

AFoCo/008/2014



## Internal Monitoring Report

Project Profile	
Project Code	AFoCo/008/2014
Project Title	Village-based Forest Rehabilitation in Lao PDR
Project Duration	Start date: 1 October 2014 End date: 30 September 2023
Implementing Agency	(1) Department of Forestry, Ministry of Agriculture and Forestry, Lao PDR (2) Interim Secretariat for AFoCO
Participating Countries	Lao PDR
Project Site	Sangthong District, Vientiane Capital, and Paksong District, Champasak Province
Budget and Source of Finance	Total: US \$1,500,000 - AFoCO: US \$1,500,000 (In-cash contribution by DoF will be reported later)
Summary of Monitoring Report	
Monitoring Period	26 -30 June 2017
Site Visited	Department of Forestry, Vientiane, Sangthong District, Vientiane Capital, and Paksong District, Champasak Province
Monitoring Check Points	(1) Two Plantation sites in Sangthong and Paksong; (2) Establishment of Village Forest Development Groups and Village Forest Protection Groups; (3) Training and consulting activities for villagers; (4) Procurement list; (5) Assignment of project staff; (6) Follow-up status on the decisions made at the 2nd PSC meeting; and, (7) Project accounting and record keeping status

Reporters	Position	Signature	Date
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<b>ALOUNSAVATH, Oupakone</b>	National Project Director for Restoration Project in Lao PDR under Landmark Program / Director of Village Forestry and NTFP Division, Department of Forestry, Lao PDR		31 Aug. 2017

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**Notes to the Authors & Readers**

The monitoring report is intended to review the project implementation progress as well as to identify any corrective actions needed for effective and efficient implementation of the project, by Project Manager for Restoration Projects and National Project Director in Lao PDR under Landmark Program.

**Acronyms**

DAFO	District Agriculture and Forestry Office
DoF	Department of Forestry
Lao PDR	The Lao People’s Democratic Republic
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
NPD	National Project Director
ODA	Official Development Assistance
PMR	Project Manager for Restoration Projects under the Landmark Program
PSC	Project Steering Committee
REDD+	Reducing Emissions from Deforestation and Forest Degradation

## 1. Introduction

The internal monitoring for the project under the Landmark Program “Village-based Forest Rehabilitation in Lao PDR” was conducted in Lao PDR from 26 to 30 June 2017, following the monitoring and evaluation guidelines<sup>1</sup>.

The objective of the internal project monitoring was to review the progress of project implementation as well as to identify any corrective actions needed for effective and efficient implementation of the project. The monitoring focused on technical issues currently encountered in the second year of the project implementation.

For the monitoring team, the Secretariat assigned two staff to cover project management and financial matters. From Lao PDR, the National Project Director (NPD) participated as the facilitator (**Table-1**). The cost of field monitoring was covered with a joint sharing arrangement between the Secretariat and project of Lao PDR. The schedule of monitoring is attached in **Annex-1**.

The monitoring report will be submitted to the Project Steering Committee (PSC) at its 3<sup>rd</sup> Meeting in 2017 as part of the progress report by the Project Manager for Restoration Projects under the Landmark Program (PMR).

**Table-1. The monitoring team**

Name and Affiliation	Main Task
<b>1) Lee Hye Kyung (Ms.)</b> Senior Program Officer, Planning, Budget and Human Resource Management Team	- Financial procedures in Lao PDR - Update on the staff assignment - Procurement list
<b>2) Ryang Soo Zin (Ms.)</b> Project Manager for Restoration Projects under Landmark Program	- Overall progress of the project, based on the 2016 annual report and 2017 annual plan submitted by Lao PDR
<b>3) Oupakone Alounsavath (Dr.)</b> National Project Director for Restoration Project in Lao PDR under Landmark Program Director of Village Forestry and NTFP Division, Department of Forestry, Lao PDR	- Overall progress of the project implementation - Coordination of internal monitoring

<sup>1</sup>Guidelines for Work Plan: Implementation for Restoration of Degraded Forest Regions in Cambodia, Lao PDR and Viet Nam under the AFoCo Landmark Program

### 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 one 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).

## **2. Major monitoring activities**

The project has four main objectives: 1) To increase forest cover through the restoration of degraded forest areas; 2) To raise public awareness about the importance of national forest rehabilitation programs; 3) To contribute to poverty reduction by providing direct income to local people especially the poor; and, 4) To strengthen capability of stakeholders at all levels for successful implementation and replication of the project.

The division of “Village Forestry and Non-timber Forest Product” of the Department of Forestry (DoF) is the implementing agency of the project. Under the supervision of NPD, two governmental officials are assigned to the management of two project sites respectively. All the receipts and records are collected at the division after submission from the district level.

Based on document review, field observation and open discussion for outcomes described in 2016 annual progress report, the internal monitoring in 2017 focuses on the following specific matters:

- 1) Two plantation sites in Sangthong and Paksong;
- 2) Establishment of Village Forest Development Groups and Village Forest Protection Groups;
- 3) Training and consultation services provided to villagers;
- 4) Procurement list;
- 5) Assignment of project staff;
- 6) Follow-up actions on the decisions made at the 2nd PSC meeting; and,
- 7) Project accounting and record keeping status

## **3. Key findings and issues**

### **3.1. Overview: Status on the concept of village forestry in Lao PDR**

Prior to field visits, the monitoring team (3 members) briefly discussed the overall plan and schedule for the internal monitoring. Regarding the matters related to village forestry in Lao PDR, the Department of Forestry (DoF) is identifying all projects being implemented at the village level, in order to consolidate common outputs as setting the minimum requirements. This is to support government policy to strengthen capacity of villagers dealing with forest resources.

According to the NPD, the DoF has a plan to combine the project concept of village-driven forest rehabilitation with the country’s decentralization model of “Samsang” (namely, Three Pillars Strategy) for rural development. The reason of DoF to use a term of “village-driven” instead of “village-based” is to promote their leadership in understanding village forestry-related actions by encouraging grassroot movements and avoiding top-down approaches. DoF is considering develop training programs in cooperation with local NGOs, and planning to utilize human resources from the project’s village groups as local instructors. In the future, NPD expressed his expectation to link the project output to a performance-based payment system, and establish it as part of the REDD+ schemes in Lao PDR.

## **3.2. Key findings and issues**

### **3.2.1 Two plantation sites in Sangthong and Paksong**

The most significant observation was the intention of DoF to prioritize and promote villagers' decisions in implementing activities, as most of the decision were made by villagers from the first incident. However, most of villagers in the project site have not been involved in the forestry-related projects, and more time may be required for villagers to understand the implementing procedures of the project. Sometimes, it was a main factor to delay the implementation of activities. The monitoring team shared a view that within the scope of the project, it may be necessary to review and revise annual targets considering the on-site situations.

It is planned to build the forest trails and/or roads at the plantation site. Beyond that, NPD and PMR shared a view that such forest roads can become tourist trekking roads when the project sites are improved and upgraded to village-driven forest rehabilitation model. The activity would be covered by the remaining budget through additional planning.

Keeping of photos, records and video clips are necessary. Especially, satellite images of plantation sites are strongly advised to show the evidence of changes before and after the plantation.

#### **1) Sangthong district, Vientiane Capital**

The monitoring team visited a nursery managed by the district agriculture and forestry office (DAFO), and two village nurseries established by Village Forest Development Groups in Nachelaun and Nongboua villages. The DAFO nursery supplies seedlings for *ex-situ* conservation plantation, and the villages' nurseries are planned for supporting enrichment plantation activities.

Instead of buying seeds directly from market, the project made a contract with the district nursery to produce seedlings. Such contract would provide 16,000 seedlings more than the target of 24,000 seedlings which was originally planned to purchase from the local market, and the extra seedlings would be used for schools and other purposes. According to the NPD, such arrangement could help the village in terms of strengthening the local government's capacity as well as supporting the village's economy.

Enrichment plantation is led by villagers with their choice of species, while the government provides advice only to each village not to overlap the species from the other villages. Most of the species are semi-evergreen and evergreen. Next year, the DoF will make a contract with villagers for enrichment plantation.

For *ex-situ* plantation, six (6) households in Nongboua village have made a contract with the DoF for planting activities, and there were planting activities observed during the monitoring visit. This year's target has been increased from 5 ha to 6 ha as decided by the village.



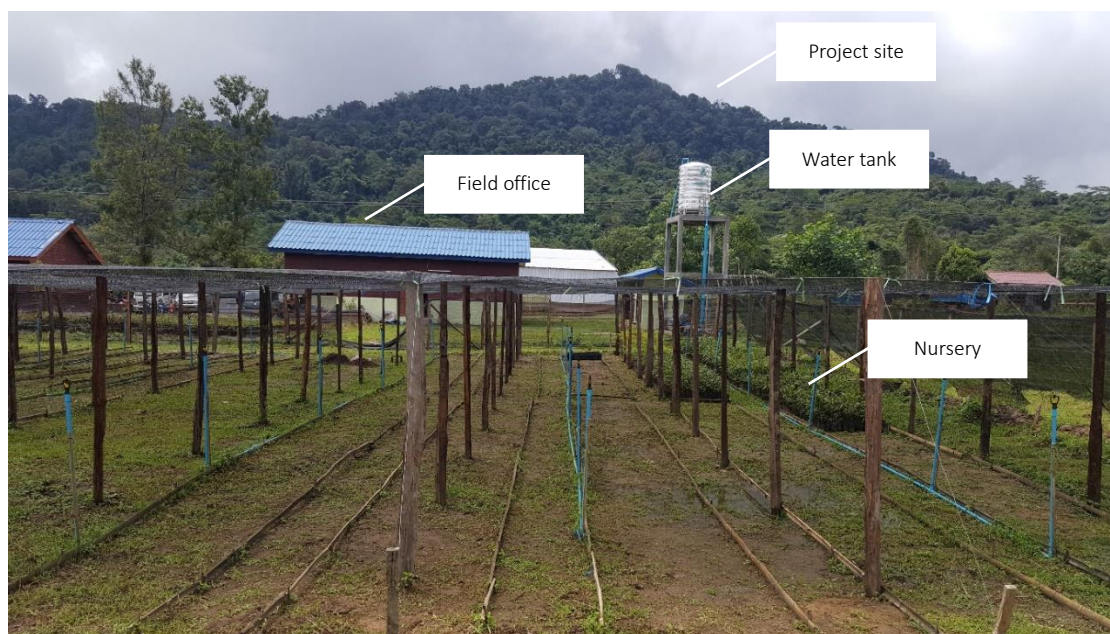
Photo 1. *Ex-situ* plantation site in Sangthong

## 2) Paksong district, Champasak Province

The monitoring team visited the nursery managed by two villages, which is located to the field office. Due to a delay in the establishment of village groups and preparation of contract, there are no planting activities this year. In this regard, the district office is planning to increase the next year's target by combining the target areas for 2017 and 2018: in total, enrichment plantation of 40 ha and 20 ha of *ex-situ* plantation.

In the case of Paksong, a joint nursery was established for better management by two villages, where training activities are also conducted. The nursery was not included in the annual plan, but DoF and DAFO efficiently utilized the budget to set it up under the activity of seedlings production (Activity 1.1.2).





**Photo 2. Field office with a nursery managed by two villages near the project site in Paksong**

### **3.2.2 Establishment of Village Forest Development Groups and Village Forest Protection Groups**

The monitoring team visited DAFO and field offices and interviewed local officials and villagers with open-ended questionnaire method.

The project established two types of village groups. One is Village Forest Development Groups (VFDGs) for seed collection, seedling production and plantation, and another is Village Forest Protection Groups (VFPGs) for firefighting and forest protection.

The procedure of making contract with villagers included three steps of: 1) contract draft provided by the NPD (DoF); 2) finalizing the contract contents between district officials (DAFO) and villagers; and, 3) signing of the contract by three parties (NPD, district official, and the head of each village group). Article 108 of the Forestry Law in Lao PDR, "Rights and duties of Village Forestry Unit" provides full legal protection and management rights to such village groups (**Annex-2**).

There is limited understanding among the groups for the procedure since this is the first time for participating in this kind of projects. It was addressed through regular community gatherings for sharing performance planning, annual/quarterly target, equipment, and organizing some planting ceremonies, similar to what was observed in Paksong district during the monitoring visit.

It was found that prompt action on the comments and opinions of villagers involved in the project is a key factor to maintain flexibility and sustainability. The more villagers have willingness to achieve the project outputs in implementation, the better chance to succeed the project. Officials at district level mentioned that it is important to persuade villagers through sharing of the short, medium, and long-term benefits continuously. In such situation that various methods could be created and developed to stimulate villagers' voluntary action for



afforestation, the NPD commented that a long-term project such as the Landmark Program can provide many lessons and valuable experiences.



**Photo 3. Field office in Sangthong**



**Photo 4. Field office in Paksong**

### **3.2.3 Training and consultation services provided to villagers**

Both project sites had a similar plan for village training and consultation activities, however, these could be different level of enthusiasm based on the village's willingness on the voluntary implementation.

In Paksong, there were training programs for villagers. Villagers were actively involved in training through feedback and discussion. There was one (1) technical advisor from DAFO, providing advice and extension service to the villagers at the field office.

In Sangthong, there was no one to offer technical advice to the villagers. Each village has its own nursery to cover the enrichment plantation activities, and villagers make decisions by themselves through discussion with DAFO.



**Photo 5. Village nurseries in Sangthong**



**Photo 6. A village training at the joint nursery in Paksong**

### 3.2.4 Procurement list

The procurement list was updated (**Annex-3**). Some equipment are not the same as in the plan, but it has been clarified to the monitoring team. The adjustment in purchase of equipment was in consideration with the number of staff. The monitoring team advised to create asset code for each item for management and inventory purposes.

### 3.2.5 Assignment of project staff

The list of project staff was updated (**Annex-4**). There are no changes in the assignment of staffs. Salary for one (1) contract-based accountant was increased from 250 to 300 USD in accordance with the local salary condition. Each field office had one (1) volunteer, for whom the payment was under consideration.

### 3.2.6 Follow-up actions on the decisions made at the 2nd PSC meeting

#### 1) Discussion on the 2016 remaining budget

As the end of 2016, the project under the Landmark Program “Village-based Forest Rehabilitation in Lao PDR” has a surplus balance amounted 55,900 USD, and the PSC had advised to NPD and PMR to develop a plan and report it to the upcoming PSC meeting in 2017. Tentative activities for the surplus budget are mentioned below.

Activity	Budget (USD)
1) Translation of the guidelines* into English	4,000
2) Development of two (2) times of the 3-day workshops to learn the concept of “village-driven forest rehabilitation”, targeting government officials in a forestry sector (25 people/workshop)	10,000
3) Establishment of demonstration site and trekking roads, “Village-driven Forest Protection Learning Site” in two project sites ( <b>Annex-5</b> )	30,000
4) Participation of NPD to the international conference on village forestry	2,000
5) To be developed further	9,900
<b>TOTAL</b>	<b>55,900</b>

(\*The project has developed the guidelines “*Specific Guidelines for Village-driven Forest Rehabilitation and the Project Monitoring and Evaluation Framework*” in 2016 and currently improving it as including on-site information from Paksong and Sangthong.)

## **2) Brick company in Paksong district**

At the 2<sup>nd</sup> PSC meeting in November 2016, the committee advised NPD and PMR to follow-up the encroachment of a brick factory adjacent to the project site. The matter was raised and considered since the development of the project.

The monitoring team checked the current situation through an interview with the head of DAFO in Paksong during the monitoring. According to the head of DAFO, there were series of discussions and communications between the DAFO and the factory owner and the company agreed not to encroach the project land areas. To legally secure the project site, the DoF is planning to register the site as national forest under Article 31 “Principles of forest regeneration” under Law on Forest (**Annex-6**).

### **3.2.7 Project accounting and record keeping status**

The monitoring team reviewed financial record keeping status and receipts collected during the first quarter in 2017, based on the project fund flow diagram in 2017 annual plan (**Annex-7**).

The accounting process, including financial record keeping, has been managed relatively well. At present, both DAFOs request budget for each activity to DoF. For the financial reporting purpose, DAFOs and DoF have been using the same formats provided by the Secretariat. One of the advantages of the current financial reporting format is that all implementing bodies, from the central to the district level officials, use the same format. Hence, the process is transparent and easily understandable for all project stakeholders in handling and reporting of the budget.

The Secretariat advised Sangthong DAFO to attach the bank withdrawal slip together with receipts of activities at the back side of the receipt folder, to follow the same process used at Paksong DAFO.

## **4. Supplementary information**

### **4.1. Tax exemption for project procurement**

Recently, there was a change of law on taxation in Lao PDR that all procurements are subject to taxation unless the MOU stipulates the exemption of tax. The MOU for the project covered tax exemption on the procurement and therefore, the project vehicle was purchased with the exemption of tax.

### **4.2. Forestry Law in Lao PDR (2007)**

NPD provided Forestry Law in Lao PDR, version in English (**Appendix-1**).

### **4.3. Government documents relate to Samsang (Three Pillars Strategy)**

NPD provided two government documents related to Samsang in English: 1) the resolution by politburo of Lao PDR on formulation of the three units, 15 February 2012 (**Appendix-2**), and

2) the ordinance of the Prime Minister of Lao PDR on the formulation of three units (three pillars) for provinces, districts and villages, 15 June 2012 (**Appendix-3**).

#### 4.4. Photos for 2016 activities

Photos taken in two projects sites in 2016 are attached in (**Appendix-4**).

### 5. Recommendations

Checklist	Recommendation	Implementer
1) Two plantation sites in Sangthong and Paksong	To maintain a record of projects production (i.e. photos, video clips, etc.)	DoF
	To obtain satellites images before and after the plantation activities	DoF
2) Establishment of Village Forest Development Groups and Village Forest Protection Groups	<i>No recommendation</i>	-
3) Training and consultation services provided to villagers	<i>No recommendation</i>	-
4) Procurement list	To use the asset code for all purchased items for management purpose	DoF
5) Assignment of project staff	<i>No recommendation</i>	-
6) Follow-up actions on the decisions made at the 2nd PSC meeting	To finalize the plan for the surplus budget of US \$55,900 from 2016 budget and report to the upcoming PSC meeting	DoF and the Secretariat
7) Project accounting and record keeping status	To attach the bank withdrawal slip together with receipts of activities at the back side of the receipt folder (Sangthong)	DAFO, Sangthong
Further considerations	An opportunity for transforming the project as a village-driven forest rehabilitation model exists as part of the national strategy in Lao PDR. It could be pursued at later stages.	

[Annex-4]

## **6. Appendices<sup>2</sup>**

Appendix-1. Forestry Law of Laos (2007)

Appendix-2. Resolution of Politburo on Formulation of Provinces as Strategic Units, Districts as Comprehensively Strong Units and Villages as Development Units of Laos (2012)

Appendix-3. Prime Minister Ordinance on Piloting the Formulation of Provinces as Strategic Units, Districts as Enhanced Capacity Units and Villages as Development Units of Laos (2012)

Appendix-4. Photos for 2016 activities by NPD

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<sup>2</sup> Available upon request. They are not included as the meeting materials for the PSC meeting.



[Annex-4]

**[Annex-1] Schedule of monitoring**

Date	From	To	Venue	Time	Monitoring list	Monitoring material	Implementing country
<b>LAO PDR</b>							
25-Jun	Incheon, ROK	Vientiane, Lao PDR	Landmark Mekong Riverside				
26-Jun	Hotel	DoF	<b>1) Department of Forestry, Vientiane</b>	09:00-10:00	- Discussion with the NPD on the monitoring direction and schedule - Discussion on the 2016 remaining budget	- Financial reports and budget plan	NPD of Laos, Accountant
				10:00-12:00	- Check on the staff assignment status - Check on the procurement list	- Latest list of staff status and procurement list submitted by the NPD	NPD of Laos, Accountant
				13:00-16:00	- Check on the financial record keeping - Collect the project related resources (Guidelines developed in 2016, regulations, maps, photos, video clips, etc.)	- Financial reports submitted by the NPD - Lao's domestic guidelines for plantation monitoring	NPD of Laos, Accountant
27-Jun	Vientiane	Sangthong	Move to Sangthong (by car)	08:00-09:30			
			<b>2) Project site in Sangthong</b>	09:30-10:30	- Discussion with the project team of Sangthong on the project challenges and updates	- 2017 Annual Plan and 2016 Annual Report	NPD and Project Team and, Accountant in Sangthong
				10:30-12:00	- Check on the procurement list at the field office - Check on the staff assignment status - Check on the financial record keeping and lump sum expenses (LHK)	- Fund flow diagram in 2017 annual plan - Budget plan and financial reports - Procurement list	
				10:30-12:00	- Check on the arrangements targeting villagers: (i) village consultation; (ii) consultation meetings; (iii) training modules; (iv) agroforestry; and, (v) list of villagers for VFDGs and VFPGs (RSZ)	- 2017 Annual Plan and 2016 Annual Report	
				13:00-16:00	- Check on the seedling production (2 sites) - Check on the <i>ex-situ</i> plantation site - Check on the activity of enrichment plantation	- 2017 Annual Plan and 2016 Annual Report	
				16:00-16:30	- Wrap-up with the project team		
Sangthong	Vientiane	Move to Vientiane (by car)	16:30-18:00				

[Annex-4]

Date	From	To	Venue	Time	Monitoring list	Monitoring material	Implementing country
28-Jun	Vientiane	Pakse	Move to Pakse (by air)	10:40-11:55			NPD
	Pakse	Paksong	Move to Paksong (by car)	12:00-15:00			NPD
			<b>3) Meeting with the project team of Paksong</b>	15:00-16:30	- Discussion with the project team of Sangthong on the project challenges and updates	- 2017 Annual Plan and 2016 Annual Report	NPD and Project Team in Paksong
29-Jun			<b>4) Project site in Paksong</b>	09:00-12:00	- Check on the procurement list at the field office - Check on the staff assignment status - Check on the financial record keeping and lump sum expenses (LHK)	- 2017 Annual Plan and 2016 Annual Report	NPD and Project Team and Accountant in Paksong
				11:00-15:00	- Check on the arrangements targeting villagers: (i) village consultation; (ii) consultation meetings; (iii) training modules; and, (iv) list of villagers for VFDGs and VFPGs	- Fund flow diagram in 2017 annual plan - Budget plan and financial reports - Procurement list	
				11:00-15:00	- Check on the seedling production - Check on the <i>ex-situ</i> plantation site - Check on the activity of enrichment plantation	- 2017 Annual Plan and 2016 Annual Report	
30-Jun			<b>5) Wrap-up meeting with the NPD and the project team with breakfast</b>	07:30-09:00	- Wrap-up on recommending issues to be updated at the 3 <sup>rd</sup> PSC meeting		NPD
	Paksong	Pakse	Move to Pakse (by car)	09:00-12:00			
	Pakse, Lao PDR	Vientiane, Lao PDR	Move to Vientiane (by air)	16:30-17:45			

**[Annex-2] Article 108 of the Forestry Law in Lao PDR “Rights and duties of Village Forestry Unit”**

In the management of forest, forestland and forestry activities, the Village Forestry Unit has the following rights and duties:

1. To study and propose to the Village administrative authority to issue regulations on customary use of village forests in compliance with the forestry laws and regulations;
2. To disseminate regulations on forests mainly concerning the importance and value of forests, forestland, water resources in forests and the environment to the villagers within their village;
3. To implement laws and regulations on forests, the allocation of forests and forestland to individuals and organizations within the village to manage, preserve, regenerate, plant trees, and expand forests for use in an effective way;
4. To organize villagers in managing, preserving, using forests and forestlands, water resources in forests, NTFPs and the environment within the village according to the real situation in the village;
5. To monitor the situation of forest change, the environment and forestry activities within the village and then report to the District or Municipal Agriculture and Forestry Office;
6. To take a leading role in monitoring and preventing adverse activities that may cause harmful effect to the forest, NTFPs, water resources in forests and the environment, such as illegal cutting of trees, forest burning and any actions that caused damage and destroy the forest on time.
7. To summarize and report implementation results of forestry work in the village to the District or Municipal Agriculture and Forestry Office regularly.
8. To execute other rights and duties as provided in the laws and regulations.

[Annex-4]

**[Annex-3] Procurement status (as of June 2017)**

**■ Procurement of materials and equipment (Sangthong district, Lao PDR)**

No.	List	Plan	Actual	Plan	Actual	Plan	Actual
1.1	Laptop computer	♦ Model: Samsung NT500R5S-LD5S	Notebook DeLL Inspiron N5459	3 unit	5 unit	DoF 1, PAFO 1 and FO 1	DoF 3, PAFO 1 and FO 1
1.2	Printer	♦ Samsung	Pinter SAMSUNG SL-C1810W	3 unit	2 unit	DoF 1, PAFO 1 and FO 1	DoF 1, and FO 1
1.3	LCD projector	♦ Model: Samsung SL-X4220RX (Color Laser Print, Copy, Scan, Fax; multi tray)	Projector Viewsonic	3 set	2 set	DoF 1, PAFO 1 and FO 1	DoF 1, and FO 1
1.4	Individual working desks with arm chair	▪ A set: 1 desk with 1 arm chair;	PRESIDENT and TAIYO	3 sets	4 sets	DoF 1, PAFO 1 and FO 1	DoF 2, DAFO 1 and FO 1
1.5	Meeting tables with normal chairs	▪ A set: 1 table with 6 normal chairs; a set at each office	MOTECH and CENTURE ZR-1001	3 sets	4 sets	DoF 1, PAFO 1 and FO 1	DoF 3 and FO 1
2.1	GPS	♦ Model: Garmin Oregon 550	Garmin GPS 64 st	2 Unit	2 Unit	FO (2)	FO 2
2.2	Telescope (Binocular)	♦ Model: Pentax PF-65ED	-	1 Unit	-	FO (1)	-
2.3	Photo camera	♦ Model: Samsung Smart NX1	Camera NiKon D5500	1 Unit	1 Unit	FO (1)	DoF 1
2.4	Measuring tapes	♦ 50 meter long,	Index 50 m	3 Unit	4 Unit	FO (3)	DoF 2, and FO 2
2.5	Firefighting extinguishers	♦ Medium sized	-	5 Unit	-	FO (1), VFPGs (4)	-
2.6	Motorbikes	♦ Kolao	Koloa Magic 110 cc	2 Unit	2 Unit	FO	FO 2

\* DOF = Department of Forestry; PO = Provincial Office; DO = District Office; FO = Field Office; VFPG = Village Forest Protection Group

■ Procurement of materials and equipment (Paksong district, Lao PDR)

No.	List	Plan	Actual	Plan	Actual	Plan	Actual
1.1	Desktop computer	♦ Model: Samsung DM301S3B-B12S (+ LED 24' Monitor)	HP Pavilion 550-152L (N4R93AA#AKL)	4 unit	4 unit	DOF (2); PO (1); FO (1)	DOF 2; FO 2
1.2	Laptop computer	♦ Model: Samsung NT500R5S-LD5S	Notebook DeLL Inspiron N5459	4 unit	2 unit	DOF (2); PO (1); FO (1)	PAFO 1 and FO 1
1.3	Multifunction Copier (A4 + cartridge)	♦ Model: Samsung SL-X4220RX (Color Laser Print, Copy, Scan, Fax; multi tray)	KYOCERA TASKalfa 2200	2 set	2 set	DOF (1); FO (1)	FO 2
1.4	Individual working desks with arm chair	A set: 1 desk with 1 arm chair; 2 set at DoF Office; and 1 set at Champasak and 1 at Paksong offices	PRESIDENT and TAIYO CA222A and wooden table - chairs	4 sets	3 sets	DOF (2); PO (1); FO (1)	DAFO 1 and FO 2
1.5	Meeting tables with normal chairs	A set: 1 table with 6 normal chairs; a set at each office	Wooden Meeting tables - chairs	3 sets	2 sets	DOF (1); PO (1); FO (1)	FO 2
2.1	GPS	♦ Model: Garmin Oregon 550	Garmin GPS 64 st	2 Unit	2 Unit	DO (2)	FO 2
2.2	Telescope (Binocular)	♦ Model: Pentax PF-65ED	-	1 Unit	-	DO (1)	-
2.3	Photo camera	♦ Model: Samsung Smart NX1	Camera NiKon D5500	1 Unit	Unit 1	DO (1)	FO 1
2.4	Measuring tapes	♦ 50 meter long,	Index 50 m	3 Unit	2 Unit	DO (3)	FO 2
2.5	Firefighting extinguishers	♦ Medium sized	Medium sized	5 Unit	1 Unit	DO (1), VFPGs (4)	FO 1
3.1	Car (SUV)	♦ Model: KIA 2016 Sorento	KIA 2016 Sorento	1 Unit	1 Unit	For project monitoring in Vientiane	DOF 1

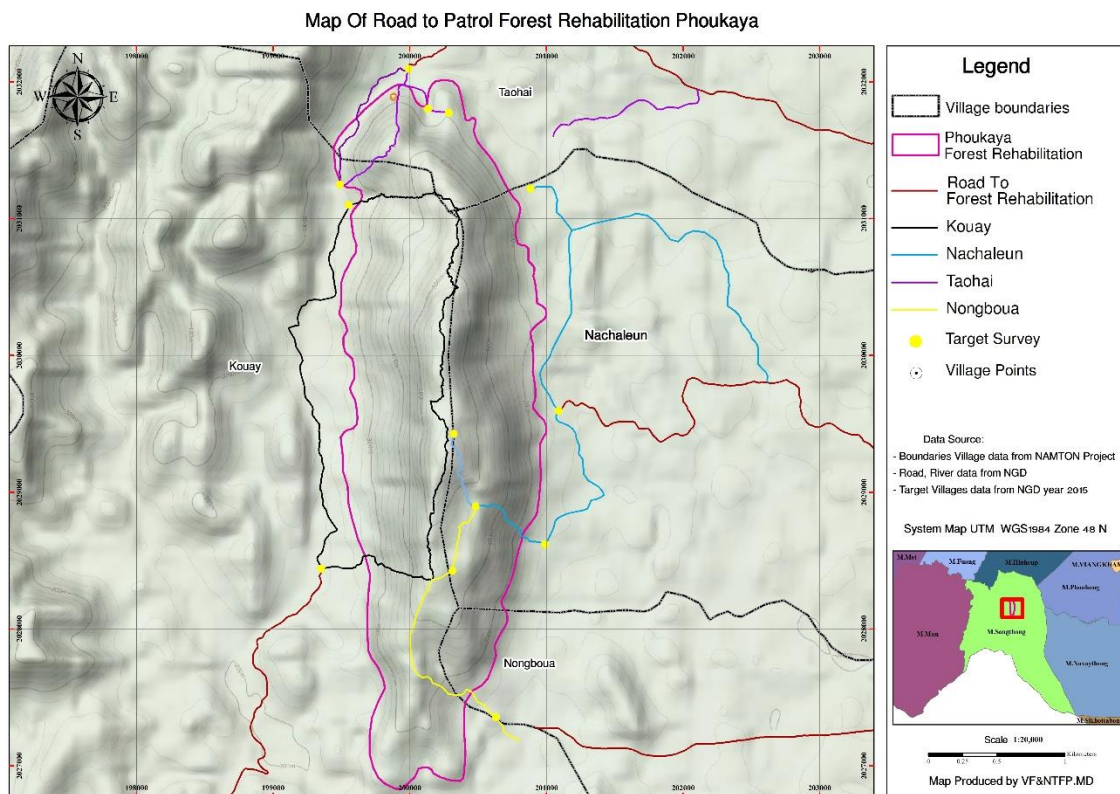
\* DOF = Department of Forestry; PO = Provincial Office; DO = District Office; FO = Field Office; VFPG = Village Forest Protection Group



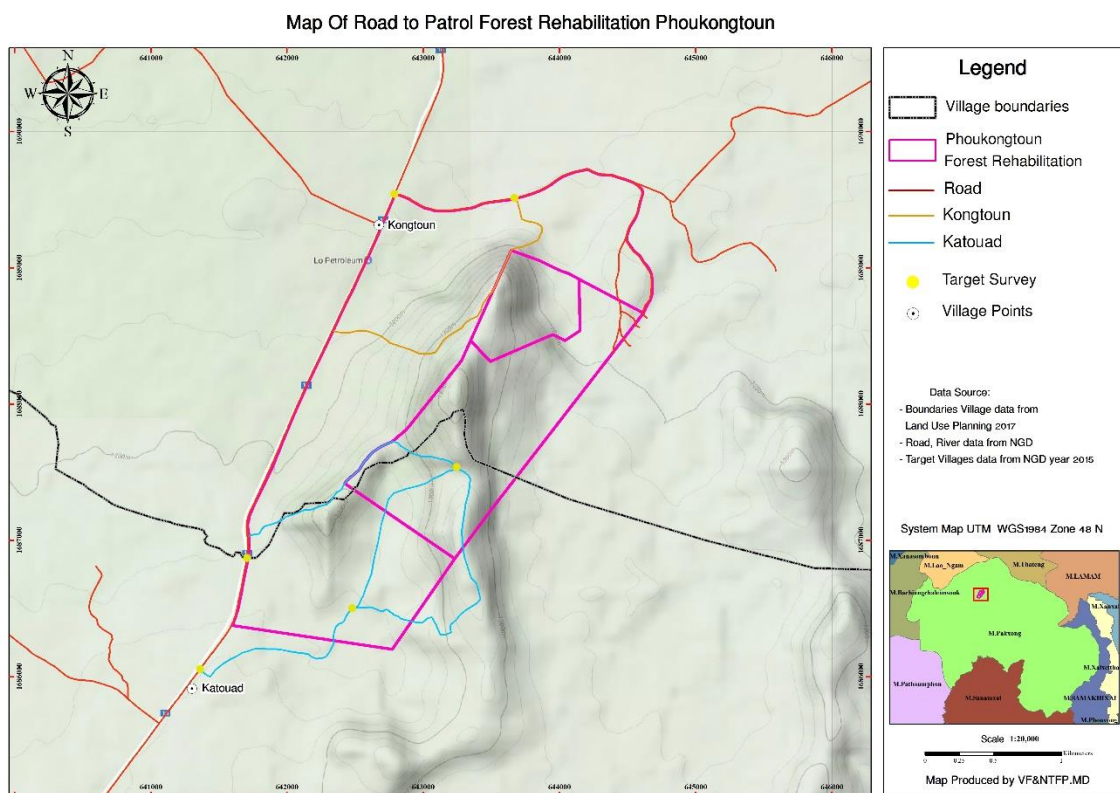
**[Annex-4] Assignment of project staff (as of June 2017)**

No.	Name	Position	Governmental official / Contract-based staff	Salary from Landmark Program (US\$/month)
<b>I. Project Steering Committee</b>				
1	Mr. Sousath Sayakoummane	Director General of Department of Forestry (DoF), Lao PDR	Gov. official	N/A
2	Mr. Oupakone Alounsavath, Ph.D	Director of Village Forest and NTFP Division, DoF / National Project Director of Landmark Program in Lao PDR	Gov. official	N/A
3	Mr. Prachith Noraseng	Deputy Head of Provincial Agriculture and Forestry Office, Champasak Province	Gov. official	N/A
4	Mr. Kasone Thepkhamheuang	Deputy Head of Provincial Agriculture and Forestry Office, Vientiane Capital	Gov. official	N/A
5	Mr. Bouakham Sysongkham	Vice District Governor of Sangthong District, Vientiane Capital	Gov. official	N/A
6	Mr. Vichit Keobouapha	District Governor of Paksong District, Champasak Province	Gov. official	N/A
7	Mr. Choi Jun-Seok	Acting Executive Director, Interim Secretariat for the AFoCO	AFoCO	--
8	Mr. Lee Kyung Ho	Coordinator of Planning, Budget and Human Resource Management Team,	AFoCO	--
9	Ms. Ryang Soo Zin	PMR under Landmark Program	AFoCO	--
<b>II. Central Project Office</b>				
10	Ms. Soudsakone Inthavong	Contract Staff	Contract staff	250
11	Mr.	Managing Paksong	Gov. official	N/A
12	Mr.	Managing Sangthong	Gov. official	N/A
<b>III. Provincial Project Office (Sangthong)</b>				
13	Mr. Sysouphanh Bounsaneur	Head of Sangthong District Cabinet Office	Gov. official	N/A
14	Mr. Sothvisay Phoulavong	Deputy Head of Sangthong DAFO	Gov. official	N/A
15	Mr. Six sinnalath	Technical staff of Sangthong DAFO	Gov. official	N/A
16	Mr. Phouthavong Sayaphet	Volunteer	-	To be discussed
17	Mr. Kham Chounlamany	Village Forester Nachaleurn Village	-	N/A
18	Mr. Baydy Oudomphone	Village Forester Nachaleurn Village	-	N/A
19	Mr. Vone Phongsamouth	Village Forester Nachaleurn Village	-	N/A
<b>IV. Provincial Project Office (Paksong)</b>				
20	Mr. Somvang Phouthavong	Deputy Head of DAFO Paksong	Gov. official	N/A
21	Mr. Bounchane Soubandith	Forest Officer of DAFO Paksong	Gov. official	N/A
22	Mr. Somsanith Vilaysane	Volunteer	-	To be discussed
23	Mr. Viengsamay	Kontoun Village Forester	-	N/A
24	Mr. Bounyong Noy	Beng Village Forester	-	N/A

**[Annex-5] Maps of the project sites and prospective trekking roads for demonstration sites**



**Figure 2. A map of the project site in Sangthong**



**Figure 3. A map of the project site in Paksong**

**[Annex-6] Article 31 of the Forestry Law in Lao PDR, “Principles of forest regeneration”**

Forest regeneration consists of 2 patterns: natural pattern and supplementary planting pattern undertaken in fallow forests and degraded natural forest areas by preventing forest burning and encroachment.

To ensure highly effective forest regeneration, it is necessary to follow the main principles as follows:

1. To survey the situation of reproductive conditions of trees species in the forest area that would be planting;
2. To demarcate the area by marking boundary signs;
3. To select tree species suitable for the forest area;
4. To formulate forest regeneration plans or projects;
5. To strictly carrying out the management and maintenance;
6. Registration of forest regeneration activities in accordance with regulations.

[Annex-7] Project fund flow diagram, excerpted from the 2017 Annual Plan

