

**THE FIRST MEETING OF
THE PROJECT MANAGEMENT COMMITTEE FOR PROMOTING BIOMASS ENERGY
FOR AGRICULTURAL COMMUNITIES AND RURAL DEVELOPMENT IN ASEAN
REGION**

14 - 15 May 2019, Ha Noi, Viet Nam

1. The first meeting of the Project Management Committee (PMC) for the Promotion of Biomass Energy for Agricultural Communities and Rural Development in ASEAN Region was held on 14 – 15 May 2019 in Ha Noi, Viet Nam. The Meeting was attended by PMC members from Indonesia, Lao PDR, Malaysia, Thailand and Viet Nam. The representative from Japan – ASEAN Integration Fund (JAIF) Management Team also attended Meeting. The list of participants appears in **ANNEX 1**.
2. Mr. Nguyen Anh Minh, Deputy Director General of the International Cooperation Department, MARD, Viet Nam, as Project Director and Mr. Zin Aung Swe, Programme Coordinator, JAIF Management Team, co-chaired the Meeting.
3. The Meeting adopted the Program, which appears as **ANNEX 2**.
4. The Meeting was provided an overview of biomass energy use in ASEAN region by representative from Viet Nam as member of the ASEAN Technical Working Group on Agriculture Research and Development (ATWGARD). The Meeting was then introduced the Project, the proposed pilot models conducted by Viet Nam and the guidance for development of pilot models of the project in ASEAN member countries. Details of the presentations appear as **ANNEX 3**.
5. The Meeting was updated the information about JAIF and its priorities for cooperation with ASEAN countries, which appears as **ANNEX 4**. To facilitate the project implementation, the Meeting was explained on JAIF procedures, which was elaborated in the JAIF handbook, including JAIF cost norms as appeared in **ANNEX 5**.
6. The Meeting discussed and agreed on the following points:
 - i) The Meeting agreed to follow the project activities as much as possible mentioned in the proposal. As of today, Viet Nam has proposed 4 pilot projects, two related to agriculture and two related to livestock bioenergy. All pilot projects would be implemented by the Vietnam Academy of Agriculture Science (VAAS).
 - ii) Viet Nam shared the criteria of selecting the pilot projects explicitly; the willingness of the community to participate in the pilot projects, farmer's need and solution based on Viet Nam's unsuccessful projects.
 - iii) Viet Nam also explained the technologies of pilot projects already existed but the project would be a research for modifying or improving current technology. However, it was not able to guarantee that the pilot projects would be successful or achieved a positive impact in terms of economic, environmental and social perspectives. The results of pilot projects would be shared with other AMS.
 - iv) AMS expressed their interest to know how to encourage or persuade the communities to participate in the pilots' projects which extensively consumed time for proposal preparation.

- v) AMS would have the opportunity to implement 2 pilot projects but the projects must be in line with the objective of the project proposal. All members' states showed interest to apply for the pilot projects. If the proponent received more than 2 proposals, the proponent would consult with JAIF for seeking the possibility to utilize contingency fund.
- vi) The Meeting was informed that the proposals would be given approval on the first-come-first-serve principle but the implementing agencies were encouraged to prepare the proposal for the pilot project as detailed as possible.
- vii) The Meeting agreed that the deadline of the proposal submission would be 14 June 2019, one month after the PSC meeting. The proponent would give approval within 2 weeks, before the end of June 2019.
- viii) The Meeting agreed that the project starting date was 1 May 2019, the date of the fund received, and the completion date would be 31 April 2020. Thus, all members agreed that all pilot projects must be finished before 31 April 2020.
- ix) The Meeting also expected a no-cost extension as the field models would possibly take more time to have results than planned. If such case happens, the PMC would coordinate with JAIF management team to seek for approval.
- x) Added, as the project was designed 5 years ago, the cost estimates were no longer appropriate. The meeting agreed to re-align the project budget for submission to JAIF for approval.
- xi) The proponent confirmed that only 70% of the fund for pilot models would be released as the proponent received only 70% of the total approved budget from JAIF.
- xii) The meeting was informed of the reporting period and all implementing agencies aware of the first interim annual report and interim financial report by end of January 2020. Implementing agencies of pilot models would submit the annual interim report to the proponent for compilation of all reports into one.
- xiii) The Meeting also agreed that if the implementing agencies would not be able to provide original receipts or vouchers, the certified true copies would be provided in time.
- xiv) All members were informed that the procurement should be followed the respective country's procurement procedures and should be transparent.
- xv) The members have also informed the fund disbursement procedures within the respective government procedures. If fund disbursement needs more procedures, it was recommended to seek institutes or NGO who would receive the fund directly. However, the PMC focal point would take full responsibilities of fund utilization for each pilot models.
- xvi) The Meeting tentatively agreed to have a technical workshop on Biomass for growth: Potentials and challenges of bioenergy in Agricultural Communities and Rural Development in ASEAN Region, held in Bangkok on 27 - 28 June 2019, subject to Thailand counterpart for confirmation of the date. If Thailand, as a host, would not be available, the members proposed to have it on 25 - 26 July 2019 instead.
- xvii) The workshop would focus on the development of regional strategy and policy recommendations in enhancing biomass energy in ASEAN region.

7. The Meeting adopted the Report of the first meeting of the Project Management Committee (PMC) for the Promotion of Biomass Energy for Agricultural Communities and Rural Development in ASEAN Region, held on 14 - 15 May 2019 in Ha Noi, Viet Nam
8. The Delegates from the PMC expressed their appreciation to Viet Nam for the warm hospitality accorded to them and the excellent arrangements made for the Meeting. The Meeting also thanked the JAIF management team for the assistance rendered.
9. The Meeting was held in the traditional spirit of ASEAN cordiality and solidarity.

