.



Akiko Fujii, Deputy Country Director, UNDP