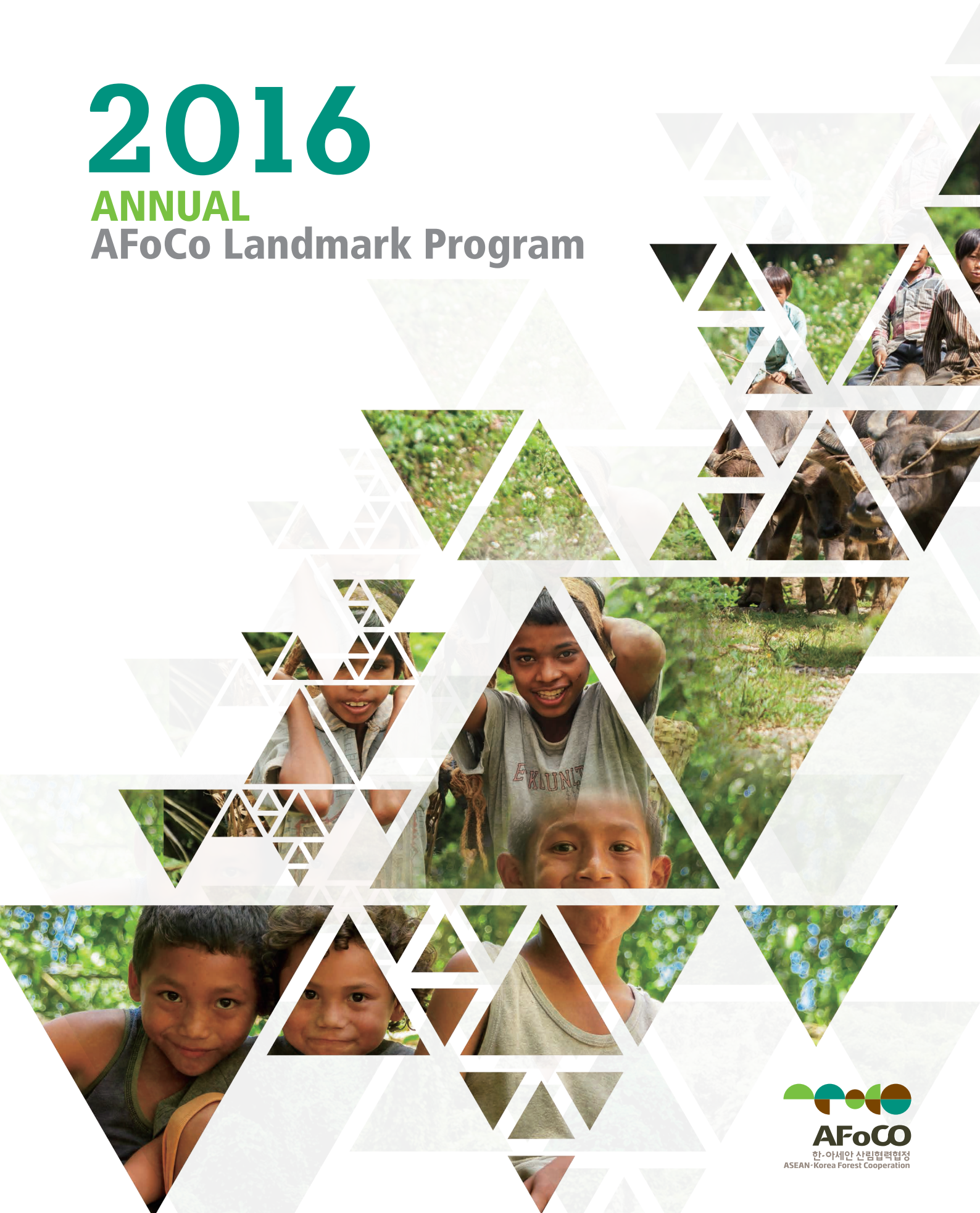


# 2016

ANNUAL

AFoCo Landmark Program

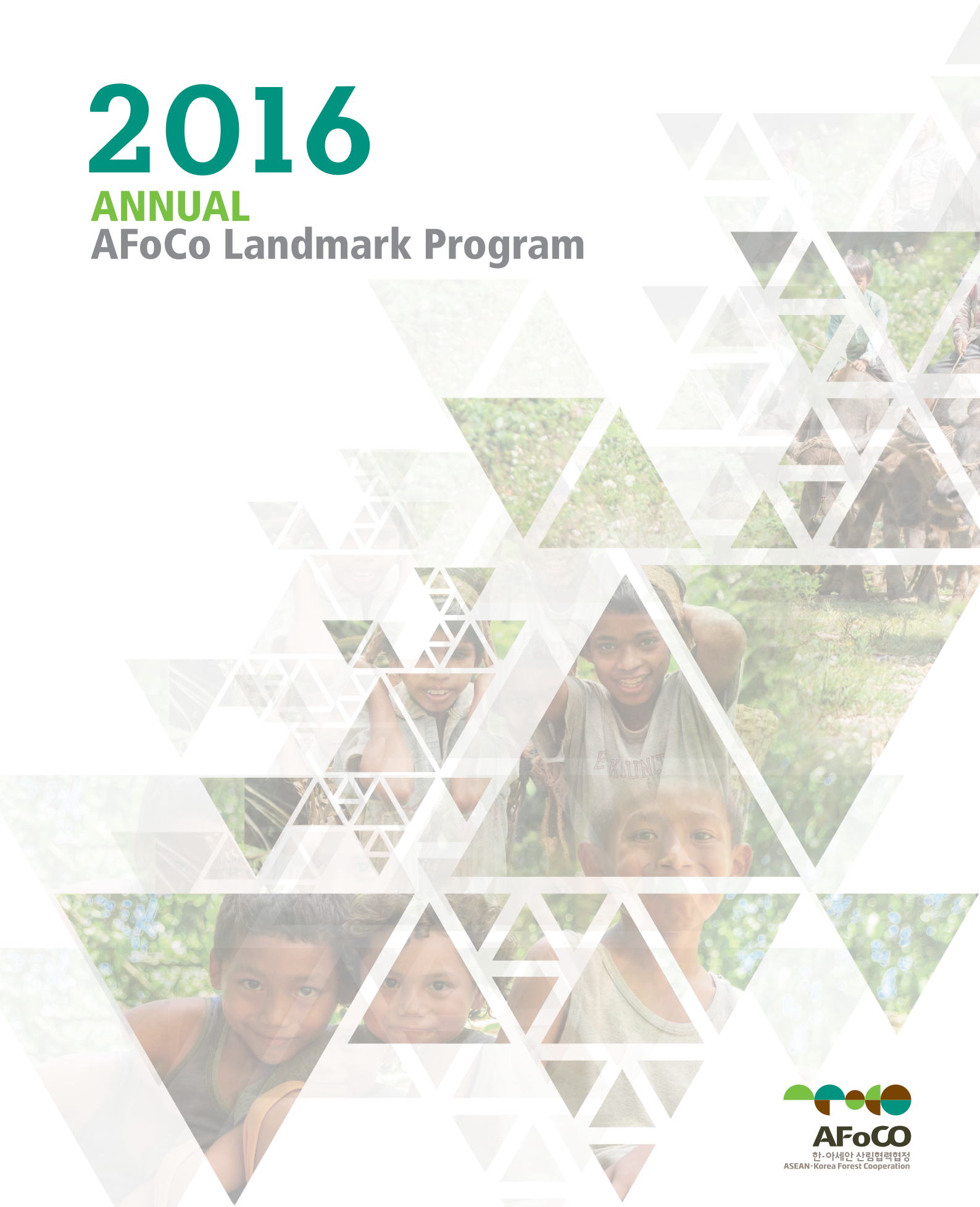




# 2016

ANNUAL

AFoCo Landmark Program





AFoCo Landmark Program Annual Plan for 2016

Seoul, the Republic of Korea

Edited by: ASEAN-ROK Forest Cooperation Secretariat

Publisher: Dr. Hadi S. Pasaribu, the Executive Director of the AFoCo Secretariat

Printed in the Republic of Korea


**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.

Copyright © AFoCo Secretariat 2016

AFoCo Webpage: <http://www.afocosec.org>

AFoCo Facebook: [facebook.com/afocosec](https://www.facebook.com/afocosec)

AFoCo Landmark Program Facebook: [facebook.com/afocolandmark](https://www.facebook.com/afocolandmark)





## EXECUTIVE SUMMARY

This annual plan covers progress on all activities under AFoCo Landmark Program in year 2016 from January to December. The Program has four components of: 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 regions.

This document is composed of three sections. In the first section “Background” describes that overall direction of the Program in 2015 with annual objectives of each component. The “Component Description for 2016” shows implementing regions and budget by component and implementation agencies and staff under the Program. The last section of “2016 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 2016 the Program has objectives by component as follows. Component 1 aims to complete the building construction in 2016, provide the equipment for education and training courses and scientific research, and develop the main framework for RETC operation and management. Component 2 aims to implement five 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 start the restoration activities including site preparation and/or nursery establishment in line with capacity building and public awareness activities in cooperation with local communities targeting sustainable forest management. Lastly, the Component 4 aims to promote the Landmark Program activities on the AFoCo website and social network service to increase public awareness about the Landmark Program, develop the AFoCo RETC website, and disseminate information and knowledge created by the implementation of each Component of the Landmark Program.

The Program is implemented by AFoCo Secretariat and the budget with US\$5,575,833 for year 2016 in total. The detailed budget of each component is US\$4,164,008 of Component 1, US\$335,000 of Component 2, US\$1,031,825 of Component 3 and US\$45,000 of Component 4.



# Contents

I. / BACKGROUND



## II. COMPONENT DESCRIPTION FOR 2016

1. Implementing Regions by Component
2. AFoCo Secretariat Staff
3. Annual Budget By Component

## III. 2016 ACTIVITY PLANS FOR THE LANDMARK PROGRAM

1. Establishment of the AFoCo Regional Education and Training Center (AFoCo RETC) (Component 1)
2. Development of Education and Training Programs for Capacity Building (Component 2)
3. Restoration of Degraded Forest Regions (Component 3)
4. Development of Advocating Activities (Component 4)





**L**

**BACKGROUND**







The AFoCo Landmark Program was established with long-term goals under a holistic approach of “Restoring Degraded Forest in Southeast Asia as a Model for a Greener Asia”. Following the approval by the 3rd Session of the Governing Council held on 18 October 2013 in Singapore, the 10-year Landmark Program has been implemented since 2014 with a total budget of USD 15 million.

The Landmark Program as a regional program provides a practical model for forest rehabilitation in the region and narrows the technical gap among ASEAN Member States.

Component 1, Establishment of the AFoCo Regional Education and Training Center aims to: 1) complete the building construction in 2016, 2) provide the equipment for education and training courses and scientific research, and 3) develop the main framework for RETC operation and management.

Component 2, Development of Education and Training Programs for Capacity Building aims to: 1) implement five 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 Republic of Korea (ROK)

Component 3, Restoration of Degraded Forest Regions aims to: 1) start the restoration activities including site preparation and/or nursery establishment in line with capacity building and public awareness activities in cooperation with local communities targeting sustainable forest management.

Component 4, Development of Advocating Activities aims to: 1) promote the Landmark Program activities on the AFoCo website and social network service to increase public awareness about the Landmark Program, 2) to establish the AFoCo RETC website for the RETC operation, and 3) disseminate information and knowledge created by the implementation of each Component of the Landmark Program.





# II

## • COMPONENT DESCRIPTION FOR 2016





## 1. Implementing Regions by Component

Component	Implementing Regions by Component
Component 1	-Seed and Seedling Center (SSC) of Forest Department of the Ministry of Environmental Conservation and Forestry, Ye-Twin-Kone village, Hmawbi Township, Yangon Region, Myanmar
Component 2	-Implementing Agencies in AFoCo Member Countries
Component 3	-Khun Ream, Siem Reap Province, Cambodia -Paksong District, Champasak Province, Lao PDR -Sangthong District, Vientiane Capital, Lao PDR -Thai Binh Province, Viet Nam
Component 4	-AFoCo Member Countries

## 2. AFoCo Secretariat Staff

Position	Assigned Task
Project Manager (PM)	Management of all Components
Project Manager for AFoCo RETC (PMretc)	Component 1
Program Officer	Component 2
Project Manager for Restoration Projects (PMR)	Component 3

## 3. Annual Budget By Component

Component	Budget (USD)
Component 1	4,164,008
Component 2	335,000
Component 3	1,031,825
Component 4	45,000
<b>Total</b>	<b>5,575,833</b>







# III.

## 2016 ACTIVITY PLANS FOR THE LANDMARK PROGRAM





# 1. Establishment of the AFoCo Regional Education and Training Center (AFoCo RETC) (Component 1)

## 1. 1 Basic direction

The Component 1, “Establishment of the AFoCo RETC” consists of three implementation sectors as follows: 1) Architectural Construction, 2) Equipment Provision, and 3) AFoCo RETC Operation & Management. The Architectural Construction sector is composed of building construction and landscaping and scheduled to be completed by October 2016. The Equipment Provision sector will provide the necessary equipment for scientific research as well as the operation of the education and training courses. The AFoCo RETC Operation & Management sector will develop the main framework for the RETC organization and operation. This sector will also support the cost of general operation and management including the staffing for the AFoCo RETC organization after the official launching of the AFoCo RETC.

In accordance with the Rules of Procedure (ROP) of the Steering Committee for the Component 1, any main decision on the project implementation will be made by the Steering Committee based on the technical advice from the Working Group. The AFoCo RETC Field Office established in Myanmar will manage all activities under the Component 1 and in close cooperation with the Project Management Team under the Forest Department of Myanmar (FD).

## 1. 2 Implementation procedure and tentative schedule

The main activities for the Component 1 in 2016 are as follows: 1) Building construction and landscaping, 2) Equipment provision for the education and training courses, and 3) Development of the AFoCo RETC organization and operation strategies.

### 1. 2. 1 Building construction and landscaping

The AFoCo RETC will be constructed in Hmawbi Township, Yangon Region, Myanmar, as a two story building with a total floor area of 5,014.4 m<sup>2</sup> divided into three main zones: 1) Education & Training zone, 2) Support zone, and 3) Accommodation zone. A detailed space program for each zone is shown in **Table 1-1** and the architectural perspectives of the AFoCo RETC are shown on **Figure 1-1**.

**Table 1-1. Space program for the AFoCo RETC**

Zone	Facilities	Unit Area (m <sup>2</sup> )	No. of Rooms	Total Area (m <sup>2</sup> )
Education & Training Zone	Lecture Hall	83.6	3	250.8
	Laboratory	123.5	2	247.0
	Multi-Media Room	90.4	1	90.4
	Library	85.2	1	85.2
	Administration Office	56.0	1	56.0
	Director's Room	28.6	1	28.6
	Meeting Room	68.2	3	204.6
Support Zone	Conference Room	361.6	1	361.6
	Dining Hall & Kitchen	60.0	1	60.0
	Exhibition Hall	64.6	1	64.6
	Information & Management Office	32.0	1	32.0
	Maintenance Workshop	236.3	1	236.3
	Prayer Room	85.8	1	85.8
	Recreation & Fitness Room	86.5	1	86.5
	Lounge	86.4	1	86.4
Accommodation Zone	Trainee's Dormitory	27.8	14	389.2
	Trainer's Dormitory	27.6	10	276.0
	Laundry Room	28.4	2	56.8
Others	Lobby, Corridor, Rest Room, Technical Room, Pent House, etc.	2,096.1	-	2,096.1
	Main Storage	54.5	1	54.5
	Guard House	9.0	1	9.0
	Others (Generator & Transformer Room, Gas Storage, Water Tank/ Pump Room, etc.)	157.1	-	157.1
<b>Total</b>				<b>5014.4</b>



**Figure 1-1. Architectural perspectives of the AFoCo RETC**

In accordance with the service contract on the AFoCo RETC construction in Myanmar, the building construction commenced on 1<sup>st</sup> November 2015 and will be completed by October 2016. The detailed schedule for the AFoCo RETC construction by unit process is summarized in **Table 1-2**, and the monthly progress plan in **Table 1-3**.

**Table 1-2. Construction schedule for the AFoCo RETC**

Unit Process	Schedule
1. Pile & Earth Work	01 Dec. 2015 - 07 Mar. 2016
2. Structural Work	19 Jan. - 06 Jun. 2016
3. Architectural Work	15 Mar. - 29 Aug. 2016
4. Mechanical & Electric Work	09 Feb. - 24 Oct. 2016
5. External Work	01 Jun. - 10 Oct. 2016
6. Final Cleaning	11 Oct. - 24 Oct. 2016
7. Hand Over	25 Oct. - 31 Oct. 2016
8. Test Operation	01 Nov. - 30 Nov. 2016
9. Building Dedication Ceremony	09 Dec. 2016 (Tentative)



**Table 1-4. Tentative schedule for the AFoCo RETC landscaping**

Description	Schedule
Technical consultation with the FD on the development of the AFoCo RETC landscape design	Jan. - Mar. 2016
Selection of planting materials	Apr. 2016
Development of the budget plan	May. 2016
Closing the service contract for landscaping	Jun.- Jul. 2016
Preparation work	Aug. 2016
Field work	Sep. - Oct. 2016

**1. 2. 2 Equipment provision for the education and training courses**

The AFoCo Landmark Program will provide the AFoCo RETC with necessary equipment for scientific research as well as the operation of education and training courses including high-occupancy vehicle (HOV). In 2016, the equipment for the AFoCo RETC operation and one HOV will be provided and the scientific research equipment will be phased in from 2017. The detailed plan for equipment provision including the list and specifications of Furniture, Fixture & Equipment (FF & E) will be developed in consultation with the Construction Management agency by March 2016. The AFoCo Secretariat will select an eligible supplier in the Republic of Korea for the equipment procurement of the proposed FF & E specifications by the selective bidding. In accordance with the Memorandum of Understanding (MOU) for the establishment of the AFoCo RETC in Myanmar, the Field Office will proceed with the tax exemption process on the imported equipment in consultation with the FD. The tentative schedule for the equipment provision is shown in **Table 1-5**.

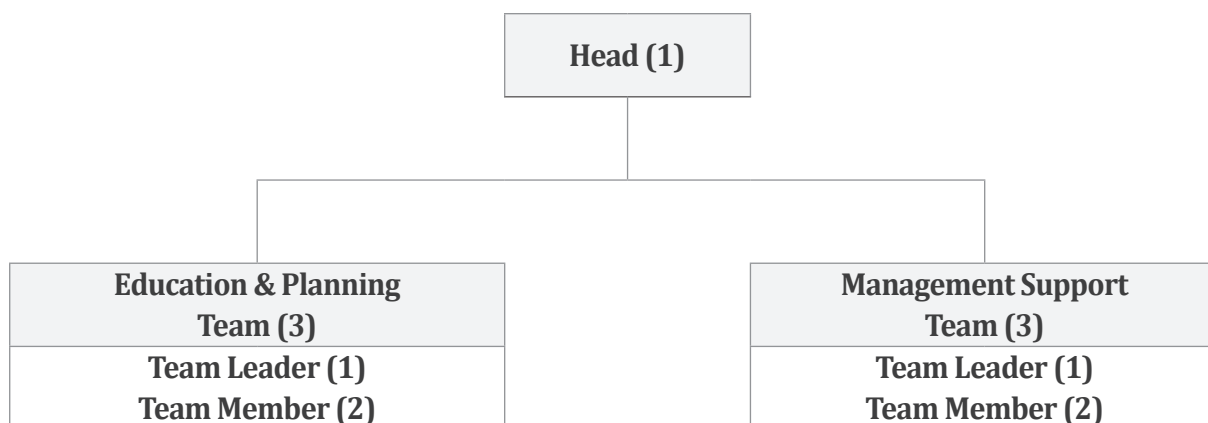
**Table 1-5. Tentative schedule for the equipment provision**

Description	Schedule
Development of FF&E list and Specifications including budget plan	Mar. 2016
Bidding process for the selection of equipment supplier	Apr. - May. 2016
Vehicle Purchase (HOV)	
Official process for the tax exemption in Myanmar	Jun. - Aug. 2016
Shipping, Customs Clearance and Material Inspection	Sep. - Oct. 2016
Installation	Nov. 2016



### 1. 2. 3 Development of the AFoCo RETC organization and operation strategies

For the smooth launching of the AFoCo RETC, AFoCo Landmark Program will develop the detailed plan for the AFoCo RETC organization and operation three months prior to the completion of the AFoCo RETC construction. The tentative plan for the AFoCo RETC organization is shown by Figure 1-3 and it will be further developed in consultation with the FD and Korea Forest Service (KFS).



**Figure 1-3. Tentative plan for the AFoCo RETC organization structure**

For the staffing of the AFoCo RETC, the basic plan is to assign a current high-level (Director level or higher) official appointed by the FD to the Head as a non-standing position and to dispatch a staff from the AFoCo Secretariat as the Team Leader of the Education and Planning Team. Other positions will be filled by local employment. Tentative schedule for the development of the AFoCo RETC organization and operation strategies is shown in **Table 1-6**.

**Table 1-6. Tentative schedule for the development of the AFoCo RETC organization and operation strategies**

Description	Schedule
Development of organization structure	Jan. - May. 2016
Development of detailed operation guideline	May. - Jul. 2016
Local staff recruitment	Aug. - Oct. 2016
Staff duty commencement	Nov. 2016

### 1. 2. 4 Summary of the main activity schedule for the Component 1 in 2016

The activity schedule in 2016 by the implementation sector under the Component 1 is summarized in Table 1-7.

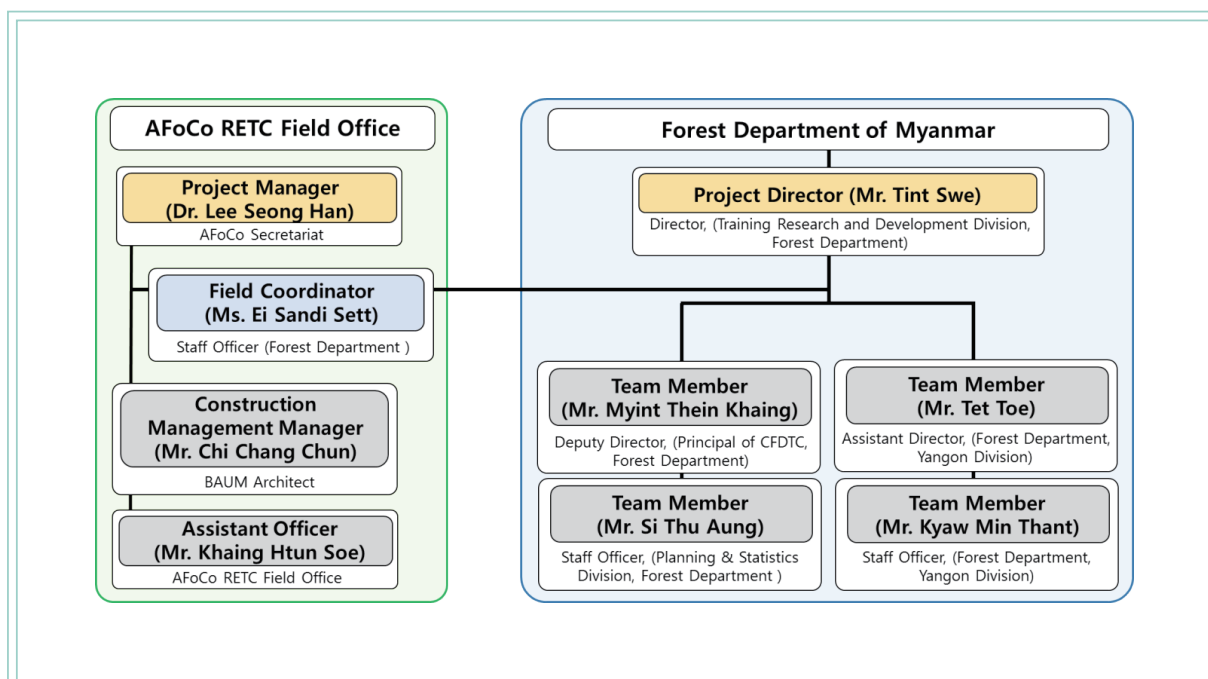
**Table 1-7. Summarized activity schedule in 2016 by the implementation sector**

Implementation procedures	2016 schedule											
	1	2	3	4	5	6	7	8	9	10	11	12
<b>1. The AFoCo RETC Building Construction and Landscaping</b>												
- Building construction	■	■	■	■	■	■	■	■	■	■		
- Landscaping									■	■		
- Test operation											■	
<b>2. Equipment Provision</b>												
- Bidding for the selection of equipment supplier				■	■							
- Shipping, customs clearance and material inspection									■	■		
- Equipment installation											■	
<b>3. Development of the AFoCo RETC Organization and Operation Strategies</b>												
- Development of organization structure	■	■	■	■	■							
- Development of operation guideline					■	■	■					
- Local staff recruitment								■	■	■		
<b>4. Meetings &amp; Event</b>												
- Steering committee meeting	■										■	
- Working group meeting			■			■				■		
- Building dedication ceremony												■

### 1. 3 Organizational structure

The organizational structure of the Component 1 is composed of two main bodies as follows: 1) consultation body, and 2) implementation body. In accordance with the technical consultation and decision by the consultation body, the implementation body will carry out the planned activities and will supervise service contractors at the field. Overall organizational structure for the management under the Component 1 is depicted in Figure 1-4.





**Figure 1-5. Organizational structure of the Implementation body**

## 1. 4 Annual budget plan

The total annual budget for the Component 1 in 2016 is USD 4,164,008. Detailed items for the budget expenditure and the relevant budget allocation are described in **Table 1-8**.

**Table 1-8. Budget plan for the Component 1 in 2016**

Items	Budget (USD)
1. Building Construction and Landscaping	3,385,744
2. Equipment Provision	500,000
3. Field Office Operation	228,264
4. Building Dedication Ceremony	50,000
<b>Total</b>	<b>4,164,008</b>



## 2. Development of Education and Training Programs for Capacity Building (Component 2)

### 2.1 Training courses

#### 2.1.1 Basic direction

The training courses under the AFoCo Landmark Program have been selected from the list of 21 categories after discussions with AFoCo Member Countries, international consultants and experts (**Table 2-1**). In addition, some training courses are selected based on the survey results collected from all AFoCo Member Countries as well as proposals from particular countries each year. It reflects the priorities and demands of the AFoCo Member Countries for capacity building in specific areas.

Until the completion of the AFoCo RETC in Myanmar, at the end of 2016, the training courses under the AFoCo Landmark Program will be held at various forestry-related institutions, organizations and universities in AFoCo Member Countries each year.

**Table 2-1. List of training course categories**

Category	Examples of Possible Courses
1. Rural Development	Culturology, Forest recreation, Landscape planning, Saemaul Movement
2. Forest Management Certification	Process, Case Study
3. Community Forest Management	Economics accounting, Forest assessment, Monitoring, Forest resource
4. Payments for Ecosystem Services (PES)	Forest ecology, Forest assessment, Forest policy
5. National Forest Plan, Politics and Laws	Forest policy, Official Development Assistance (ODA), Foreign Direct Investment (FDI)
6. Forest and Carbon	Carbon-cycle, Climatology, Tree physiology, Assessment
7. REDD+	Forest policy, Carbon cycle, Climatology, Assessment, PES
8. Forest Measurement	Tree measurement tools, Tree marking, Establishing permanent plots
9. Data Analysis for Long Term Research	Programming, Modeling, Informatics, Archive
10. Ecotourism	Conservation, Sustainable management, Ecosystem protection, Community-based, PES

11. Biodiversity	Gene, Species, Ecosystem diversity, Population management, Programming
12. Forest Rehabilitation	Harvest seed, Seed storage and supply, Nursery, Tree plantation
13. Forest Management and Harvesting	Forest tending, Harvest Trees, Regeneration, Forest road
14. Wildlife Management	Conservation, Habitat management, Wildlife ecology
15. Remote Sensing and GIS	Lidar, Land usage, Digital forestry, Mapping, Data preparation
16. Forest Disaster Management	Landslides, Debris flow, Disaster prevention, Warning system
17. Forest Fire Management	Fire prevention, Fire inspection, Warning system, Extinguish, Restoration
18. Forest Pathology Control	Pest & disease ecology, Disinfection, Tree physiology, Tree identification, Forest pesticide
19. Watershed Management	Streamflow, Hydrology, Soil erosion control, Riparian forest
20. Forest Soil Management	Nutrient cycle, Soil-C, Soil physical/chemical analysis, Tenure, Policies
21. Tree Breeding and Improvement	Genetics, Statistics, Seed orchard, Biotechnology, Progeny testing, Genomics

### 2. 1. 2 Implementation procedure and tentative schedule

The five training courses will be conducted every two to three months in 2016 including total 160 expected participants (**Table 2-2**). For the short-term training courses, two to three trainees nominated by each GC Member of AFoCo will be invited to participate in each training course. Training courses will be organized and implemented following the operational procedures (**Table 2-3**). The tentative schedule for the training courses in 2016 under the Component 2 is described in **Table 2-4**.

**Table 2-2. Short-term training courses in 2016**

Course	Location	No. of Participants
<b>1. Forest Management and Harvesting</b> <ul style="list-style-type: none"> <li>- Understand principles of sustainable forest management</li> <li>- Understand how to manage their own forest resources</li> <li>Plan the forest and land use systems</li> </ul>	Indonesia	30
<b>2. Forest Fire Management for Training of Trainers</b> <ul style="list-style-type: none"> <li>- Enhance capacity building as training of trainers of forest fire staff</li> <li>- Learn the best practices of forest fire management in the ROK</li> </ul>	Thailand	40
<b>3. Community Forest Management</b> <ul style="list-style-type: none"> <li>- Share best practices on community forest management</li> <li>Enhance equity and serve the needs of local people</li> </ul>	RECOFTC	30
<b>4. National Forest Rehabilitation</b> <ul style="list-style-type: none"> <li>- Share the ROK's experience on forest rehabilitation in 1970s at the national level</li> <li>- Foster specialists who will be able to work on forest rehabilitation with local people in their respective countries</li> </ul>	ROK	30
<b>5. Forest Carbon and Biodiversity Measurements</b> <ul style="list-style-type: none"> <li>- Estimate forest carbon for IPCC national report</li> <li>- Learn to measure biodiversity in tropical forests</li> <li>Understand and appreciate forest as an ecosystem and its values</li> </ul>	TBD	30
<b>Total</b>		<b>160</b>

**Table 2-3. Operational procedures for training courses**

Prior to Training	Actions
12 – 6 month	- Draft the training course proposal
6 – 3 month	<ul style="list-style-type: none"> <li>- Develop a concept note based on the proposal, select the host country and the organizer (by the AFoCo Secretariat)</li> <li>- Send official confirmation letter to host the training course (by GC Member of the host country)</li> </ul>
3 month	- Invite participants (by organizer)
3 – 2 month	- Confirm the training modules and the course guidelines
2 – 1 month	- Compile the list of participants and the flight details
2 – 0 month	<ul style="list-style-type: none"> <li>- Collect participants' registration forms, passport copies, flight information</li> <li>- Book hotel, arrange transportations and meals</li> <li>- Have an interim meeting (AFoCo Secretariat and organizer)</li> <li>- Transfer the implementation fund from the AFoCo Secretariat to organizer</li> </ul>
1 – 0 month	<ul style="list-style-type: none"> <li>- Prepare the proceeding, the program kits, and the reimbursement</li> <li>- Send out emails with presentation templates (country report, action plan)</li> </ul>

**Table 2-4. Tentative schedule for the training course in 2016**

Implementation procedures	2016 Schedule											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Forest Management and Harvesting												
2. Forest Fire Management for Training of Trainers												
3. Community Forest Management												
4. National Forest Rehabilitation												
5. Forest Carbon and Biodiversity Measurements (tbd)												

## 2. 2 AFoCo Landmark Scholarship Program

### 2. 2. 1 Basic direction

The AFoCo Landmark Scholarship Program will provide opportunities for government officials of AFoCo Member Countries to study in the ROK. For the entire period of the AFoCo Landmark Program, more than 20 Master's and 10 Doctoral degree students will be funded by the Scholarship Program.

This Scholarship Program will be implemented in forestry-related university departments in the ROK. A MOU should be signed between the AFoCo Secretariat and the related university to ensure the smooth implementation of the Scholarship Program.

The Scholarship Recipients will be supported for two years (four semesters) for Master's degree and for three years (six semesters) for Doctoral degree. The maximum annual cost that can be provided to the Scholarship Recipients is 22,500 USD.

#### <List of Support>

- Airfare: Round-trip economy class ticket
- Settlement Allowance : 400 USD upon arrival
- Monthly Allowance: 900 USD per month
- Research Allowance: Max. 1,000 USD per year for students in the Master's program, and 2,000 USD per year for students in the Doctoral program, depending on the actual expense
- Language Training Fee (English/Korean): Max. 500 USD per semester, depending on the actual expense
- Tuitions: The full tuition shall be paid by the AFoCo Secretariat
- Dissertation Printing Costs: Max. 1,000 USD, depending on the actual expense
- Medical Insurance: Max. 200 USD per semester, depending on the actual expense
- Publishing of an article in academic journals: Related expense after his/her manuscript is passed and a special reward of 500 USD will be given

### 2. 2. 2 Implementation procedure and tentative schedule

### ► Requirements for Application in 2017

The selection of prospective universities to apply to in 2017 is listed below (**Table 2-5**). Requirements to apply for this Scholarship Program are as following that: 1) the applicant must be a citizen of any of the 10 AFoCo Member Countries including Brunei Darussalam, Cambodia, Lao PDR, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam, and 2) Master's degree applicants must hold a Bachelor's degree or a degree equivalent to or higher than a Bachelor's degree as of 1 July 2016 while Doctoral degree applicants must hold a Master's degree or a degree equivalent to or higher than a Master's degree as of July 2016.

**Table 2-5. The list of the prospective universities in 2017**

University	School / College	Department
Chungnam National Univ.	College of Agriculture and Life Sciences	Environment and Forest Resources
Dongguk Univ.	College of Life Science and Biotechnology	Biological and Environmental Science
Kookmin Univ.	College of Forest Science	
Seoul National Univ.	College of Agriculture and Life Sciences	Forest Sciences
Any other university signed the MOU in 2015 and 2016		

### ► Selection Procedure

#### 1) Nominate Scholarship Candidates by the GC Members

Each GC Member shall recommend one candidate and inform the AFoCo Secretariat of the nomination by sending an official recommendation letter via email.

Submit Required Application Documents

#### 2) Candidates shall submit the required application documents to the AFoCo Secretariat

**(Table 2-6)**. The application 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.

**Table 2-6. List of required application documents for the Scholarship Program**

List of Documents	Requirement
1. Personal Data	Yes
2. Self-Introduction	Yes
3. Study Plan	Yes
4. Pledge	Yes

5. Personal Medical Assessment	Yes
6. Copy of Passport (possible to submit after selection)	Yes
7. Certificate of TOPIK score (original copy)	if applicable
8. Certificate of TOEFL, TEPS, IELTS, or TOEIC score (original copy)	if applicable
9. Published Papers	if applicable
10. Awards	if applicable

### 3) Select Scholarship Candidates through an Evaluation Committee

The AFoCo Secretariat shall set up an evaluation committee, consisting of five to seven professionals in the field of forestry. A total of four candidates, two for the Master's degree and two for the Doctoral degree, shall be selected by the evaluation committee per year according to the selection criteria. The candidates shall apply for their respective universities on their own under the guidance of their respective supervising professors. The candidates who gain admission from the universities shall become the scholarship recipients of the Scholarship Program.

#### <Preferences >

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

**Table 2-7. Activities for the Scholarship Program in 2016**

Implementation Procedures	2016 Schedule											
	1	2	3	4	5	6	7	8	9	10	11	12
Call for Application												
Selection of the Candidates												
Consulting Study Plan with Expected Supervising Professor												

### 2. 3 Organizational structure

In accordance with the general guidelines of the Component 2 under the AFoCo Landmark Program, all activities under the Component 2 will be conducted by the AFoCo Secretariat. The PM coordinates the overall implementation of the Education and Training Program in cooperation with the Program Officer, the AFoCo RETC and the respective universities. The PM will review and approve the detailed work plans of the Component 2 and further provide an annual progress report with a financial report to the GC for review and assessment of the program implementation.

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

### 2. 4 Annual budget plan

The total annual budget for the Component 2 in 2016 is USD 335,000. Component 2 covers the expenses for the training courses as well as the Scholarship Program. The tentative Budget Plan for the Component 2 is depicted in **Table 2-8**.

**Table 2-8. Budget plan for the Component 2 in 2016**

Items/year	Budget (USD)
<b>Training Courses</b> Short-term Training Course: five times/year	250,000
<b>Scholarship Program</b> Master’s (MSc) degree: four persons Doctoral (Ph.D) degree: two persons	85,000
<b>Total</b>	<b>335,000</b>





## 3. Restoration of Degraded Forest Regions (Component 3)

### 3.1 Basic direction

In accordance with the Agreement of Operational Arrangements (AOA) between the AFoCo Secretariat and respective implementing country, Cambodia, Lao PDR and Viet Nam signed in 2015, four restoration projects will be conducted in the implementing countries under the following project titles (Table 3-1).

**Table 3-1. Titles and main themes of restoration projects**

Country	Title of the Project	Main Theme
Cambodia	Establishment of Forest Genetics Center for Restoration of Major Timber Species in Cambodia	Forest rehabilitation through a long-term genetic improvement of major timber species
Lao PDR	Forest Restoration in Deforested Areas in Paksong District of Champasak Province, Lao PDR	Forest rehabilitation based on community forestry
	Forest Restoration for Water Source Protection in Sangthong District, Vientiane Capital, Lao PDR	
Viet Nam	Rehabilitation and Development of Mangrove Forest Ecosystem in Thai Binh Province, Viet Nam	Rehabilitation of mangrove forest

The restoration projects of the Landmark Program have shown closed cooperation between the AFoCo Secretariat and the implementing countries. As the Secretariat-led project, the restoration projects under the Landmark Program will be jointly implemented by both the Secretariat and the participating countries together. The countries pursue what they want to develop on basis of their national schemes and goals, wherein the Secretariat supports them to overcome technical gaps and limitation in order to achieve the goals as follows:

**Cambodia:** The AFoCo Secretariat has been providing technical experts such as National Institute of Forest Science (NIFoS) of the Republic of Korea to support the project so that Cambodia can draw a blue-print of the establishment of the tree genetic improvement center in the future through the project of the Landmark Program.

**Lao PDR:** The AFoCo Secretariat will focus on overall capacity building of the area through plantation activities on how to boost the villagers' ownership to the project sites so that they can manage forests in a sustainable way even after the end of the project, in cooperation with the Lao PDR.

**Viet Nam:** The AFoCo Secretariat is cooperating with Viet Nam through creating technical bridges between domestic and international experts on mangrove rehabilitation to resolve technical obstacles towards the climate change mitigation in the Mekong Region. The technical synergy is expected to contribute whole regional area across the AFoCo Member Countries.

### 3. 2 Implementation procedure and tentative schedule

In 2016, the first year of the project implementation, the Component 3 will be focusing on the preparatory activities for the project including the establishment of nurseries and project offices. The 1<sup>st</sup> Project Steering Committee (PSC) Meeting will set up basic project schemes including the Rules of Procedures (ROP) on the PSC and the ROP of the project office management.

The Component 3 covers up to 5,000 ha of project areas in three countries, in which plantation and protection activities will be implemented. The areas of plantation in the three countries in 2016 will be 55 ha in total, which accounts for 5.2 % of the total plantation area (1,057 ha) in the projects, including the new, enrichment and gap plantation areas. The plantation area in each country is as below (Table 3-2).

**Table 3-2. Plantation areas in the three implementing countries**

Country	Location	Total Project Area (Total Plantation Area) (ha)	Plantation Area in 2016 (ha)
Cambodia	Siem Reap	248 (48)	15
Lao PDR	Paksong	600 (200)	0
Lao PDR	Sangthong	3,020 (649)	0
Viet Nam	Thai Binh	960 (160)	40
<b>TOTAL</b>		<b>4,828 (1,057)</b>	<b>55</b>

Based on the procedures, the main schedule of the implementing countries are as followed (Table 3-3).

**Table 3-3. Annual schedule of the three implementing countries in 2016**

Implementation procedures	2015	2016			
	1-12	Q1	Q2	Q3	Q4
<b>Cambodia</b>					
1. Establishment of Work Plan	X				
2. Project initiation (Signing of the AOA)	Sep				
3. Inception workshop		X			
4. Preparatory Work for Progeny Test Plantation and Seed Orchard	X	X	X		
5. Establishment of progeny test plantation (12 ha)		X	X	X	X
6. Establishment of clonal seed orchard (3 ha)		X	X	X	X
7. Silvicultural management (180 ha)		X	X	X	X
8. Education and training			X	X	X
9. Purchase of Equipment			X		
10. Monitoring and Evaluation by PSC			X		X
<b>Lao PDR (Paksong)</b>					
1. Establishment of Work Plan	X				
2. Project initiation (Signing of the AOA)	Nov				
3. Inception workshop		X			
4. Facility/equipment set-up			X		
5. Protection (Patrolling by villagers)		X	X	X	X
6. Trainings			X	X	X
7. Survey for detailed planting design				X	X
8. Monitoring and evaluation					X
<b>Lao PDR (Sangthong)</b>					
1. Establishment of Work Plan	X	X			
2. Project initiation (Signing of the AOA)	Nov				
3. Project preparation: project office, personal arrangements, etc.			X		

4. Nursery establishment, seed collection, etc.			X	X	X
5. Survey over Phou Kha Nya, boundary demarcation, etc.			X	X	X
6. Organize village groups and training for protection activities, etc.			X	X	X
7. Compile documents and records related to reforestation work and preparation of manual and other materials			X	X	X
8. Progressive monitoring			X	X	X
<b>Viet Nam</b>	<b>1-12</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
1. Establishment of Work Plan	X				
2. Project initiation (Signing of the AOA)	Nov				
3. Inception workshop		X			
4. Project mapping (forest status map, project map) and preparation of seedlings		X			
5. Planting new mangrove forest (20ha) including tending and protection			X		
6. Supplementary planting of mangrove forest (20ha) including protection				X	
7. Mangrove forest protection (800ha)		X	X	X	X
8. Training courses (three courses)			X	X	X
9. Communication (promotion for public awareness)				X	X
10. Equipment supply					X
11. Technical monitoring and evaluation by National Project Consultancy Agency		X	X	X	X

### 3. 3 Organizational structure

The Component 3 has two organizational bodies of consultation and implementation. The organizational structure is shown in **Figure 3-1**.

Project Steering Committee (PSC) as a consultation body is comprised of the forestry agency of each implementing country and the AFoCo Secretariat for decision making and technical consultation. The composition of PSC in each country is as followed (**Table 3-4**).

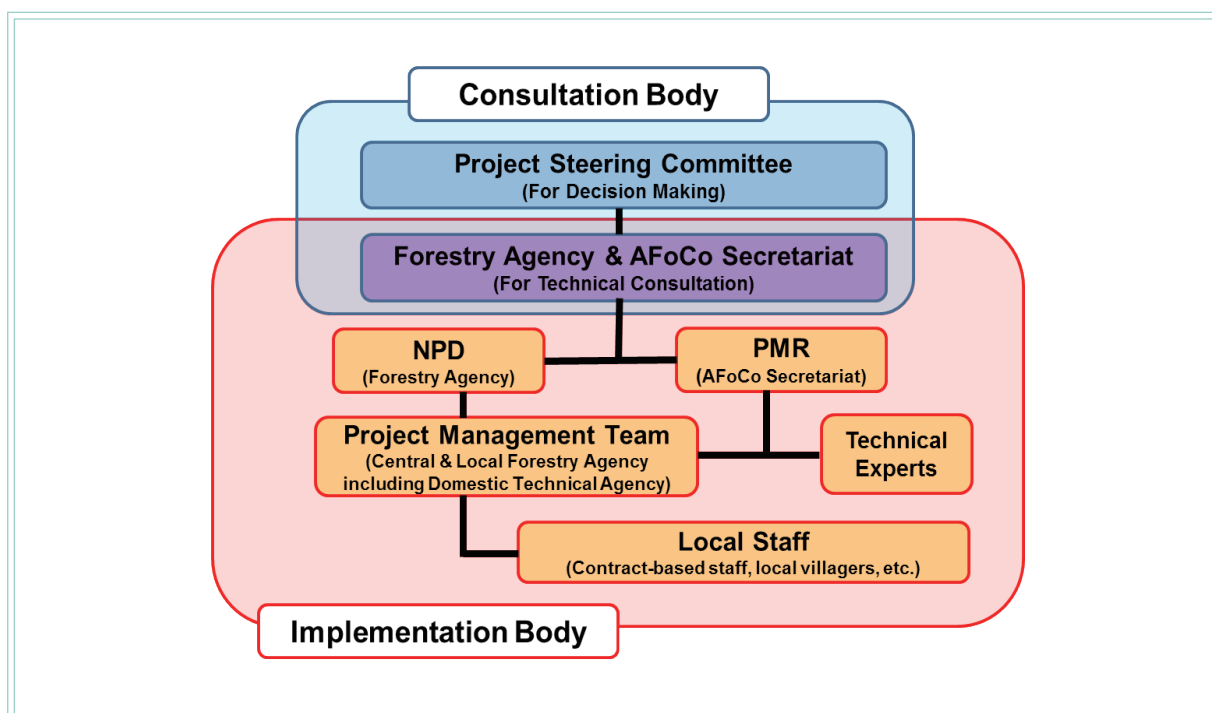
**Table 3-4. Project Steering Committee of Cambodia, Lao PDR and Viet Nam**

Cambodia	Lao PDR	Viet Nam
<ol style="list-style-type: none"> <li>1. Representative of Forestry Administration (FA)</li> <li>2. Royal University of Agriculture</li> <li>3. Chief of Siem Reap FA Cantonment</li> <li>4. National Project Director</li> <li>5. Representative of AFoCo Secretariat</li> </ol>	<ol style="list-style-type: none"> <li>1. Representative of Department of Forestry (DoF)</li> <li>2. Department of Forest Resource Management (DFRM)</li> <li>3. National Agriculture and Forestry Research Institute (NAFRI)</li> <li>4. Provincial Agriculture and Forestry Office (PAFO) Champasak / Vientiane</li> <li>5. Provincial office of Natural Resources and Environment (PONRE) Champasak / Vientiane</li> <li>6. Representative of Vientiane Capital</li> <li>7. National University of Laos (NUoL)</li> <li>8. National Project Director</li> <li>9. Representative of AFoCo Secretariat</li> </ol>	<ol style="list-style-type: none"> <li>1. Leader of Viet Nam Forestry Administration (VNFOREST)</li> <li>2. National Project Director</li> <li>3. Leader of Thai Binh Department of Agriculture and Rural Development (DARD)</li> <li>4. Representative of AFoCo Secretariat</li> </ol>

The implementation body is consisting of the National Project Director (NPD), the Project Manager for Restoration Projects under the Landmark Program (PMR), project management team, technical experts and local staff.

In the context of the joint implementation project between the AFoCo Secretariat and the implementing countries, the PMR appointed by the AFoCo Secretariat is closely working with NPD assigned by each forestry agency of the implementing country and is coordinating technical linkages between the project and necessary experts.





**Figure 3-1. General organizational structure for Component 3\***  
 (\*The detailed list of each implementation's structure country is different.)

The cooperation mechanism of the PMR and NPD of each implementation country will show how the action-oriented spirit can be effectively exhibited at the field of the forest restoration project. The role and responsibilities of NPD and PMR are as below.

► **National Project Director (NPD)**

- 1) Managing the project office, staff and financial matters to ensure the operation of the restoration project(s) under the Landmark Program (hereinafter referred to as “the Project”) and delivery of service at the highest possible standard and quality;
- 2) Coordinating with the relevant officials for efficient operation of the Project;
- 3) Supporting timely implementation of the activities in the field as identified in the Project documents;
- 4) Providing necessary assistance in organizing activities, workshops and training courses of the Project;
- 5) 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;
- 6) Ensuring managerial and financial accountability in accordance with the approved Project documents; and,
- 7) Undertaking other duties as may be assigned as appropriate in implementing the Project

► **Project Manager for Restoration Projects under the Landmark Program (PMR)**

- 1) Carrying out overall management for the coordination of the Restoration Component;
- 2) Ensuring the implementation, monitoring and evaluation of the Restoration Component in cooperation with the NPD;
- 3) Reviewing and submitting to the AFoCo Secretariat for approval on the activity and budget plans submitted by the NPD;
- 4) Strategic planning coordination of the activity and budget plans of the Restoration Component in line with schedule of activities based on the approved project document regarding the Restoration Component;
- 5) Reviewing and submitting to the AFoCo Secretariat for approval on regular activity and financial reports submitted by the NPDs of the implementing countries;
- 6) Keeping record of progress and accomplishments of program activities including technical documents, recommendation and consultancy reports submitted by the NPDs of the implementing countries; and,
- 7) Report the project progress report to the AFoCo Secretariat with the progress rate of the project to quarterly and the annual plan

### 3. 4 Annual budget plan

The total annual budget for the Component 3 in 2016 in the implementing countries, each accounting for 20 to 27 % of the respective total budget will be expended to implement the projects in the three countries (**Table 3-5**). The detailed budget by activities is listed in **Table 3-6**.

**Table 3-5. Total annual budget of each implementing country**

Implementing Country	Annual Budget (USD)	Expenditure Rate of total budget
Cambodia	321,245	21%
Lao PDR (Paksong)	147,980	20%
Lao PDR (Sangthong)	153,000	20%
Viet Nam	409,600	27%
<b>Total</b>	<b>1,031,825</b>	<b>23%</b>

**Table 3-6. Total annual budget of each implementing country listed in detail by activities**

Activities	Budget* (USD)
<b>Cambodia</b>	<b>321,245</b>
1. Inception workshop	15,870
2. Plantation and silvicultural management	166,865 (50,000**)
3. Education & Training	26,720
4. Facility operating cost & Project office set-up	124,960
5. Project management	27,500
6. Monitoring and Evaluation	6,000
7. Contingency	3,330
<b>Lao PDR (Paksong)</b>	<b>147,980</b>
1. Inception workshop	15,000
2. Forest Protection	11,000
3. Education & Training	22,000
4. Facility operating cost & Project office set-up, including a nursery	89,430
5. Project management	6,600
6. Monitoring and Evaluation, including report	200
7. Contingency	3,750
<b>Lao PDR (Sangthong)</b>	<b>153,000</b>
1. Project preparation	18,000
2. Forest Protection	62,700
3. Education & Training	0
4. Facility operating cost & Project office set-up	50,000
5. Project management	21,000
6. Monitoring and Evaluation, including report	700
7. Contingency	600
<b>Viet Nam</b>	<b>409,600</b>
1. Inception workshop	7,500
2. Plantation, supplementary planation and protection	208,500
3. Education & Training	9,000
4. Facility operating cost & Project office set-up	100,000
5. Project management	45,000
6. Monitoring and Evaluation by National Technical Consultancy Agency	34,000
7. Contingency	2,000
<b>Total</b>	<b>1,031,825</b>

\* The budget can be changed as the projects are implemented.

\*\* Additional fund from NIFoS under Research Agreement between IRD and NIFoS (with USD 50,000 from June 2015 to June 2016)

## 4. Development of Advocating Activities (Component 4)

### 4. 1 Basic direction

Promotion for all Component activities of the Landmark Program can be carried out using the print media, the AFoCo website, press and social networking services such as Facebook and Twitter to strengthen the public awareness of the Landmark Program. The information shall be provided for the interaction and cooperation between AFoCo Member Countries in accordance with the operating guidelines of the Landmark Program.

### 4. 2 Implementation procedure and schedule

Activities of the Component 4 are comprised as follows: 1) Promotion of the Landmark Program activities, 2) Publication of accomplishments of the Landmark Program, and 3) Establishment of the AFoCo RETC. The detailed schedule for the activities of Component 4 in 2016 is shown in **Table 4-1**.

#### 4. 2. 1 Promotion of the Landmark Program activities

The Landmark Program has constantly promoted the activities for 2016 through the AFoCo website, Landmark Program Facebook group and mass media such as newspaper, before and after the events took place. Social networking services allow us to update in real time to spread information to other people and organizations to build social networks or social relations among people who share similar interests and backgrounds.

The promotion of the Landmark Program activities enables users to communicate with each other by exchanging information and comments.

#### 4. 2. 2 Publication of accomplishments of the Landmark Program

The Landmark Program plans to publish the 2015 annual report, 2016 annual plan and materials related to the activities in 2016 of the Landmark Program. The purpose is to disseminate information and knowledge acquired by the Landmark Program in 2016.

The 2015 annual report describes the progress of the activities in 2015 under each Component of the Landmark Program, while the 2016 annual plan explains all activities that will be implemented by the Landmark Program for the year of 2016. Both reports will be completed by February 2016. During the implementation of the project, if necessary, materials related to the activities for 2016 will be issued and distributed to the AFoCo Member Countries. The published reports may also be downloaded from the AFoCo website for capacity building of the AFoCo Member Countries.

### 4. 2. 3 Establishment of AFoCo RETC website

Prior to actually building the AFoCo RETC website, the Landmark Program will investigate on-going circumstances and problems. The building website plan on the contents and format will be developed until July 2016.

According to the plan in **Table 4-1**, the web design company will make the detailed plan for the AFoCo RETC website building and launching until November 2016. The AFoCo RETC website will be used to 1) promote the AFoCo RETC activities including training courses; 2) communicate and interact with the AFoCo Member Countries as well as the communities near the AFoCo RETC.

**Table 4-1. Schedule for the activities of Component 4 in 2016**

Implementation procedures	2016 Schedule											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Promotion of the Landmark Program Activities												
- AFoCo website												
- Operation of Landmark Program Facebook group												
- Mass media												
2. Publication of accomplishments of the Landmark Program												
- 2015 annual report												
- 2016 annual plan												
- Materials related to the activities												
3. AFoCo RETC website												
- Building the AFoCo RETC website plan												
- Launching the AFoCo RETC website												

### 4. 3 Organizational structure

The proposed organizational structure for the Component 4 is depicted in Figure 4-1. In this structure, Component 4 will be carried out by Project Manager, Program Officer, the suppliers, the AFoCo Member Countries and others. In order to manage and operate the activities of the Landmark Program effectively, the AFoCo Secretariat will assign the Program Officer for the Landmark Program.

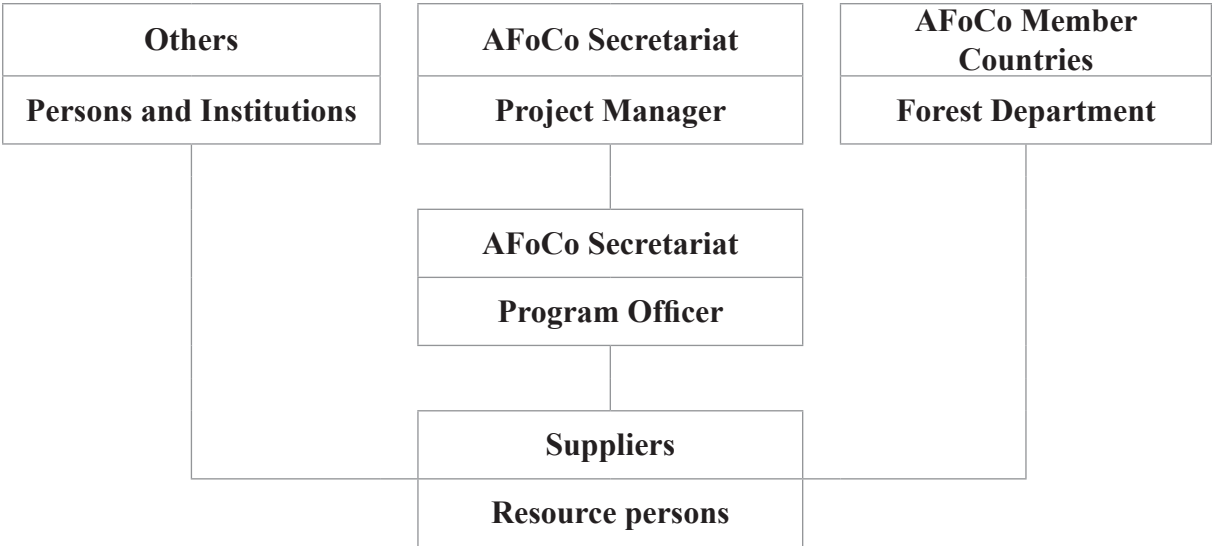


Figure 4-1. Organizational structure for Component 4

### 4. 4 Annual budget plan

The total annual budget for the Component 4 is USD 45,000. The budget expenditures will be mainly required for the 1) publication of accomplishments of the Landmark Program, and 2) building and launching of the AFoCo RETC website. The detailed budget by each item is described in Table 4-2.

Table 4-2. Budget plan for the Component 4 for 2016

Items / Year	Budget (USD)
1. Promotion of the Landmark Program Activities	-
2. Publication of accomplishments of the Landmark Program	10,000
3. Establishment of AFoCo RETC website	35,000
<b>Total</b>	<b>45,000</b>