

2015 Annual Plan for AFoCo Landmark Program

*Restoring Degraded Forest in Southeast Asia
as a Model for a Greener Asia:*

Capacity Building on Forest Restoration and Sustainable Forestry



AFoCo Landmark Program Annual Plan for 2015 - Restoring Degraded Forest in South-east Asia as a Model for a Greener Asia: Capacity Building on Forest Restoration and Sustainable Forestry

Seoul, the Republic of Korea

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ASEAN-ROK Forest Cooperation (AFoCo) is a regional cooperation mechanism in the forest sector between ASEAN Member States and the Republic of Korea which was formalized by the “Agreement between the Governments of the Member States of the Association of Southeast Asian Nations and the Republic of Korea on Forest Cooperation”, which has taken into force since August 2012. The AFoCo aims to promote rehabilitation of degraded lands, promote sustainable forest management, and combat desertification. It also provides a platform towards Asian Forest Cooperation Organization (AFoCO) to broaden the scope to other Asian countries.

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EXECUTIVE SUMMARY

This annual plan covers progress on all activities under AFoCo Landmark Program in year 2015 from January to December. The Program has four components such as: the establishment of regional education and training center; development of education and training programs for capacity building; restoration of degraded forest regions; and, the development of advocating activities.

The ultimate goal of the program is to strengthen the capacity of forest management against degradation and deterioration of forests and sustainable forestry in Southeast Asia. As the action-oriented organization, AFoCo leads the program to provide the practical model for forest rehabilitation in the region and to narrow technical gap among the region.

This document is consisted of three sections. In the first section “Background” describes that overall direction of the Program in 2015 with annual objectives of each component. The next section, “Component Description for 2015 (Jan-Dec 2015)” shows implementing regions by component, annual budget by component and implementation agencies and staff under the Program. The last section, “2015 Activity Plans for the Landmark Program” describes detailed plans for the Program by component, providing basic direction, implementation procedure and tentative schedule, organizational arrangement and annual budget plan.

In 2015 the Program has objectives by component as follows. Firstly, the Component 1 aims to conduct feasibility and preliminary studies on the proposed construction sites in Myanmar, design education and training facilities from AFoCo Member countries, and break ground of AFoCo RETC. Component 2 aims to implement eight training courses with textbook development based on the needs of the AFoCo Member countries and provide a scholarship program for higher education in the field of forestry in the ROK. Component 3 aims to develop the final work plan for restoration by implementing countries with AOA, and start the restoration activities including site preparation and/or nursery establishment. Lastly, the Component 4 aims to disseminate information and knowledge using existing techniques and expertise for public awareness, and collect data related to Landmark Program activities for further milestones of the component including the establishment of the computer system, website and open access library.

The Program is implemented by AFoCo Secretariat and the budget with US\$3,539,061 for year 2015 in total. The detailed budget of each component is US\$2,648,611 of Component 1, US\$293,750 of Component 2, US\$596,700 of Component 3 and no actual expenses of Component 4. Successful implementation of the Program contributes to capacity building of stakeholders and sustainable forest management.

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Acronyms & Abbreviations

AFoCo	ASEAN-ROK Forest Cooperation
AOA	Agreement on Operational Arrangements
ASEAN	Association of Southeast Asian Nations
CM	Construction Management
FC	Field Coordinator
GC	Governing Council
KFS	Korea Forest Service
MOECAF	Ministry of Environmental and Conservation of Forest
NDG	Narrowing Development Gap
NPD	National Project Directors
PM	Project Manager of Landmark Program
PMR	Project Manager for the Restoration of Degraded Forest Regions
PMretc	Project Manager for the AFoCo RETC
RETC	Regional Education and Training Center
ROK	Republic of Korea
SC	Steering Committee
SNS	Social Network Service
SSC	Seed Seedling Center
US\$	United States Dollars
WG	Working Group

I. BACKGROUND

Recognizing the needs for a long-term and holistic approach in the regional projects under the framework of the “Agreement between the Governments of the Member States of the Association of Southeast Asian Nations (ASEAN) and the Republic of Korea on Forest Cooperation,” a long-term regional program entitled “Restoring Degraded Forest in Southeast Asia as a Model for a Greener Asia: Capacity Building on Forest Restoration and Sustainable Forestry”, also called as the “AFoCo Landmark Program” was proposed under the framework of AFoCo in 2013 with a total budget of US\$15 million for 10 years.

The program consists of four components divided into hardware and software:

- Component 1. Establishment of Regional Education and Training Center;
- Component 2. Development of Education and Training Programs for Capacity Building;
- Component 3. Restoration of Degraded Forest Regions; and,
- Component 4. Development of Advocating Activities.

All AFoCo Member Countries would get benefit from the program. In rising demand for capacity building focused on Cambodia, Laos, Myanmar and Viet Nam (CLMV) to address Initiative for ASEAN Integration (IAI) efforts on narrowing development gap (NDG) of ASEAN region, component 1 and 3 are mainly targeted at CLMV countries.

For the sites of setting the hardware, Myanmar was selected for a construction site of the Regional Education and Training Center (RETC) and three implementing countries, Cambodia, Lao PDR, and Viet Nam, were selected for the restoration of degraded forest regions.

The Program has been started since the Launching Ceremony held on 14 March 2014 in Nay Pyi Taw, Myanmar by the AFoCo Secretariat as the implementing agency.

The Program in 2015 has objectives by component as follows:

- Component 1 aims to: 1) conduct feasibility and preliminary studies on the proposed construction sites in Myanmar; 2) design education and training facilities from AFoCo Member countries, and; 3) break ground of AFoCo RETC;
- Component 2 aims to: 1) implement eight (8) training courses with textbook development based on the needs of the AFoCo Member countries, and; 2) provide a scholarship program for higher education in the field of forestry in the ROK;
- Component 3 aims to: 1) develop the final work plan for restoration by implementing countries with AOA, and; 2) start the restoration activities including site preparation and/or nursery establishment; and,
- Component 4 aims to: 1) disseminate information and knowledge using existing techniques and expertise for public awareness, and; 2) collect data related to Landmark Program activities for further milestones of the component including the establishment of the computer system, website and open access library.

As the action-oriented program, AFoCo Landmark Program will strengthen the capacity of management of regional issues on forestry sector in the Southeast Asian regions and contribute to sustainable socio-economic development of local communities by promoting public awareness and participation on conservation and the management of forest ecosystem.

II. COMPONENT DESCRIPTION FOR 2015 (Jan-Dec 2015)

● Implementing Regions by Component

Component	Implementing Regions
Component 1	Seed Seedling Center (SSC) of Forest Department of Myanmar, Ye-Twin-Kone village, Hmawbi Township, Yangon Region, Myanmar
Component 2	Forestry agencies in AFoCo Member Countries
Component 3	Siem Reap Province, Cambodia Salavanh Province, Lao PDR Thai Binh Province, Viet Nam
Component 4	AFoCo Member Countries

● Annual Budget by Component

Component	Budget (US\$)
Component 1	2,648,611
Component 2	293,750
Component 3	596,700
Component 4	0
Total	3,539,061

● Implementation Agency and Staff

AFoCo Secretariat

- Project Manager of the Landmark Program (PM) (Component 1,2,3 & 4)
- Project Manager for the AFoCo RETC (PMretc) (Component 1)
- Consultant for the Education and Training Program (Component 2)
- Project Manager for the Restoration of Degraded Forest Regions (PMR) (Component 3)

Implementing Countries

- Project Management Team for the AFoCo RETC in Myanmar (Component 1)
- Forest agencies in Cambodia, Lao PDR and Viet Nam with National Project Directors (NPDs) (Component 3)

III. 2015 ACTIVITY PLANS FOR THE LANDMARK PROGRAM

1. Establishment of Regional Education and Training Center in Myanmar (Component 1)

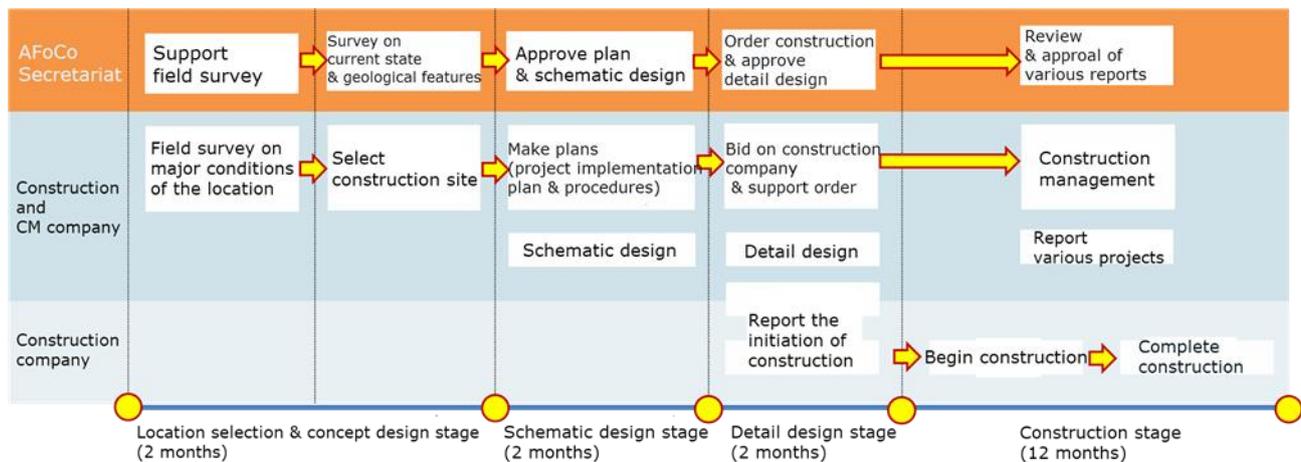
1.1 Basic direction

Project Manager of the Landmark Program (hereinafter referred to as ‘PM’) will implement the Component 1 “Establishment of Regional Education and Training Center (RETC)” in accordance with the Operation Guidelines, which is currently being developed based on Rules of Procedure on the Operation of Field Office (**Annex-1**). AFoCo Secretariat will confirm the design for the RETC in cooperation with Myanmar side and Construction Management (CM) agency by June 2015. Afterwards, the Secretariat will select the construction company for the establishment of the RETC. AFoCo Secretariat will hold Steering Committee (SC) Meeting and Working Group (WG) Meeting according to the Rules of Procedure of the SC (**Annex-2**) to decide main agendas for the establishment of the RETC

1.2 Implementation procedure and tentative schedule

The establishment of the AFoCo RETC is comprised of five (5) steps: 1) installation of Field Office; 2) building design; 3) completion of licensing procedures related to construction; 4) selection of the construction company; 5) construction of the AFoCo RETC (**Table 1**).

Table 1. Main Tasks by Each Project Procedures



1.2.1 Installation of the field office

Regarding the installation of Field Office, Project Manager for the AFoCo RETC (hereinafter referred to as ‘PMretc’) will recruit one (1) supporting local staff for the operation of Field Office by January 2015 and purchase two (2) project vehicles under the condition of tax exemption with the support of the Myanmar Side by May 2015.

1.2.2 Building design

WG meetings will be held every three (3) months in 2015. During the 2nd WG Meeting which will be held in January, the basic concept design will be finalized among Korea Forest Service (KFS), Myanmar side and AFoCo Secretariat. The concept design will be eco-friendly and try to equip state-of-the-art technology including new regeneration energy and the sentiment of AFoCo. For the safety control,

a structural design and quality management will be subject to internationally approved standards. CM agency will complete the schematic and detail designs on the basis of Building Dimension of the AFoCo RETC (**Table 2**). The 2nd SC Meeting which will be held in May 2015 will confirm the final RETC building design.

Regarding the schedule of the construction, PMretc will implement soil surveys and present measurements within the construction site in January 2015 in cooperation with CM agency and Forest Department of the Myanmar. Based on the soil surveys and present measurements, AFoCo Secretariat and Myanmar side will confirm the construction site for the establishment of the RETC (**Figure 1**).

Table 2. Building Dimension of the AFoCo RETC

Components	Main Facilities	Area (m ²)	Number
Main Building (total area of 2,500m ²)	Lecture room	100	4
	Multimedia room	100	1
	Administration Office	70	5
	Laboratory	135	3
	Conference room	600	1
	Others	645	
Dormitory Complex (total area of 1,500m ²)	Dormitory room	33	15
	Guest room for external trainers	90	4
	Canteen	330	1
	Others	315	

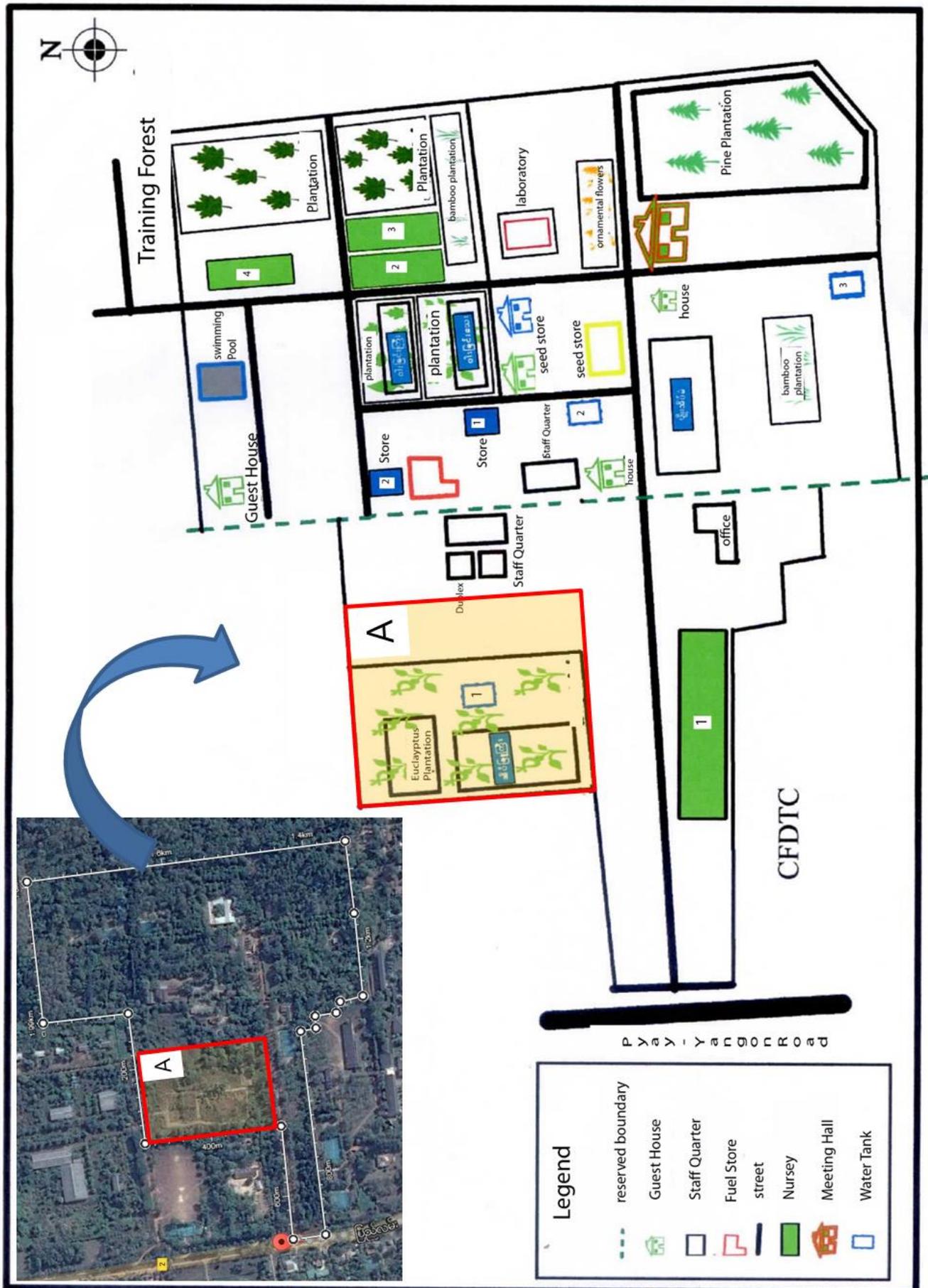


Figure 1. Location map of Seed and Seedling Center (SSC)

1.2.3 Completion of licensing procedures and selection of the construction company

The approved final design for the RETC will be permitted by the designated institution of the Myanmar in accordance with the regulation of the Myanmar.

Afterwards, AFoCo Secretariat will select the construction company by August. Main criteria for selection based on the national decrees on building construction are: 1) construction capability (performance and management evaluation) and 2) total as well as sub-total cost for each construction phase (a bidding price evaluation). The detailed selection criteria will be developed in further consultation with CM agency. The selected construction company will establish the detailed construction plan of the RETC and submit it to the Secretariat by September 2015.

CM agency will dispatch a CM manager to the construction site in Myanmar by September 2015. The CM manager will work at the field office during the construction period to supervise and manage the construction process as undertaking the tasks (**Table 3**).

The 3rd SC Meeting will finally confirm the ground-breaking, which is planned in October 2015 with the Ground-breaking Ceremony. After the Ceremony, full-scaled construction for the RETC will be launched by the designated construction company.

Table 3. Main tasks of Construction Management (CM)

Main tasks of CM
<ul style="list-style-type: none"> ● Support ordering organization's works related to ordering and other contracts ● Examine design drawings ● Manage contracts regarding changes made on different designs, claims, and conflicts ● Manage processes regarding the procedural construction plans by stages and procedure management on adjustment and operation ● Quality control related to examination, adjustment of plan and criteria by stages on quality and environment ● General safety management such as examination and adjustment on standards and plans in order to prevent disasters and secure construction safety ● Systematically accumulate and manage technical data, design drawings, and various documents by construction stages ● Support certification works such as Eco-friendly Certification and Green-construction Certification if needed ● Support operative procedures such as taking over the operational procedures, trial operation, and running infrastructures ● Other additional works requested from the ordering organization

1.2.4 Reporting and Monitoring

Organization for component implementation shall submit the plans on the execution of the Component and reports according to the table below (**Table 4**). PM shall perform evaluation and monitoring after the relevant examination and approval procedures in confirmation with the Secretariat. PM will complete an annual report on budget execution and project implementation and will submit to the Steering Committee. In addition, PM will hold a work conference about the Steering Committee's major instructions and reflect them on project execution.

Table 4. Reporting and monitoring procedures by section

Section	Report	Submission time	Subject
Regular Report	Quarterly Report	5 days before the beginning of every quarter	PMiretc
	Interim Report	Within 6 months from the year of Component initiation	PMiretc
	Annual Report	One month before the year of Component conclusion	PMiretc
Design Procedures	Approval to Groundbreaking	Within 7 days from the contract	CM
	General Work Plan for Construction Management	Within 1 month from the beginning of construction	CM
	Report on Construction Management Procedure	Within 1 month from the beginning of construction	CM
	Overall Progress Schedule of Construction	Within 2 months from the beginning of construction	CM
	General Budget Plan	Within 2 months from the beginning of construction	CM
	Basic Construction Plan	Within 3 months from the beginning of construction	CM
	Construction Management Report by Each Phases (including VE report)	Within 10 days from the end of each procedure	CM
	VE Report on Basic(interim) Design Phase	15 days before basic design supply	CM
	Examination report on basic design	Upon completion of examination	CM
	Interim Design Report Interim Report on Examination of Design	50%, 80% Completion of working design	CM
	VE report on Working Design Phase	80% Completion of working design	CM
	Examination Report on Working Design	Upon completion of examination	CM
Construction Procedures	Approval to Groundbreaking	Within 7 days after starting construction	CM
	Detailed Working Plan Regarding Construction Management	One (1) month before selecting a constructor	CM
	VE Report on Change of Design (when construction expense increases by 10%)	Every time 10% increase in construction expense occurs	CM
Procedures after Construction	Report on Facility Take-over	Within 10 days after the construction completion	CM Constructor
	Guideline on Maintenance and Defect Repair Measures	Within 10 days after the construction completion	CM Constructor
	Education/training Guideline for Main Facilities	Within 10 days after the construction completion	CM Constructor
	Final Report on Construction Management	Within 10 days after the construction completion	CM
	Post-evaluation Report	Within 10 days after the construction completion	CM
Others	Special Report: Upon the Request from the Secretariat(ordering body)	Separate Designation	CM Constructor
	Other Common Works, Report (e.g. Pre-design Works Report)	Separate Designation	CM

1.2.5 Activities for establishment of the AFoCo RETC in 2015

The milestones of annual activities and implementation procedures for the establishment of AFoCo RETC are described in **Table 5**.

Table 5. Activities of Component 1 for 2015

Implementation procedures	2015 schedule											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Installation of the Field Office												
-Recruitment of the Supporting Staff -Purchase of the Project Vehicles												
2. Building Design												
- 2 nd Working Group Meeting - Confirmation of the concept design - Soil Survey and present measurements - Confirmation of the construction site - 2 nd Survey on the construction site - Confirmation of the schematic design - Confirmation of the detail design - 2 nd Steering Committee Meeting (Approval of the building design)												
3. Completion of licensing procedures related to construction												
- Completion of the internal process of Myanmar for the licensing of construction - 3 rd Working Group Meeting												
4. Selection of the construction company and Mobilization												
- Establishment of selecting criteria and development of bidding documents - Bidding announcement and composing a qualification board - Qualification and Selection of construction company - 4 th Working Group Meeting - Development of the detailed plan on AFoCo RETC - Preparation for the construction												
5. Construction												
- 5 th Working Group Meeting - 3 rd Steering Committee Meeting - Groundbreaking ceremony -Reporting on the progress of construction with monthly, interim and final reports												

1.3 Organizational arrangement

1.3.1 Steering Committee

SC will be established as a decision making body to supervise and decide on matters related to the Component implementation. Especially for the construction matters, building design and general guidelines for the establishment of detailed work plans which will be developed for each construction phase are to be approved by the SC.

SC will be comprised of two (2) representatives from KFS and two (2) representatives from Myanmar. KFS representatives will be comprised of one (1) official from KFS headquarter and one (1) official of the AFoCo Secretariat dispatched from KFS. Myanmar representatives will be comprised of one (1) official each from the Forest Department and Planning and Statistics Department of the Ministry of Environmental and Conservation of Forest (MOECAF).

1.3.2 Working Group

Working Group comprised of two (2) FCs and one (1) technical official from KFS will be formed to discuss technical issues on the implementation of SC decisions related to construction. The Working Group will coordinate on practical matters and resolve any issues related to administrative procedures and implementation of the component activities. CM and other concerned parties may be invited to the Working Group Meeting as necessary. PM will organize Working Group Meeting and provide meeting report to the SC for guidance.

1.3.3 Implementation Body

In accordance with the general guidelines of SC, all activities under this component will be conducted by the implementation body (Figure 2)

Project Manager of the AFoCo Landmark Program in AFoCo Secretariat coordinates overall project implementation in cooperation with the Project Manager for AFoCo RETC (mentioned as 'Field Coordinator from AFoCo Secretariat' in previous documents) dispatched from AFoCo Secretariat and Field Coordinator (FC) seconded by the forest department of Myanmar. PM will review and approve the detailed work plans developed in accordance with the general guidelines of SC. PM will further provide annual progress report with financial report to the SC for the review and assessment of the component implementation.

Project Manager for the AFoCo RTEC (hereinafter referred to as 'PMretc') is in charge of strategic planning and the coordination of specific activities, preparing budget plan, and ensuring proper budget execution with the administrative support of the FC. PMretc will work closely with the contractors to develop work plans necessary in accordance with the general guidelines of SC. PMretc will prepare quarterly and annual progress report including financial report to the PM.

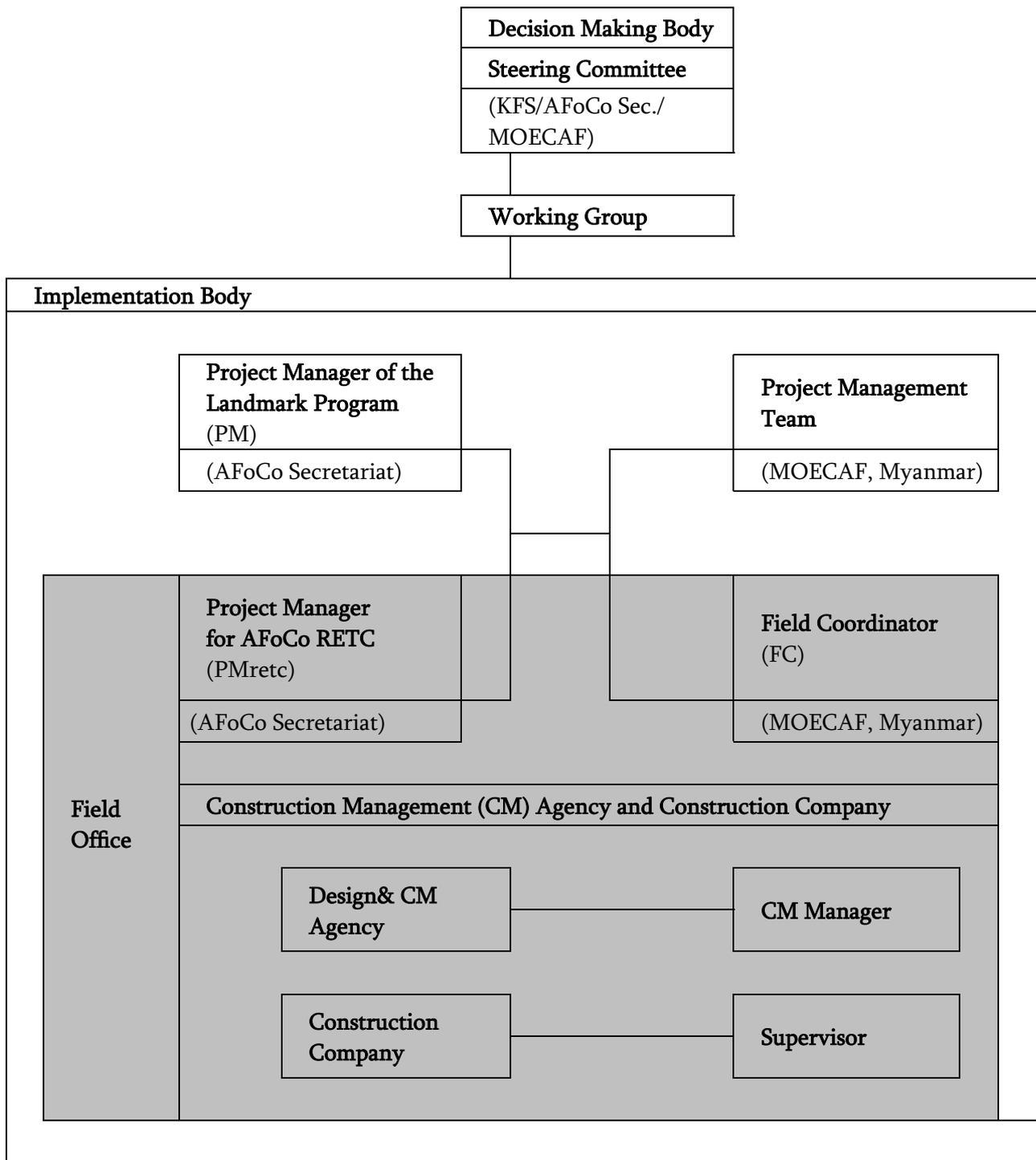


Figure 2. The organizational arrangement of the Component 1

1.4 Annual Budget Plan of the Component 1

Component 1 Budget for 2015 is **US\$2,648,611**, which will cover the operation expenses for the Field Office for the construction of AFoCo RETC. The tentative budget plan is described below following three (3) categories: 1) SC Meeting; 2) establishment of AFoCo RETC; and, 3) equipment provision (**Table 6**).

Table 6. Budget plan of the Component 1 for 2015

Items/ year	Budge (US\$)
1. SC Meeting	11,400
2.Establishment of AFoCo RETC	2,567,211
Annual salary for PMretc and contract-based local staff*	123,224
Design and Construction Management	322,392
Construction	2,056,427
Operation of Field Office	18,702
Reserve fund for Component Management	46,466
3.Equipment Provision	70,000
Vehicles (2SUVs)	70,000
Total	2,648,611

(*Note: the salary for the FC seconded by the forest department of Myanmar is provided by Myanmar side.)

2. Development of Training and Education Programs (Component 2)

2.1 Training Program

2.1.1 Basic Direction

AFoCo Landmark Program is running 20 selected training programs in a field of forestry in short-and long-term and special courses (Table 7). Before AFoCo RETC is constructed in Myanmar, training courses are implemented in the forestry-related institutes or universities of AFoCo Member Countries.

Table 7. Training programs by Periods

Education and Training Program	Division		
	Short-term	Long-term	Special
Community development and Ecotourism	○	○	
Cultural exchange among AFoCo Members	○		
Experimental analysis	○		
Forest and socio-economic issues	○		
Forest disaster management	○		
Forest ecosystem and climate change	○		
Forest fire management and its application	○		
Forest machinery and its application	○		
Forest management and increase of the income	○		
Forest measurement and REDD+	○		
Forest nursery and Tree planting	○		
Forest pathology control	○	○	
Forest phylogeny	○		
Forest policy and Saemaul Undong	○	○	
Harvesting and Post-harvesting management	○		
Remote sensing & GIS	○		
Research methodology	○		
Silviculture and restoration	○		
Tissue culture	○		
Tree breeding and improvement	○	○	

2.1.2 Implementation procedure and tentative schedule in 2015

Short-term trainings will conduct eight (8) short-term courses from March to October in 2015 following the schedule in **Table 8**. One or two trainees nominated by Governing Council (GC) Members of AFoCo will participate in each training course.

Training courses are performed by the following procedures: 1) Drawing up the concept note, 2) Selection of the trainees and instructors, 3) Sending invitation, 4) Registration of trainees, 5) Finalization of the schedule, 6) Implementation of the training course.

Table 8. Activities for short-term training courses in 2015

Implementation procedures	2015 schedule											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Short-term Training Program												
Forest Policy and Saemaul Undong												
REDD+ and Forest Management												
GIS & Forest Resource Assessment												
Forest Nursery and Tree Planting												
Forest Pathology Control												
Silviculture and Restoration												
Forest Disaster Management												
Forest Fire Management												

Each Taskforce Team organized by AFoCo Secretariat for short-term training is composed of 5 instructors and shall have an ability to arrange educational institutions. Instructors should have professional knowledge and be able to give lectures in English. Consultant of the Landmark Program sends the invitations 60 days prior to the training courses and keeps discussing the process with Forest Department of each country.

Consultant in charge of Component 2 develops teaching materials in cooperation with each Task Teams. Instructors make lecture materials on the basis of the proposed guidelines and submit tentative schedule to the Secretariat two (2) weeks prior to the training courses. In terms of the teaching materials undeveloped, project teams are organized to make teaching materials. Furthermore, AFoCo Secretariat secures teaching materials through sharing training textbooks with international organizations such as CIFOR, RECOPTC and so on. The Secretariat requests each taskforce team to modify training course after questionnaire surveys on training.

2.2 Scholarship Program (AFoCo Landmark Graduate Scholarship Program)

2.2.1 Basic Direction

Under Landmark Program, “AFoCo Landmark Graduate Scholarship Program” will provide opportunities to study in the Republic of Korea for graduate studies. For the entire period of the Landmark Program, twenty (20) Master’s and ten (10) Ph.D. degree scholars will be funded by the scholarship program.

This program is implemented in forestry-related department of the ROK that the Secretariat selected that year. Memorandum of Understanding should be signed between the Secretariat and related universities to progress this program favorably.

2.2.2 Implementation procedure and tentative schedule

● General Information and Requirements

The Program in 2015 shall provide the scholarship for three (3) grantees, including one (1) Ph.D. and two (2) M.Sc. In 2015, candidates will be able to apply for two (2) universities: 1) University of Seoul, and; 2) Yeungnam University. Applicants who would apply for the two universities aforementioned should consider the prospective departments and majors as listed below (Table 9). The list of eligible universities to apply in 2016 are under selection procedures.

The applicant must have citizenships of ten (10) AFoCo Member Countries of: Brunei Darussalam, Cambodia, Lao PDR, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam. Applicants should be in good health, both mentally and physically, to stay in ROK for an extended period of time. The handicapped that satisfy the requirements are eligible for the Program. Applicants must hold a Bachelor’s degree or a degree that is equivalent to or higher than a Bachelor’s degree as of 30 January 2014. Applicants must hold a Master’s degree or a degree that is equivalent to or higher than a Master’s degree as of 30 January 2014.

Table 9. The list of the degree offered and eligible universities, departments, majors and supervisors in 2015.

Degree offered	University	School/ College	Department	Major	Supervisors
Ph.D. / M.Sc.	University of Seoul	College of Natural Science	Environmental Horticulture	Forestry	Prof. Woo, Su Young
M.Sc.	Yeungnam University	Park Cheong Hee School of Policy and Saemaul	Seamaul and International Development	Forest Resources and Ecological Restoration	Faculty members of Forest Resources and Ecological Restoration Major

● Required Documentation and Selection Procedure

Each GC Member shall recommend one (1) candidate and inform the AFoCo Secretariat with the Recommendation Letter directly via e-mail. Candidates shall submit the application documents to the AFoCo Secretariat (Table 9). Documents must be written in English or accompanied by a complete English translation authenticated by the issuing institution or notarized by a notary’s office.

The Secretariat shall compose the Scholarship Examiners, consisting of two (2) members of AFoCo

Secretariat and two (2) university professors in a field of forestry. The selection criteria shall follow the Application Evaluation. Total three (3) candidates shall be selected by the evaluation: two (2) for a master degree and one (1) for a doctoral degree. The candidates shall individually apply for the university. The candidates who get admission from the university shall be the scholarship grantees of the Program.

- **Preferences**

- Applicants whose previous major is in a field of forestry may be given preference.
- Applicants who are currently working in forestry agencies in his/her country may be given preference.
- Applicants who are university professors currently in a field of forestry of his/her country may be given preference.
- Applicants who have relatively higher grade point average (G.P.A.) than other applicants may be given preference.
- Applicants who have English or Korean proficiency may be given preference.
- Applicants who have awarded and/or published academic papers may be given preference.

Table 10. The list of application documents for the Program

List	M.Sc.	Ph.D.
1. Personal Data (<u>Attachment #1</u>)	<input type="radio"/>	<input type="radio"/>
2. Self-Introduction (<u>Attachment #2</u>)	<input type="radio"/>	<input type="radio"/>
3. Study Plan (<u>Attachment #3</u>)	<input type="radio"/>	<input type="radio"/>
4. Pledge (<u>Attachment #4</u>)	<input type="radio"/>	<input type="radio"/>
5. Personal Medical Assessment (<u>Attachment #5</u>)	<input type="radio"/>	<input type="radio"/>
6. Copy of passport (possible to submit after selection)	<input type="radio"/>	<input type="radio"/>
7. Certificate of TOPIK score (original copy)	if applicable	if applicable
8. Certificate of TOEFL or IELTS score (original copy)	if applicable	if applicable
9. Published papers	if applicable	if applicable
10. Awards	if applicable	if applicable

- **Scholarship Period**

- Master's degree in Yeungnam University or University of Seoul
: Four (4) Semesters, starting from September 2015
- Doctoral degree in University of Seoul
: Six (6) Semesters, starting from September 2015

● **List of Support**

- The annual cost provided to a scholarship grantee will not exceeding US\$22,500, including:
- Airfare: Round-trip economy ticket
- Settlement Allowance: US\$400 upon arrival
- Monthly Allowance: US\$900 per month
- Research Allowance: US\$1,000 per year for students in a master program
: US\$2,000 per year for students in a doctoral program
- Language Training Fee (English/Korean): maximum US\$500 per Semester, depending on the actual expense.
- Tuitions: The tuition shall be paid by the AFoCo Secretariat.
- Dissertation Printing Costs: maximum US\$1,000, depending on the actual expense.
- Medical Insurance: US\$200 per Semester, depending on the actual expense.
- Publish an article in academic journals: Related expense after his/her manuscript is passed and a special reward of US\$500.
- Chronic disease shall not be covered by the insurance

Table 11. Activities for scholarship program in 2015

Implementation procedures	2015 schedule											
	1	2	3	4	5	6	7	8	9	10	11	12
Scholarship Program												
Selection for 2015												
Selection for 2016												

2.3 Organizational arrangement

In accordance with the general guidelines of Component 2, all activities under this component will be conducted by the implementation body (Figure 3, Figure 4). PM coordinates overall component implementation of the Education and Training Program in cooperation with Consultant, AFoCo RETC and applicable university. PM will review and approve the detailed work plans on Component 2 and further provide annual progress report with financial report to the GC for the review and assessment of the program implementation.

Consultant of the AFoCo Landmark Program Team is in charge of strategic planning and coordination of specific activities, preparing budget plan and ensuring proper budget execution with the administrative support of AFoCo RETC staff and applicable university staff. Consultant will also work closely with the AFoCo RETC staff to develop work plans in reference to the general guidelines of AFoCo RETC.

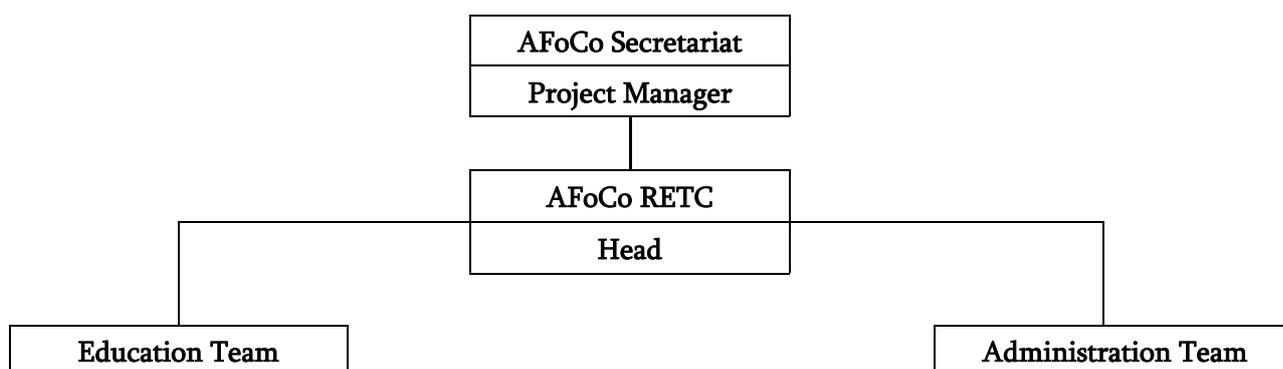


Figure 3. Implementation arrangements for the training program

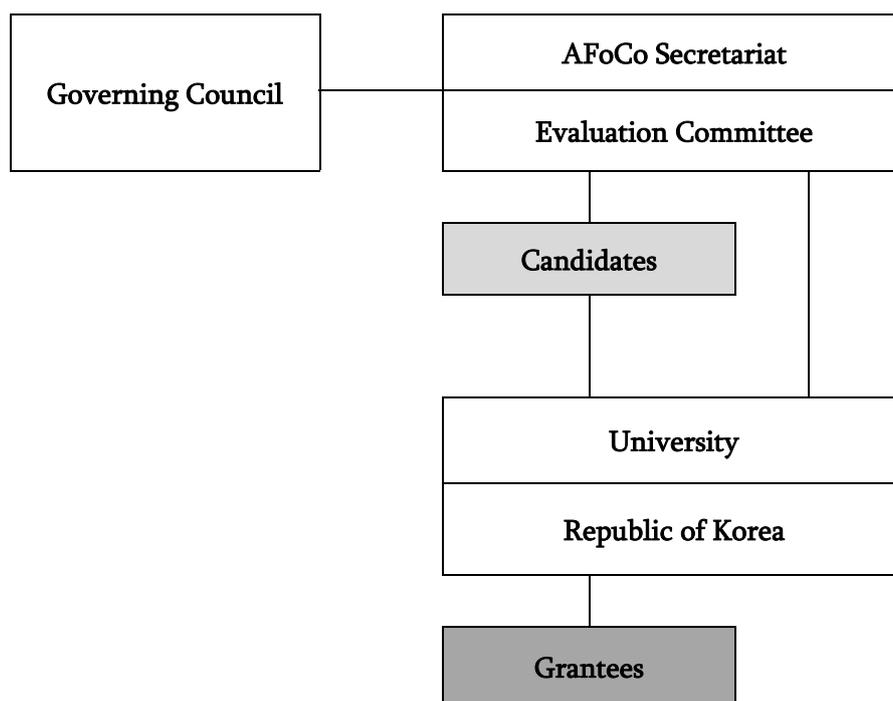


Figure 4. Implementation arrangements for the scholarship program

2.4 Annual Budget Plan of the Component 2

Total budget of the component 2 for 2015 is US\$293,750. Component 2 covers the expense for Training and Scholarship Programs. Tentative Budget plan for Component 2 is depicted in Table 16.

Table 12. Budget plan of the Component 2 for 2015

Items/year	Budge (US\$)
1. Training Programs	260,000
Short-term Training Course : 8 times/year	260,000
2. Scholarship Program	33,750
Master Course : 2 persons	22,500
Ph.D. Course : 1 person	11,250
Total	293,750

3. Restoration of Degraded Forest Regions (Component 3)

3.1 Basic direction

On basis of the Guidelines for the Work Plan for the Component (**Annex-3**), three implementing countries, Cambodia, Lao PDR and Viet Nam will submit the final version of the work plan to the Secretariat. Following confirmation of the work plans, the Agreement on Operational Arrangements (AOA) shall be signed between AFoCo Secretariat on behalf of KFS and each implementing country.

In order to manage the Component, the Secretariat and the implementing countries will appoint the Component personnel respectively as follows: “Project Manager for Restoration Projects under Landmark Program (PMR)” by the Secretariat, and; “National Project Director (NPD)” by each forestry agency of implementing country. The PMR and three (3) NPDs will implement the Component in accordance with the respective AOA.

3.2 Implementation procedure and tentative schedule

In 2015, the activities of the Component will be three (3) parts of: 1) establishment of the work plan; 2) signing the AOA, and; 3) establishment of the forest nursery and site preparation. The detailed schedule for the Component in 2015 is in **Table 13**.

Table 13. Activities of Component 3 for 2015

Implementation procedures	2015 schedule											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Establishment of Work Plan												
- Technical Meeting												
- Feasibility study in Cambodia Aand Viet Nam												
- Submission of the detailed Work Plan of Cambodia and Viet Nam												
- Feasibility study in Lao PDR												
- Submission of the detailed Work Plan of Lao PDR												
2. Signing of the AOA												
- Cambodia and Viet Nam												
- Lao PDR												
3. Opening the Account												
4. Establishment of forest nursery and Site Preparation												
- Cambodia and Viet Nam												
- Lao PDR												
5. Restoration Activities												
- Cambodia and Viet Nam												
- Set up the Field Office												
- Site Preparation												

3.2.1 Establishment of the Work Plan

The Design Team of the Secretariat will conduct the feasibility and preliminary studies on the proposed restoration sites in Cambodia and Viet Nam from January 2015 for 3 months cooperating with the experts in each implementing country. The final work plan will describe in detail on four sectors; 1) establishment of nursery and relevant facilities, 2) planning design for implementing reforestation, 3) maintenance of the area to be planted, and; 4) training & education for local participants.

In order to develop the work plan for the restoration activity in Lao PDR, the AFoCo Secretariat will select a design team, which will proceed the feasibility studies for 4 months, from March to June in 2015.

3.2.2 Signing on Agreement on Operational Arrangements

Based on the work plans developed by feasibility studies, AFoCo Secretariat and respective forest agency in three implementing countries will sign on AOA. Following the AOA, the Secretariat and each implementing country will open a joint account for the Component under the name of “Landmark Program Restoration”.

3.2.3 Forest Restoration

In cooperation with AFoCo Secretariat, three countries will set-up the restoration sites and establish forest nurseries from May 2015, to November in each restoration site in Cambodia, Lao PDR and Viet Nam as a preparatory work for planting activities.

Regarding the forest nursery, Cambodia will make use of the existing facilities established in 2014. Viet Nam also will implement the restoration activities without the establishment of the forest nursery. Lao PDR will restore the site from 2016 after the establishment of the forest nursery. Most of all, forest nursery will be set up near the site on approximate one (1) ha scale and provide proposed sites with the seedlings.

Each implementing country will start to install a field office near the restoration sites in conditions of site-accessibility, labor use, transportation, forest operation and so on. The field office will be in charge of collecting the materials related to the Component.

During rainy season, trees will be planted in the each site under management of the NPDs. Restoration areas tentatively suggested for 2015 activities are as follows (**Table 14**).

Table 14. Sites of three countries for restoration activities in 2015

Country	Location	Area(ha)	Objective
Cambodia	Siem Reap	30	
Viet Nam	Thai Binh	0	Rehabilitation and development of Mangrove forest ecosystem
Lao PDR	Salavanh	0	Rehabilitation of Degraded Community Forest

3.2.4 Reporting

Each NPD in cooperation with the PMR, will report to the Secretariat the documents of the balance sheet accompanied by the budget request for the next quarter to the Secretariat every three (3) months (quarterly). Upon review and confirmation of the documents by PMR, the Secretariat shall transfer the budget to the designated bank account in respective implementing country; the regular progress report, within one (1) month after completion of each progress of the Component, and; annual report accompanied by the financial report by one (1) month prior to the forthcoming GC Session.

3.3 Organizational arrangement

The proposed organizational structure is shown in **Figure 5**. In this structure, there will be PMR, NPDs and personnel of the implementing countries including Cambodia, Viet Nam and Lao PDR. In accordance with MOU between KFS and three implementing countries, all activities under this component will be conducted by the implementation body. The role and responsibilities of each member is described below.

The Secretariat shall appoint the PMR under the Landmark Program for the purpose of projects coordination, monitoring and financial management. NPDs and local staff for Restoration Project will be seconded by the implementing country for the purpose of the project implementation.

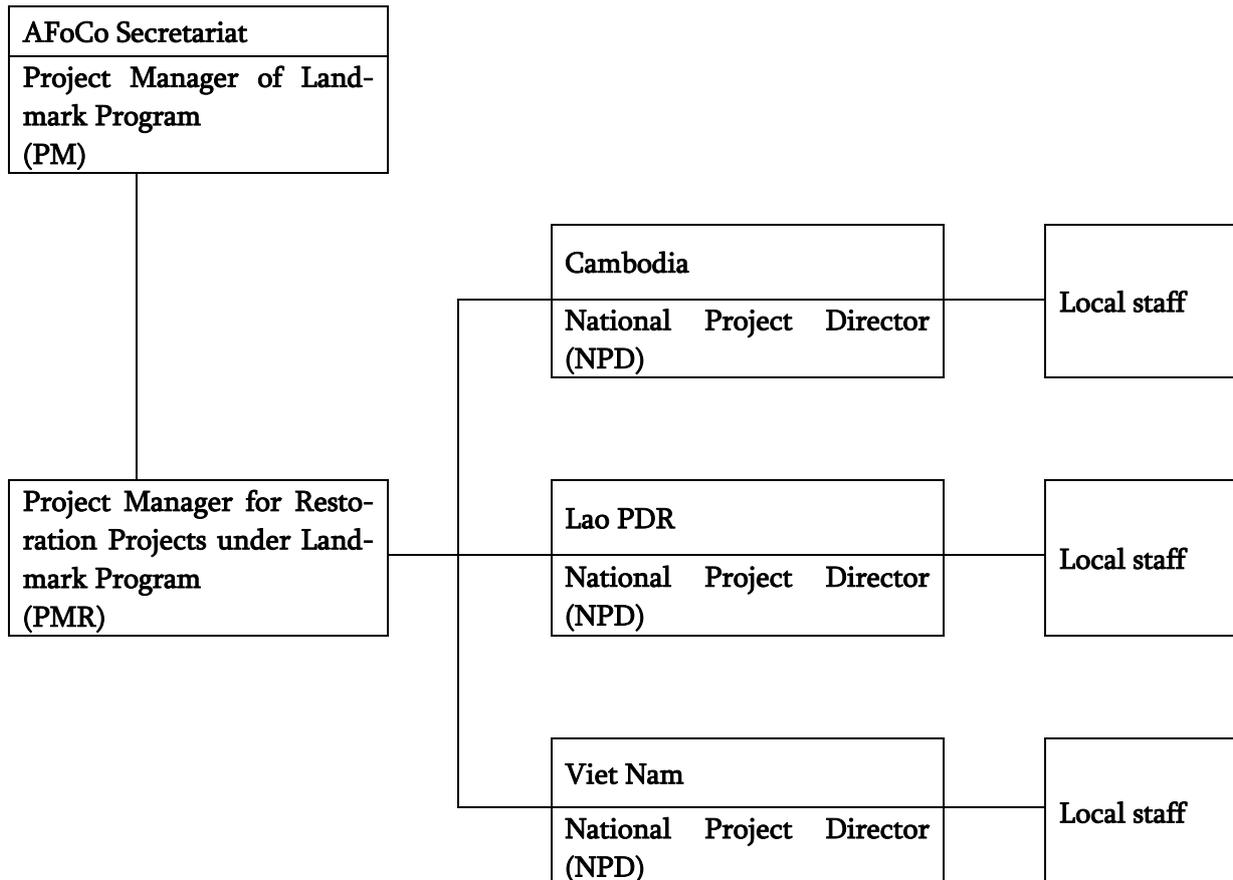


Figure 5. Implementation arrangements for Component 3

Under the Guidelines for Work Plan for implementing the component in Cambodia, Lao PDR and Viet Nam under the AFoCo Landmark Program, the PMR, NPD and forest agencies National Project Director will mainly in charge of those as follows.

- **Project Manager for Restoration Projects under Landmark Program (PMR)**
 - Strategic planning and coordination of the activities under the AFoCo Landmark Program
 - Closely coordinating with relevant officials and focal points from the participating countries
 - Promoting partnerships and advocacy for implementation and accomplishments of program activities in cooperation with relevant agencies
 - Preparing specific work plan and schedule of activities in accordance with the project document approved by the Governing Council

- Ensuring the implementation of program activities on Restoration of Degraded Forest Regions
 - Ensuring monitoring and evaluation of program activities
 - Keeping record of progress and accomplishments of program activities including technical documents, recommendations and consultancy reports
 - Preparing budget plan and ensuring appropriate budget execution
 - Preparing financial report of project and itemized statement of expenditures
 - Preparing quarterly and annual report to the AFoCo Secretariat
- **National Project Director (NPD)**
 - Managing the project office, staff and financial matters to ensure the operation of the Project and delivery of service at the highest possible standard and quality
 - Coordinating with the relevant officials from the implementing countries for efficient operation of the Project
 - Supporting timely implementation of the activities at the national and regional levels identified in the Project Document
 - Providing necessary assistance in organizing activities, workshops and training courses of the Project
 - Preparing and submitting financial report and itemized statement of expenditures to the Secretariat, in a timely manner as required in the implementation of the Project
 - Keeping record of activities implemented and accomplished including technical documents, recommendations and consultancy reports
 - Ensuring managerial and financial accountability in accordance with the approved documents
 - Undertaking other duties assigned as appropriate in implementing the Project
 - **Forest agencies in Cambodia, Viet Nam and Lao PDR**
 - Implementing countries will provide the proposed sites to use for the purposes of this Project.
 - Implementing countries will submit the AOA to KFS for review, further inputs, and signing before the implementation of the Component.
 - Implementing countries will assist in arranging visas, stay permits, and exit and re-entry permits to foreign officials and experts related to the Project operation purposes to facilitate the entry into and exit from, and movement and sojourn within Lao PDR.
 - Implementing countries will assist in arranging the exemption of tax and duties on the imported materials related to the Project in accordance with existing laws and regulations of Lao PDR.

3.4 Budget Plan in 2015

The annual total budget of the component for 2015 is US\$629,312. The budget is mainly composed of two (2) categories of implementation in three countries and operation & management of the Component. In regards to the former category, three countries of Cambodia, Lao PDR and Viet Nam will utilize the allocated budget respectively. The detailed budget by each item under the categories is shown in **Table 15**.

Table 15. Budget plan for the Component 3 for 2015

Items	Budget*(US\$) (*the budget can be changed)
Implementation in three countries	541,720
1. Cambodia	155,000
- Establishment of the nursery	10,000
- Restoration & Management	60,000
- Education, Training and Communication	10,000
- Equipment	50,000
- Management : Board & Staff	10,000
- Establishment of the Work Plan	15,000
- National Technical Consultancy Agency	0
2. Lao PDR	102,000
- Establishment of the nursery	50,000
- Restoration & Management	0
- Education, Training and Communication	2,000
- Equipment	0
- Management : Board & Staff	0
- Establishment of the Work Plan	50,000
- National Technical Consultancy Agency	0
3. Viet Nam	204,700
- Establishment of the nursery	0
- Restoration & Management	16,000
- Education, Training and Communication	23,500
- Equipment	100,000
- Management : Board & Staff	37,200
- Establishment of the Work Plan	15,000
- National Technical Consultancy Agency	13,000
Operation & Management of the Component	135,000
Total	596,700

Note 1: Planting cost norm was calculated by US\$2,000 per hectare.

4. Development of Advocating Activities (Component 4)

4.1 Basic direction

Advocating activities of the Landmark Program are divided into on- and off-line through website, newspaper, and social network services such as Facebook and Twitter. Activities of the Component consist of three (3) steps: 1) establishment of computer System; 2) establishment of open access library and website, and; 3) operation of Social Network Service (**Table 16**). The budget for the Component will be allocated from 2016, when actual expenses will be occurred for each activity.

4.2 Implementation procedure and tentative schedule in 2015

4.2.1 Establishment of computer System

In 2015, AFoCo Secretariat will develop a plan for establishing a computer server system through market surveys. Upon consideration, the Secretariat will select a server supplement and operating company.

The computer system is for accumulating and operating data collected from Landmark Program-related resources. AFoCo Secretariat is planning to provide one (1) computer to each participating countries of Landmark Program (excluding the ROK) and establish computer networking system between AFoCo Secretariat and each country from 2016.

4.2.2 Establishment of open access library and website

AFoCo Secretariat will develop detailed plans for establishing website and Open Access Library in 2015. The plan will include the purpose of establishment, the design concept, budget plan, implementation schedule, and its connection to the existing Secretariat website and Social Network Service (SNS). In addition, AFoCo Secretariat will collect the data on social and natural environment of AFoCo Member Countries, which will be also used as basic resources

4.2.3 Operation of Social Network Service

AFoCo Secretariat opened the Facebook page for the AFoCo Landmark Program in July 2014 and has been promoting activities of the Landmark Program to resource people of AFoCo Member Countries. The webpage to update information in real-time to publicize the events of Landmark Program and share information with resource people.

Table 16. Activities of Component 4 ifor2015

Implementation procedures	2015 Schedule											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Establishment of Computer System												
- Preparing a plan												
- Selection of Computer System												
2. Establishment of Open Access library and Website												
- Preparing a plan												
- Data collection												
3. Operation of Social Network Service												
- Facebook Page												

4.3 Organizational arrangements

The implementation body for Development of Advocating Activities consists of Project Manager, Data Suppliers, and related personnel from each AFoCo Member Country and every activity is performed by the (Figure 6). Project Manager organizes advocating activities (Component 4) in cooperation with related personnel from AFoCo member countries.

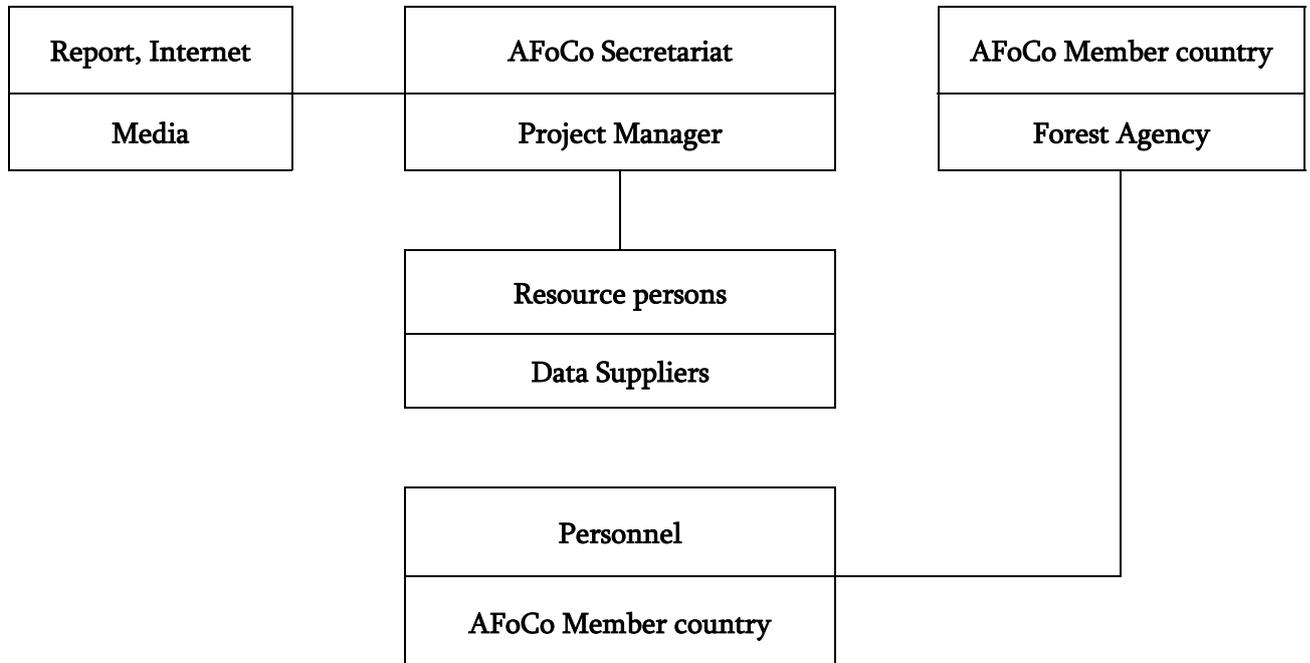


Figure 6. Organizational arrangements for Component 4

Annex 1

Rules of Procedure on the Operation of Field Office for Establishment of AFoCo Regional Education and Training Centre in Myanmar under Landmark Program

Rule 1: SCOPE AND PURPOSE

Korea Forest Service of the Republic of Korea (ROK) (hereinafter referred to as “KFS”) and Forest Department, Ministry of Environmental Conservation and Forestry (MOECAF), the Republic of the Union of Myanmar (hereinafter referred to as “FD”) have signed the Memorandum of Understanding (MOU) for the establishment of ASEAN-ROK Forest Cooperation Regional Education and Training Centre (hereinafter referred to as “AFoCo RETC”) on 1 August 2014 in Nay Pyi Taw, Myanmar. The 1st Steering Committee meeting for the AFoCo RETC on August 26 2014 in Nay Pyi Taw, Myanmar Side agreed with a Field Coordinator respectively dispatched from the AFoCo Secretariat and the MOECAF to the project site and the Field Office installation during the construction period. The Field Office is to provide appropriate services as well as office equipment including supplies for the work of Field Coordinators and other supporting staff.

Rule 2: STAFFING FOR THE FIELD OFFICE

Two (2) Field Coordinators, one (1) from the AFoCo Secretariat and one (1) from MOECAF, are appointed. Minimum of one (1) local supporting staff is recruited for the assistance of Field Coordinators.

Rule 3: RESPONSIBILITIES

3.1 Field Coordinator from the AFoCo Secretariat

Field Coordinator from the AFoCo Secretariat is in charge of the followings for the Establishment of the AFoCo RETC:

- a) carrying out overall on-site management related to construction;
- b) strategic planning and coordination of specific activities;
- c) preparing budget plan and ensuring proper budget execution;
- d) preparing work plans on the construction through close consultation with CM agency, and;
- e) preparing quarterly and annual progress report including financial report to the Project Manager of the AFoCo Landmark Program.

3.2 Field Coordinator from the MOECAF

Field Coordinator from MOECAF is in charge of overall administrative support for the Establishment of the AFoCo RETC, such as:

- a) jointly coordinating technical matters on implementing construction with the Field Coordinator from the AFoCo Secretariat;
 - b) facilitating the governmental permission under licensing procedures related to the construction;
 - c) assisting Project Manager to organize Steering Committee and Working Group meetings as a member of Working Group;
 - d) keeping records related to construction including technical documents, recommendations, consultancy reports, etc.;
 - e) facilitating all activities to be contributed by Forest Department mentioned in the MOU on the establishment of AFoCo RETC, and;
 - f) undertaking additional duties temporarily required for implementing construction.
- ##### **3.3 Supporting staff.**

Supporting staff assists the Field Coordinators from both Sides mainly with the following duties under the mutually agreed service contract, such as:

- a) providing assistance for general office work including word processing and office travel arrangement;
- b) providing local guidance of the Field Coordinator from AFoCo Secretariat including driving and translation, and;
- c) undertaking additional duties temporarily required for implementing construction.

Rule 4: SALARY AND ALLOWANCE

Salary and other allowances for the Field Coordinator dispatched from the AFoCo Secretariat are provided based on the Standards of the AFoCo Secretariat. The salary for the Field Coordinator appointed by the MOECAAF is not included in the AFoCo RETC budget. The salary for the local supporting staff is included in the AFoCo RETC budget.

The AFoCo RETC budget covers the travel expenses of the Field Office staff (including Field Coordinator dispatched from MOECAAF) related to the activities on the construction of the AFoCo RETC. These include most direct economy class of ground and air transportation, lodging allowance at the rate of USD 60 per night and per diem allowance at the rate of USD 35 per day. The lodging allowance for the Field Coordinator dispatched from MOECAAF is not provided during his/her stay in the Field Office.

Rule 5: BUDGET ARRANGEMENT

The AFoCo RETC budget is remitted every three (3) months (quarterly) to the local project account for the Field Coordinator appointed by the AFoCo Secretariat. The remitted budget is managed by the Field Coordinator from the AFoCo Secretariat. The Field Coordinator from the AFoCo Secretariat keeps monthly records of the details of all expenditures with proper proof. The AFoCo Secretariat remits the budget after reviewing the official document for budget request prepared quarterly by the Field Coordinator from the AFoCo Secretariat.

Rule 6: TERMINATION OF THE FIELD OFFICE

The Field Office is maintained until the completion of the AFoCo RETC construction and closed by the decision of the Steering Committee.

Annex 2

Rules of Procedure for the Steering Committee of AFoCo Regional Education and Training Centre in Myanmar under Landmark Program

Rule 1: SCOPE AND PURPOSE

Korea Forest Service of the Republic of Korea (ROK) (hereinafter referred to as “KFS”) and Forest Department, Ministry of Environmental Conservation and Forestry (MOECAF), the Republic of the Union of Myanmar (hereinafter referred to as “FD”) have signed the Memorandum of Understanding (MOU) for the establishment of ASEAN-ROK Forest Cooperation Regional Education and Training Centre (hereinafter referred to as “AFoCo RETC”) on 1 August 2014 in Nay Pyi Taw, Myanmar. In order to supervise and decide on the operation of AFoCo RETC, a Steering Committee of AFoCo Regional Education and Training Centre in Myanmar (hereinafter referred to as the “Steering Committee”) is established comprised of two (2) representatives each from ROK and Myanmar with the assistance of the ASEAN-ROK Forest Cooperation Secretariat (hereinafter referred to as “AFoCo Secretariat”) in accordance with the provision of the MOU.

Rule 2: FUNCTIONS

The Steering Committee makes decisions and provides guidance on the establishment and operation of the AFoCo RETC, deliberating on the following matters:

- decision on matters related to the project implementation, including but not limited to project management and financial mechanism, construction of new buildings, installation of facilities, purchase of equipment/supplies and organizing regional education and training course;
- identification of difficulties and their possible solutions on the important issues regarding the operation of AFoCo RETC in terms of documentations containing decisions;
- provision of comprehensive recommendations and future actions on the operation of AFoCo RETC and evaluation of the project;
- aid to achieve its ultimate goal of AFoCo RETC through sharing information among ROK, Myanmar and AFoCo Secretariat;
- reviewing financial and progress reports annually submitted by the Project Manager and providing guidance, and;
- any other matters to be mutually agreed from time to time among the members of the Steering Committee.

Rule 3: MEMBERSHIP

The Steering Committee, a decision-making body for the establishment and operation of AFoCo RETC, is established comprised of two (2) representatives from KFS, two (2) representatives from MOECAF. KFS representatives are comprised of one (1) official from KFS headquarter and one (1) official of the AFoCo Secretariat. MOECAF representatives are comprised of one (1) official from the Forest Department and one (1) official from Planning and Statistics Department or a representative nominated by MOECAF.

Rule 4: MEETINGS

4.1 Date and Venue

The Steering Committee meets at least once a year, especially in the beginning of the fiscal year. The Steering Committee meeting may be organized at the request of any member of the Steering Committee whenever deemed necessary.

4.2 Agenda

The provisional agenda for each meeting under the Steering Committee is drawn up by the Project Manager of the AFoCo Landmark Program.

4.3 Decisions

Decisions are made by consensus upon mutual agreement between KFS and FD of Myanmar. Written communication and approval, such as an e-mail or a letter, can be applied for the issues in case of the emergency or trivial follow-up of the Steering Committee meetings. The cost for Steering Committee meetings is covered by the AFoCo RETC budget.

4.4 Language

The working language of the Steering Committee is English. The working documents of the Steering Committee are in English.

4.5 Meeting Arrangements

Project Manager informs all the members of the Steering Committee of date, venue and agenda in a written form one (1) month in advance to the meeting.

Documents and minutes for each meeting of the Steering Committee are prepared by the Project Manager in consultation with the members of the Steering Committee. The minute is finalized and adopted at the Meeting. The final minute is made available to all members of the Steering Committee by the Project Manager.

The Project Manager and the AFoCo Secretariat assist the meeting as resource persons and provide secretarial service for the meetings of the Steering Committee.

4.6 Working Group

The Working Group is organized in order to assist the Steering Committee. The Working Group prepares the agendas for the Steering Committee and makes an action plan on the decisions by the Steering Committee.

The Working Group consists of one (1) technical official from KFS, one (1) Field Coordinator from FD in Myanmar, and one (1) Field Coordinator from the AFoCo Secretariat. Is it possible to put 1 technical official from Forest Department? (it would be more efficient, just for your consideration.)

The Working Group meets every three (3) months, organized by the Project Manager of the AFoCo Secretariat. The Working Group meeting may be organized whenever deemed necessary. The cost for Working Group meetings is covered by the AFoCo RETC budget.

The responsibilities of working group are referred as stipulated in the action plan.

Annex 3

GUIDELINES FOR WORK PLAN

**Implementation for Restoration of Degraded Forest
Regions in Cambodia,
Lao PDR and Viet Nam
under the AFoCo Landmark Program**

January 2015

ASEAN-ROK Forest Cooperation Secretariat

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ACRONYMS

AFoCo	ASEAN-ROK Forest Cooperation Secretariat
AMS	ASEAN Member States
AOA	Agreement on Operational Arrangement
DSA	Daily Substance Allowance
KFS	Korea Forest Service
GC	Governing Council
MOU	Memorandum of Understanding
NPD	National Project Director
PM	Project Manager of Landmark Program
PMR	Project Manager for Restoration Projects under Landmark Program
ROK	Republic of Korea
SC	Steering Committee
TOR	Terms of Reference
US\$	United States Dollars

ABBREVIATIONS

The Component	The Restoration of the Degraded Forest Regions
The Guidelines	The Guidelines for Work Plan: Implementation for Restoration of Degraded Forest Regions in Cambodia, Lao PDR and Viet Nam under the AFoCo Landmark Program

I. Introduction

Recognizing the needs for a long-term and holistic approach in the regional projects under the framework of the “Agreement between the Governments of the Member States of the Association of Southeast Asian Nations and the Republic of Korea on Forest Cooperation,” the Republic of Korea (ROK) proposed a long-term regional program titled “Restoration on Degraded Forest in Southeast Asia as a Model for a Greener Asia: Capacity Building on Forest Restoration and Sustainable Forestry” also called as the AFoCo Landmark Program.

AFoCo Landmark Program aims to develop practical cooperation on forest-related issues as narrowing technical gap among AESAN Member States (AMS). One of four (4) components of the Program, a component entitled “the Restoration of the Degraded Forest Regions” (**hereinafter referred to as the Component**) will be implemented in Cambodia, Lao PDR and Viet Nam. The Component will be implemented for 10 years consisting of two (2) phases: Phase 1 (2014-2018) and Phase 2 (2019-2023).

Until now, requirements on the restoration from three implementing countries have primarily been accepted. As the continuing demands for the restoration from upper three implementing countries are various, it needs to establish the fundamental guidelines “Guidelines for Work Plan: Implementation for Restoration of Degraded Forest Regions in Cambodia, Lao PDR and Viet Nam under the AFoCo Landmark Program” (**hereinafter referred to as the Guidelines**) to meet the goal of the Landmark Program and to progress the restoration of the degraded forest favorably.

The Component will be hosted by Cambodia, Viet Nam and Lao PDR. Three (3) Memorandums of Understanding (MOU) were signed between the Republic of Korea (ROK) and each of the implementing countries of:

- Cambodia for restoration of seed production area in Siem Reap Province on 14 March 2014;
- Viet Nam for development of mangrove forest ecosystem in Thai Binh Province on 29 April 2014, and;
- Lao PDR for rehabilitation of degraded community forest in Champasak and Salavanh Provinces on 30 September 2014.

II. Scope and Purpose

1. The Guidelines cover 1) the project management, 2) staff management; and, 3) fund management to be applied in carrying out the Component. The Guidelines shall be applied according to the institutional regulations and national laws of the implementing country.
2. The Guidelines is to show how the Component shall go forward as making the holistic approach to the goal that the AFoCo Landmark Program pursues.

III. Project Management

3.1 Inception

3. The inception time of the Component shall be the date of signing on the Agreement on Operational Arrangement (**AOA**) and the receipt of funds.

3.2 Planning

4. Upon reviewing the draft of the work plan which was submitted by each implementing country based on the MOUs, the AFoCo Secretariat (**hereinafter referred to as the Secretariat**) shall conduct feasibility surveys on the restoration sites cooperating with the experts in each implementing country.
5. Following the surveys, the Secretariat shall consult the implementing country to develop the final version of the work plan in a cooperation with the implementing countries.
6. The Secretariat shall review and confirm the work plan in a cooperation with Korea Forest Service (KFS) and resource people.

7. Upon confirming the work plan, the AOA shall be signed between the project manager of Landmark Program and representative from each implementing country.

3.3 Implementation

8. The implementing countries shall install the field office near the restoration sites. The field office shall collect the materials related to the Component.
9. The implementing countries mainly managing the restoration sites shall provide the project team of the Component with proper arrangements for site-accessibility, labor use, transportation and forest operation and so on.
10. In order to manage the Component, the Secretariat and the implementing countries shall utilize the Component personnel respectively as follows:
 - **“Project Manager for Restoration Projects under Landmark Program (PMR)”** appointed by the Secretariat, and;
 - **“National Project Director (NPD)”** seconded by each forestry agency of implementing country.
11. The PMR and three (3) NPDs shall implement the Component in accordance with the respective AOA.

3.4 Reporting

12. Each NPD, in a cooperation with the PMR, shall report the regular progress report to the Secretariat within one (1) month prior to Governing Council (GC) Sessions. The Secretariat shall compile and submit the reports to the GC.
13. Each NPD in a cooperation with the PMR, shall report the statement of expenditure and the balance sheet accompanied by the budget request for the next three (3) months to the Secretariat and respective forestry agency of the implementing countries on February, May, August and November of a fiscal year. The Secretariat shall compile and submit the reports to the forthcoming GC.
14. Each NPD in a cooperation with the PMR, shall report the annual report to the Secretariat by November, one (1) month prior to the end of a fiscal year. The Secretariat shall compile and submit the report to the forthcoming GC.
15. Each NPD in a cooperation with the PMR, shall report the audit report to the Secretariat within two (2) months after the end of each phase: Phase 1 (2015-2018) and Phase 2 (2019-2023). The Secretariat shall compile and submit the report to the forthcoming GC.
16. Each NPD in a cooperation with the PMR, shall report a final report (Annex 1) to the Secretariat within three (3) months after the end of the Component. After reviewing the report, the Secretariat shall report to the forthcoming GC.

3.5 Monitoring & Evaluation

17. Monitoring shall be proceeded more than once a year. Upon reviewing the reports submitted by NPDs, the PMR shall monitor the progress of the Component in a cooperation with three NPDs.

18. Monitoring items are as follows:
 - a) Schedule of the activity (i.e. activities running behind the schedule);
 - b) Budget of the activity (i.e. appropriating funds from on head to another; avoiding expenses under unnecessary heading; and so on); and,
 - c) Assignment of the staff (i.e. shifting the staff from one area to other; recruiting temporary staff to meet the time schedule; and so on).
19. For evaluation of the Component, the Secretariat shall compose an evaluation committee for each evaluation process. Evaluation staff shall be selected in consultation with the Secretariat and each implementing country.
20. Evaluation shall be proceeded twice, interim and post evaluations during the period of the Component. Interim evaluation shall be conducted in 2018. Post evaluation shall be implemented after the completion of the Component.

3.6 Suspension

3.6.1 Condition and Procedure for Suspension

21. In case where it appears that the conditions surrounding the Component have changed such an extent that the completion of a progress of the Component, the Secretariat may suspend all further disbursements of funds and report to the GC on the issues.
22. In case where any violation of AOA such as fraud, waste, neglect or mismanagement becomes apparent, the Secretariat may suspend all further disbursements of funds and report to the GC on the issues.

3.6.2 Lifting the Suspension

23. GC shall be able to approve of lifting of the Component suspension if satisfied that the implementing country has satisfactorily addressed the issues for suspension and ready to resume relevant operations.

3.7 Termination

24. The submission and acceptance of final report and the financial audited report represent the completion of the Component. The NPD shall hand over the records, documents and all other transferrable to the forestry agency of each implementing country before discharging the forest agency of the implementing country, in consultation with the Secretariat, shall officially announce the termination date.

IV. Staff Management

4.1 Status, Duties and Obligations of the Component Personnel

4.1.1 Status

25. The personnel for the Component shall comprise of 1) PMR, 2) three (3) NPDs and 3) assigned staff working under the NPDs in the implementing countries.
26. In reference to **Paragraph 10**, PMR shall be appointed by the Secretariat and NPDs shall be seconded by the implementing countries.
27. The NPD can nominate the project staff who is seconded by the Government. The staff is able to contract-based personnel.

4.1.2 Salary

28. The salary for the PMR appointed by the Secretariat shall be provided from the operating budget of the Secretariat for the Component. The salary shall be based on the Standards of the Secretariat.
29. The salary for the NPDs and local staff seconded by the forest agencies of the implementing countries shall not be included in the AFoCo Landmark Program budget. The AFoCo Landmark Program budget shall cover the travel expenses of the NPD and local Staff related to the activities of the Component, in accordance with **4.7.1**.
30. In case of the contract-based local staff, the salary shall follow domestic regulations in each implementing country.

4.1.3 Duties and obligations

31. The terms of reference of NPD is in **Annex-2**.
32. The local staff shall have the following duties and obligations:
 - a) They pledge themselves to discharge their functions efficiently and uphold the highest standards of competence, integrity and respect for all cultures;
 - b) They shall neither seek nor accept instructions from any other external source. They shall not engage in any activity that is incompatible with the proper discharge of their assigned duties; and,
 - c) They shall exercise the utmost discretion in regard to all matters of official business. They shall not disclose, by reason of their official position, to any person any information which has not been made public, except in the course of their duties. Nor shall they at any time use such information to private advantage.

4.2 Working Hours and Official Holidays

33. Working hours shall be 40 hours from 8:00 a.m. to 4:00 p.m. from Monday to Friday in principle. However, working hours can be adjustable subject to national regulations of the implementing country.
34. National holidays of the implementing country shall be regarded as the official holidays for the personnel.

4.3 Recruitment and Appointment

4.3.1 Recruitment procedure

35. Each implementing country and the Secretariat shall recruit the Component personnel on the basis of AOA. The key considerations in the selection of personnel shall be proficiency in spoken and written English, competent interpersonal skill, integrity, adequate technical knowledge and experience in regional forestry cooperation projects.

4.3.2 Appointment procedure

36. Prior to employment, a candidate may be required to present a medical certificate from a duly qualified medical practitioner attesting that the candidate is fit for performing his or her duties.
37. The forestry agency of the implementing country shall issue a "Letter of Appointment" with the terms and conditions of employment to the successful candidate for the vacant post. The appointment shall take effect from

the date on which the performance of duties is commenced. The NPDs shall inform to the Secretariat of any new appointment, resignation or termination of the personnel related to the Component.

4.3.3 Service Contract

38. A Service Contract is required in hiring consultant firm, individual consultancy or expert assignment. The Contract shall cover scope of work, deliverables or outputs, work program and schedule, place of work, fees and other benefits for the assignment.

4.4 Remuneration of the Component Personnel

39. Remuneration of the Component personnel shall be decided as considering the AOA.

4.5 Social Security, Insurance and Other Benefits

40. All the Component personnel shall be covered by a social security and insurance system applicable under the national laws and regulations of the implementing country. The implementing country shall ensure all the Component personnel have equal access to basic health care services and social security entitlements provided to the nationals of the implementing country.

4.6 Annual and Other Types of Leave

41. Component personnel shall be entitled to annual and other types of leave in accordance with the national regulations of the implementing country.

4.7 Official Travel

4.7.1 Travel authorization and coverage

42. Subject to the availability of the budget of the Component, official travel of each implementing country shall be authorized upon the approval by the NPD before its being undertaken. The budget for the PMR shall be covered by the operating budget of the Secretariat for the Component. The budget for the NPDs and local staff shall be covered by the Landmark Program budget allocated to each implementing country.

43. In case of overseas travel, the expenses shall be covered for the most direct economy class airfare, accommodation at the rate of US\$105 per night and daily subsistence allowance at the rate of US\$105 per day. Such allowances are entitled for actual day(s) of mission plus one (1) day of travel.

44. In case of domestic travel, expenses shall be covered for the most direct economy class airfare or ground transportation, accommodation at actual cost, daily subsistence allowance at the rate of US\$35 per day. Such allowances are entitled for actual day(s) of mission plus one (1) day of travel.

45. The traveling personnel are entitled to spend the incidental travel expenses mentioned below:

- a) Visa fees;
- b) Vaccinations (if required by the destination country);
- c) Hire of local transportation (applicable when public transport is unavailable or unreliable);
- d) Telephone, telegraph, radio and internet communications related to the work;
- e) Transportation or storage of authorized baggage used on official business;

- f) Travel-related insurances; and,
- g) Such other incidentals as specifically approved by the respective authority.

4.7.2 Payment of the travel expenses

46. Expenses arising from official travel shall be reimbursed after completion of travel and upon receipt of the travel claim. Where appropriate, the forestry agency of the implementing country may directly arrange air ticket for the official travel.

4.8 Termination from Service

4.8.1 Termination of service contract

47. Any contract of the Component personnel may be terminated by the forestry agency in any of the following instances with one (1) month written prior notice as follows:
- a) if the person concerned causes serious breach in delivery of service;
 - b) if the service of person concerned proves unsatisfactory based on his or her performance appraisal by the implementing country;
 - c) if the person concerned is absent from service for more than ten (10) working days without notice; and,
 - d) if the person concerned is incapacitated for reasons of health to preclude him or her from carrying out the assigned duties.

4.8.2 Resignation

48. The Component personnel may resign from the post upon presenting to the forestry agency of the implementing country with the one (1) month written prior notice unless otherwise specified under the terms of his or her appointment.

4.9 Last Day for Pay Purposes

49. When the Component personnel is separated from service, the date on which entitlement to remuneration and benefits shall cease, shall be determined in accordance with the following provisions:
- a) for the end of regular service of the personnel, the date shall be the date specified in the Letter of Appointment;
 - b) in case of termination or resignation, the date shall be either the date of termination mentioned in the written notice under the sections **4.8.1** or **4.8.2**. Outgoing personnel are expected to perform his or her duties during the period of notice. Annual leave shall be granted during the notice of termination or resignation only for brief periods; and,
 - c) in case of death, the date of ceasing remuneration and benefits shall be the date of death. In such case of death, the surviving dependents shall be entitled to receive one month base remuneration per year of service.

V. Fund Management

5.1 Fiscal Year

50. The fiscal year of the Component shall be from 1 January to 31 December of each calendar year.

5.2 Management of Accounts

51. A joint account for the Component shall be established at the government-owned bank or a legally established private bank under the name of “Landmark Program Restoration”. The NPDs shall ensure a proper bookkeeping by single entry.

52. Submission of the statement of expenditure and the balance sheet accompanied by the budget request shall follow **Paragraph 13**. Upon review and confirmation of the documents by PMR, the Secretariat shall transfer the budget to the designated bank account in respective implementing country.

53. Submission of the audit report shall follow **Paragraph 15**.

VI. Procurement

6.1 Procurement of Goods and Services

54. Following the domestic regulations in each implementing country, PMR and NDP in the country shall decide the procedure of procurement.

Annex-1

Outlines of the Project Document

Project title:

Project duration:

Executive summary

- I. Introduction
 - II. Objectives
 - III. Project management structure
 - IV. Project outputs (both tangible and intangible)
 - V. Implementation status (tabulated)
 - VI. Major achievements/success stories
 - VII. Issues and constraints
 - VIII. Plan for the sustainability of project activities
 - IX. Conclusion/Recommendation
 - X. Annexes/Appendices
 - a. Financial statement
 - b. Audited financial report
 - c. Matrix of planned and actual activities
 - d. Other relevant documents
-

Annex-2

Terms of Reference (National Project Director)

Under the Guidelines for work plan for implementing for the component in Cambodia, Lao PDR and Viet Nam under the AFoCo Landmark Program, the National Project Director shall be responsible for:

- Managing the project office, staff and financial matters to ensure the operation of the Project and delivery of service at the highest possible standard and quality;
- Coordinating with the relevant officials from the implementing countries for efficient operation of the Project;
- Supporting timely implementation of the activities at the national and regional levels identified in the Project Document;
- Providing necessary assistance in organizing activities, workshops and training courses of the Project;
- Preparing and submitting financial report with a balance sheet, annual report and the final report , in a timely manner as required in the implementation of the Project; Keeping record of activities implemented and accomplished including technical documents, recommendations and consultancy reports;
- Ensuring managerial and financial accountability in accordance with the approved Project Document; and
- Undertaking other duties as may be assigned as appropriate in implementing the Project



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