



2018

ANNUAL PLAN for
Landmark Program

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01. BACKGROUND

Overall Background

Component 1 aims to strengthen the capacity building of the AFoCO Member Countries in forestry sector by providing modern facilities and equipment necessary for the forestry education and training. For this purpose, the Component 1 will construct the AFoCO Regional Education and Training Center (RETC) equipped with modern training facilities in Myanmar and support its operation and management.

Component 2 consists of two main parts: 1) training courses and 2) a scholarship program. As usual, four (4) short-term training courses targeting government officials will be organized in 2018. Since the RETC will be opened and operational from 2018, several capacity building activities will be organized there. The Landmark Scholarship Program (LSP) will provide scholarships to three (3) recipients (1 PhD and 2 MSc students) who will commence their studies in March 2019.

Component 3 includes three (3) forest restoration projects aimed at sustainable forest management in Cambodia, Lao PDR, and Viet Nam. This year, the total plantation area will be 267 ha, and the planting activities will be conducted together with forest protection, capacity building and public awareness activities in cooperation with local communities.

Component 4 aims to: 1) promote Landmark Program activities on the official AFoCO website and social networking service; 2) disseminate information and outcomes accomplished by the projects and activities under each Component of the Landmark Program; 3) hold a technical workshop to share information of the AFoCO Member Countries and discuss potential cooperation for capacity building of AFoCO; and 4) conduct an interim evaluation of the Landmark Program for the purpose of reflecting the result of the interim evaluation to the phase 2 of the Landmark Program.



COMPONENT
DESCRIPTION FOR
2018
02.

1. Target Sites by Component

Component	Implementing Regions
Component 1	- Seed and Seedling Center (SSC) of Forest Department of the Ministry of Natural Resources and Environmental Conservation, Ye-Twin-Kone Village, Hmawbi Township, Yangon Region, Myanmar
Component 2	- All Member Countries
Component 3	- Khun Ream & Chan Sor, Siem Reap Province, Cambodia - Paksong District, Champasak Province, Lao PDR - Sangthong District, Vientiane Capital, Lao PDR - Thai Binh Province, Viet Nam
Component 4	- All Member Countries

2. Annual Budget by Component

Component	Budget (USD)
Component 1	64,985
Component 2	315,858
Component 3	771,332
Component 4	81,000
Total	1,233,175

3. Implementing Agency and Staff

3.1 Secretariat

Position	Assigned Task
- Project Manager	Management of four Component
- Project Manager for AFoCO RETC	Component 1
- Project Manager for Education & Training	Component 2
- Project Manager for Restoration Projects	Component 3

3.2 Implementing Countries

Country	Position / Team	Assigned Task
Myanmar	Project Director and Project Team (Forest Department)	Establishment of AFoCO RETC
Cambodia	National Project Director and Project Team (Institute of Forest and Wildlife Research and Development under Forestry Administration)	Restoration project
Lao PDR	National Project Director and Project Team (Department of Forestry)	Restoration project
Viet Nam	National Project Director and Project Team (Viet Nam Administration of Forestry)	Restoration project



2018 PLAN OF
ACTIVITIES

03.

1. Component 1: Establishment of the AFoCO Regional Education and Training Center

1.1 Overview

The Asia Forest Cooperation Organization Regional Education and Training Center (AFoCO RETC) is the core component of the AFoCO Landmark Program designed to strengthen the capacity building of the AFoCO Member Countries in forestry sector. The Component 1 under the Landmark Program consists of three (3) 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 including related infrastructures and landscaping. Equipment provision sector will provide necessary Furniture, Fixtures & Equipment (FF&E) for the RETC operation. The AFoCO RETC operation & management sector will provide the financial support for the RETC operation and management including the necessary allowances for staffing. The Secretariat will operate the RETC field office at the construction site and dispatch the Project Manager (PM) to manage the construction process until the completion of building construction. The Secretariat takes charge of budgetary control, and Myanmar side will be mainly responsible for facility management and external cooperation as a host country after the official launching of AFoCO RETC in 2018.

1.2 Implementation procedure and tentative schedule

After the successful completion of the architectural construction sector, activities at the RETC for 2018 will be composed of two (2) main parts as follows: 1) facility operation and personnel supports for the successful management of the Landmark training & education programs planned in 2018 in accordance with the operational guidelines for the RETC operation and staff regulations, and; 2) enhancement of the external cooperation and public relations to maximize the RETC utilization.

1.2.1 RETC construction and landscaping

Building construction: As a follow-up of the RETC building completion inspection which was conducted for 20~22 December 2017 in accordance with the contract for the RETC building construction, corrective work for defects notified by punch list will be completed by 6 January 2018 except for the electricity (33kv medium voltage) connection to the RETC as summarized in Table 1-1.

Table 1-1. Schedule of the RETC building construction in 2018

Component	Implementing Regions	Schedule in 2018
1) Architectural & civil work	· Supplementary water proofing for septic tank	~ 5 January
	· Correction of main canopy drains	
	· Interior finishing for the conference hall	~ 6 January
	· Installation of parapet wall anchor	
	· Installation of washstand for dining hall	
	· Correction of the dormitory clock tower roof finishing	
2) Mechanical & Electrical work	· Supplementary vibration-proofing for ventilation facilities	~ 3 January
	· Installation of supplementary sound absorbing material for generator room	~ 6 January
	· Correction of rooftop duct for air conditioning system	
	· Test operation of public address system	
3) Medium voltage connection work	· Material preparation and site delivery	~ 5 January
	· Installation of transformer and connection to the incoming medium voltage power line	5~20 January
	· Application for transmission permit	21~24 January

Medium voltage incoming work including the transformer installation will be conducted by local power company certified by Myanmar government and completed by 20 January 2018 in consideration of Myanmar local conditions and regulations. The AFoCo RETC will be completed as a two (2) story building with a total floor area of 5,014.4 m² divided into three (3) functional Zones: 1) education & training zone; 2) accommodation zone, and; 3) support zone. Each functional zone will be composed as shown in Table 1-2. The RETC will be composed of the following three (3) annexed buildings in addition to the main buildings: 1) electrical house equipped with transformer and emergency generator; 2) deep well pump house, and; 3) outdoor gas storage.

Table 1-2. Space plan of the RETC

Zone	Floor	Facilities (Room name)	Unit Area (m ²)		
Education & Training Zone	1F	Head Office	68.2		
		Administrative Office 1	56.0		
		Administrative Office 2	28.6		
		Lecture Room 1	83.6		
		Lecture Room 2	83.6		
		Lecture Room 3	83.6		
		Meeting Room 1: Bamboo Room	68.2		
		Meeting Room 2: Mangrove Room	68.2		
		2F	Multimedia Room	90.4	
			Laboratory 1	123.5	
Laboratory 2	123.5				
Support Zone	1F	Conference Hall: AFoCO Hall	361.6		
		Zone	64.6		
		Dining Hall & Kitchen	60.0		
		Management Office	42.3		
		Maintenance Room	31.0		
		IT Room	8.4		
		Security Office	12.6		
		Prayer Room	15.0		
	2F	Community Hall: Pine Hall	172.2		
		Fitness Room	171.7		
		Technical Room	14.0		
		Control Room	14.0		
		Accommodation Zone	1F	Lecturer's Accommodation: 101~105	138.0
				Trainee's Dormitory: 106~112	194.6
Laundry Room	28.4				
2F	Lecturer's Accommodation: 201~205		138.0		
	Trainee's Dormitory: 206~212		194.6		
	Laundry Room		28.4		

Upon the successful completion of all corrective work, the construction company will submit the documentation package for building completion which consists of 1) completion drawings; 2) completion report, and; 3) user manual for building operation and maintenance by 10 February 2018. The education for RETC building operation for the prospective RETC staff will be organized by the construction company for 8~9 January 2018, and the construction company will provide guidance and support for the practical training of the RETC building operation and maintenance as needed until the end of January 2018. The Secretariat is tentatively planning to provide advanced user training on maintenance control of the RETC mechanical and electrical facility through outsourcing for two (2) months from March 2018.

Landscaping: The RETC landscaping work is composed of 1) ground landscaping, and; 2) plant installation for the front façade green wall as shown in Table 1-3. The establishment of rooftop lawn (186.5 m² for the rooftop of head office and meeting rooms) in the original plan has been substituted with additional tree planting for the building front side in consideration of the overall improvement of aesthetic beauty and management efficiency. The sprinkler system for ground landscaping and micro-spray nozzle for the RETC front façade green wall has been applied for irrigation management of the RETC landscaping.

Table 1-3. The scope of landscaping work

Description	Work Scope
1) Ground landscaping	8,876 m ² with 23 plant species including Myanmar endemic species
2) Plant Installation for the front façade green wall	503 planter boxes planted with 4 foliage plant species for each planter box

Full-scale planting work is scheduled to be commenced from 11 January 2018 based on the design master plan for the RETC landscaping, and will be completed by 5 February 2018 in accordance with the service contract for the RETC landscaping as summarized in Table 1-4. The landscaping contractor will provide the RETC staff with training necessary for the proper management of landscaping for 1 month after the completion of landscaping work. The Forest Department of Myanmar (FD) will provide representative endemic tree species of Myanmar (*Amherstia nobilis*, the queen of flowering trees) with petrified wood collected throughout Myanmar as natural sculptures for the RETC landscape as their in-kind contribution. The landscaping contractor will provide the RETC staff with practical training necessary for the proper management of landscaping for one (1) month after the completion of landscaping work.

Table 1-4. Tentative schedule for landscaping

Description	Schedule in 2018
Weedicide treatment	~ 10 January
Land measurement and topping soil application	
Landscaping for courtyard	11 ~ 18 January
Landscaping for front and back side planting bed	19 ~ 23 January
Rooftop lawn planting	23 ~ 31 January
Plant installation for green wall	1 ~ 5 February
Corrective work & staff training	6 February ~ 5 March

Additional construction for infrastructures: The Secretariat has made a contract for additional construction work for the RETC infrastructures not included in the scope of RETC building construction. The additional construction work consists of 1) pavement of access road; 2) renovation of the SSC main gate, and; 3) installation of security fence, and about 68% of the additional construction work has been completed last year since its commencement on 22 November 2017. The additional construction work will be completed by 15 January 2018 as schedule summarized in Table 1-5.

Table 1-5. Tentative schedule for the additional construction

Description	Schedule in 2018
1) Pavement of access road	· Concrete casting for the remaining part (about 70m) ~ 6 January
2) Installation of security fence	· Material delivery (to be imported from Korea) ~ 11 January
	· Fence and security lighting installation 12 ~ 20 January
3) Renovation of the SSC main gate	· Gate door (sliding type) installation 13 ~ 15 January
	· Gate wall finishing work ~ 18 January

1.2.2 Equipment provision

Provision of general furniture, fixture & equipment (FF&E): A total of 163 FF&E items necessary for the RETC operation except for general electronic appliances has been imported from Korea on November 2017. General electronic appliances will be provided by local procurement in Myanmar for local warranty service. The installation and arrangement of FF&E is scheduled to be completed by 20 January 2018.

Provision of signage system: The RETC signage system will be installed in accordance with the RETC signage procurement schedule as summarized in Table 1-6.

Table 1-6. RETC signage procurement schedule

Signage Type (Design guidelines)	Specification (mm)	Quantity	Installation schedule in 2018
Exterior Signboard (AS 15)	920 x 1800	2	5 ~ 7 January
Exterior Direction Guide (AS 16)	600 x 1800	3	
Floor Signs (AS 17)	360 x 360	10	
Floor Guide (AS 18)	400 x 1400	3	8 ~ 10 January
Facility Guide Map (AS 19)	1200 x 2100	1	
Interior Direction Guide (AS 20)	660 x 110 x 3	6	
Room Plate (AS 21)	320 x 100	34	
	300 x 100	59	
	100 x 50	24	
Main Façade (AS 22)	1000 X 330	1	11 ~ 15 January
Main Gate (Horizontal Combination Logo Type B)		1	

Provision of display item for the exhibition hall: The RETC Exhibition hall will be composed of 2 thematic zones: 1) zone 1: Forest of Asia, and; 2) zone 2: Introduction to the AFoCO as shown by Table 1-7 and Figure 1-1. All items to be displayed in the exhibition hall were produced in Korea in modular forms for easy shipping and assembly on site. The installation of RETC exhibition hall is scheduled to be completed by 19 January 2018.

Table 1-7. Arrangement for the exhibition hall

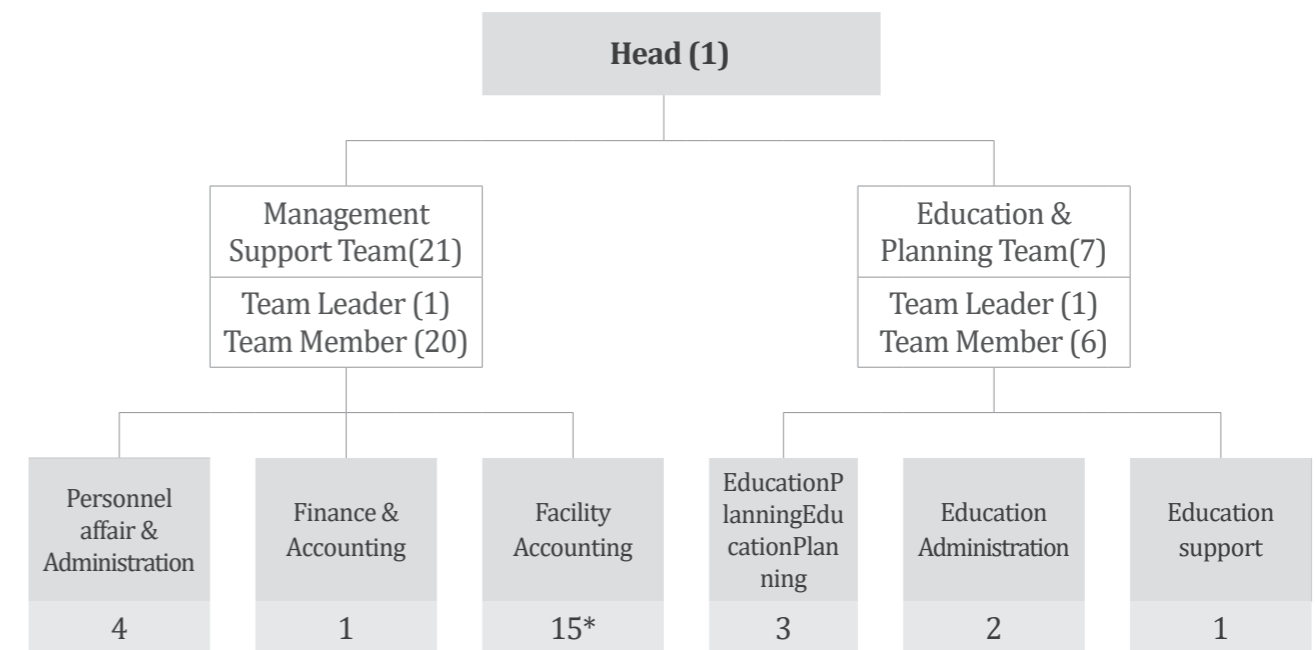
Zone	Main Theme
Zone 1: Forest of Asia	1-1. Value of Forest
	1-2. Forest Tenure in Asia
Zone 2: Introduction to AFoCO	2-1. Asian Forest Cooperation Organization, AFoCO
	2-2. AFoCO Aspires Action-Oriented
	2-3. Landmark Program
	2-4. AFoCO Moving Toward Wider Asia



Figure 1-1. Perspective of the exhibition hall

1.2.3 RETC operation & management.

Organizational structure: In accordance with the decision by the 4th Steering Committee Meeting held on 3 November 2016 in Nay Pyi Taw, Myanmar and further consultation in the 4th Working Group Meeting held on 29 June 2017 in the RETC field office, the basic framework of the RETC administrative organization has been determined as shown by Figure 1-2. Institutional set-up of the RETC including its organizational structure and detailed staff duty assignment plan will be further developed by the 1st quarter of 2018 in consultation with Myanmar for early settlement of the RETC as an international forestry training institute.



Total number of staff: 29 persons, including 12 general workers (*)

Figure 1-2. Current plan for the RETC organizational structure

Staffing plan: Myanmar side will assign their governmental officers and employees for all of the RETC staff positions except for the Team leader of Education & Planning team. The Director of the Training and Research Development Division (TRDD) under the FD will be assigned as a non-standing head and the team leader of the Management Support Team assigned by the FD will also serve as an acting head of the RETC. The team leader of Education & Planning Team will be assigned by the Secretariat. All of the RETC staff assigned by Myanmar side will be placed at the RETC by 20 January 2018. After the completion of the RETC staffing, the FD will cover salaries for the RETC staff including the general workers appointed by Myanmar side in accordance with their internal regulations. The Landmark program will cover personal allowances of the RETC staff including the RETC operational cost.

Operational arrangement: The legal arrangements and operational guideline including detailed staff regulations for the RETC operation in Myanmar will be prepared and finalized by the confirmation of the 6th Steering Committee Meeting which will be held on 08 February 2018.

1.2.4 Meeting & events

The 6th Steering Committee Meeting for the establishment of AFoCO RETC is scheduled to be held on 8 February 2018 in the RETC, Myanmar in order to report the RETC building completion to the SC and finalize the RETC operational arrangements prior to the official launch of the RETC. The RETC building dedication & grand opening ceremony for the official launch of the RETC is tentatively scheduled to be held on mid-March 2018. Detailed schedule of the RETC building dedication & grand opening ceremony will be confirmed after further consultation in the 6th Steering Committee Meeting.

1.2.5 Summary of the main activity schedule under the Component 1 in 2018

Overall activity schedule in 2018 by the implementation sector under the Component 1 is summarized in Table 1-8.

Table 1-8. Overall activity schedule in 2018 by the implementation sector

Implementation procedures	Schedule in 2018											
	1	2	3	4	5	6	7	8	9	10	11	12
1. RETC Building Construction												
- Corrective and supplementary work for building construction												
- Landscaping												
- Additional construction												
2. Equipment Provision												
- FF&E installation & arrangement												
- Exhibition hall installation												
- Exhibition hall installation												
3. RETC Organization and Operation Arrangements												
- RETC staffing												
- Development of the RETC operation guidelines and legal arrangement of the RETC operation												
RETC launching & Full-scale operation												
4. Meetings & Event												
- SC Meeting												
- RETC Building dedication & Grand opening ceremony												

1.3 Organizational structure

The organizational framework for the implementation and management of activities under the Component 1 is composed of two (2) 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 under the supervision of the consultation body. Overall organizational structure for the Component 1 is currently comprised as shown by Figure 1-3.

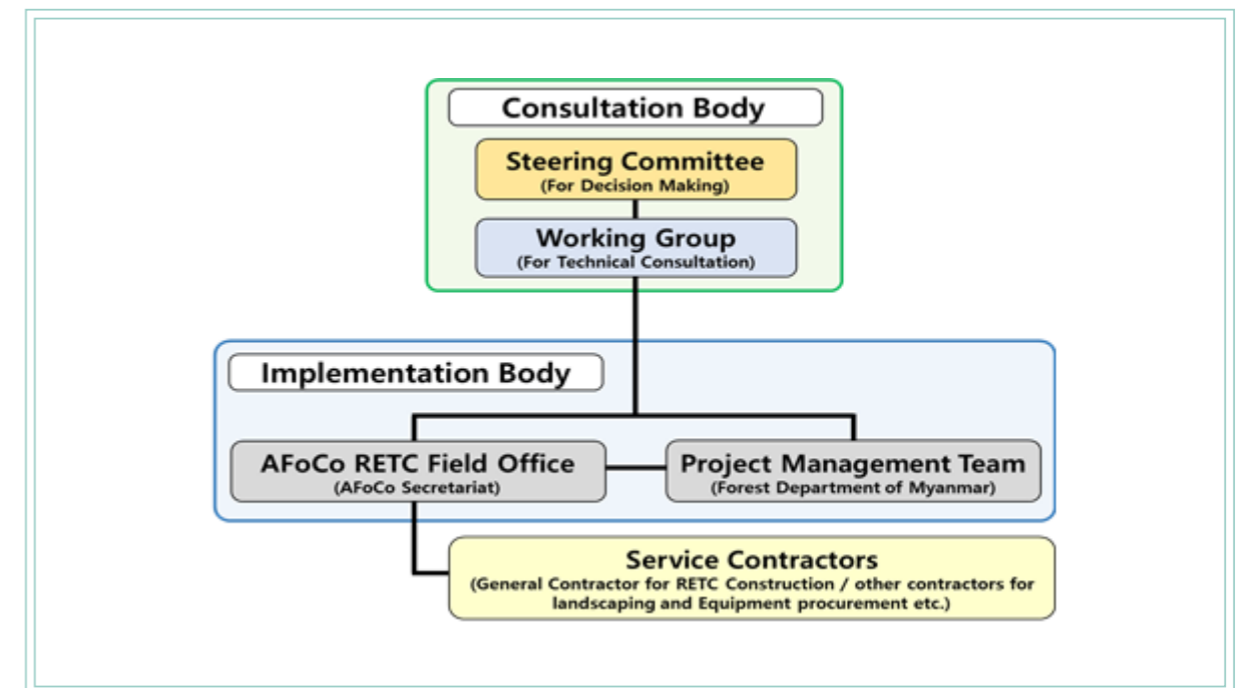


Figure 1-3. Organizational structure for the overall management of the Component 1

1.3.1 Consultation body

The consultation body consists of Steering Committee (SC) and Working Group (WG). The SC will function as a decision-making body to supervise and decide on matters related to the project implementation. The SC is comprised of one (1) representative from KFS, two (2) representatives from the Ministry of Natural Resources and Environmental Conservation of Myanmar (MONREC) – one (1) each from FD and ministry office of MONREC and one (1) representative from the AFoCO Secretariat. The WG is a consulting body to discuss technical issues on the project implementation and assist the SC for decision making. WG is currently comprised of the PM for the Landmark Program, PM for the RETC, project director and field coordinator from the FD and one (1) technical official from the KFS. If the occasion calls for it, all parties concerned with the project implementation including the representatives of service contractors will be invited to participate in WG Meeting. After the official launch of the RETC, the administrative staff of the RETC will be invited to WG as a regular member and substitute for some of the current WG membership.

1.3.2 Implementation body

The implementation body consists of the RETC field office and the Project Management Team under FD. In accordance with the general guidelines of the SC, all activities under the Component 1 will be conducted by close cooperation within the implementation body. The organizational structure of the implementation body is depicted in Figure 1-4.

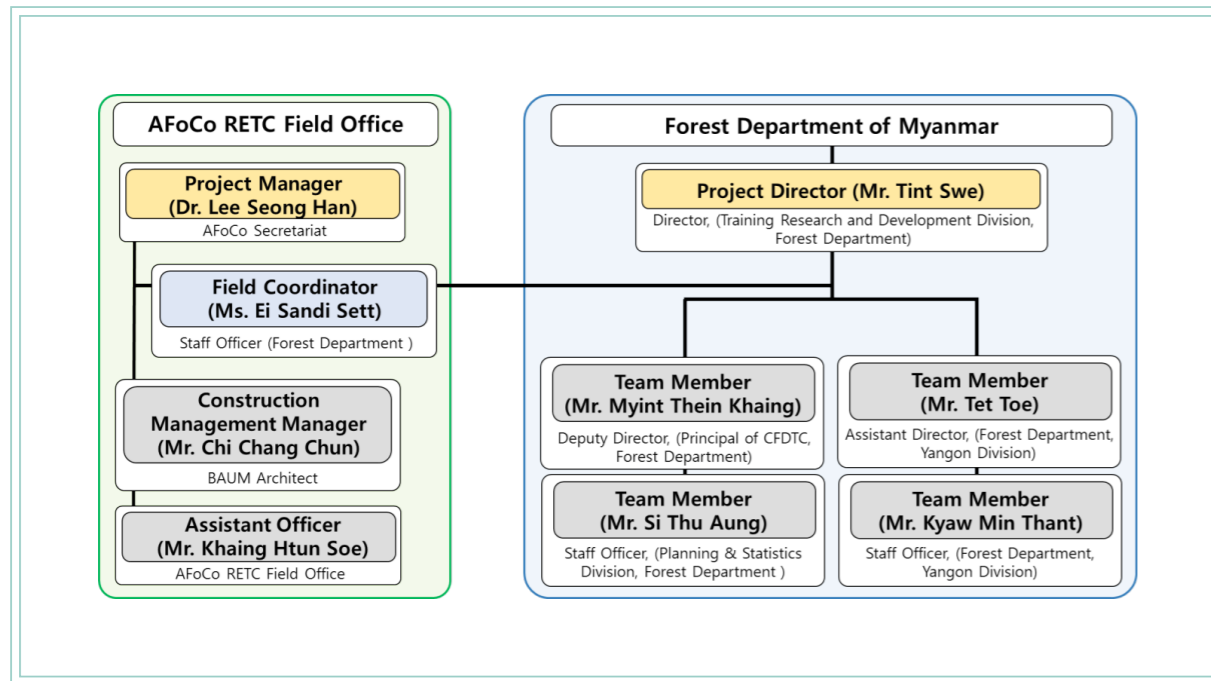


Figure 1-4. Organizational structure of the implementation body

In accordance with the rules of procedure on the operation of the RETC field office, the RETC field office is functional until the completion of the RETC construction. Upon the successful completion of the RETC building construction and staffing, the RETC field office will be officially terminated by the decision of the 6th SC Meeting which will be held on 8 February 2018, and the current implementation body will be substituted with the RETC operating organization.

1.4 Annual budget plan

The total annual budget for Component 1 in 2018 is 64,985 USD. Detailed items for budget expenditure and relevant budget allocation is described in Table 1-10.

Table 1-10. Budget plan for Component 1 in 2018

Items	Budget (US\$)
1. Facility and office management	52,800
2. Travel expense and miscellaneous	12,185
Total	64,985

2. Component 2 : Development of Education and Training Programs for Capacity Building

2.1 Overview

Component 2 of the Landmark Program, “Development of Education and Training Programs for Capacity Building”, aims to enhance government officials’ ability to manage forests sustainably by increasing their knowledge and understanding on relevant topics as well as providing greater access to advanced technology. It will also facilitate the exchange of knowledge and experiences through the building networks among AFoCO Member Countries in the forestry sector.

Until 2017, the Landmark training courses conducted only short-term training courses at relevant organizations/institutes of the AFoCO Member Countries. Since the RETC will be opened and operational from 2018, it is necessary to plan for RETC training courses and related activities there (Table 2-1).

Table 2-1. Outline of the training courses

Division	Short-term	Long-term	Community Development	Customized
Duration	1 week	2 weeks to 6 months	Depends	Depends
Frequency	4 times a year	2 times a year	Organized on an ad hoc basis	Organized on an ad hoc basis
Target Participants	Gov. officials (policy makers & technical experts)	Gov. officials and researchers	Myanmar gov. officials and communities in the region	Gov. officials, experts, students, etc.
Financial Support	Landmark Program	Landmark Program	Supported by Myanmar gov. or other resources	Supported by requested GO/ NGO/IO or other resources

2.1.1 Tentative training course schedule in 2018

► Training course

In 2018, there will be several training courses targeted at training a total of 100 participants (Table 2-2). Among the training courses, four (4) short-term training courses will be conducted, targeting a total of 80 participants within 140,000 USD budget. The four (4) short-term training courses will include three (3) core training topics (forest rehabilitation & reforestation, forest fire management, community-based forest management) and 'national forest inventory and REDD+' which were selected after considering the needs and interests of the AFoCO Member Countries. The plans for each short-term training course, including training information and curriculum, are summarized in **Annex 1**. The detailed plan for each training course will be developed according to the 2018 operating plan.

Customized and other AFoCO training courses will be also conducted at the RETC and their funds will be covered by operating budget of AFoCO, fundraising or other financial resources accordingly. The Secretariat will make an effort to invite and organize training courses, workshops, meetings and other relevant events to utilize the RETC itself and promote AFoCO.

The short-term training courses will be organized and conducted by the Secretariat as usual. Customized and other AFoCO training courses will be organized and conducted after consultation with the Secretariat.

► Development of RETC capacities

For the development of RETC capacities, training modules and Training of Trainer (ToT) for RETC staff will be carried out. In respect of the training modules, one AFoCO project will be proposed after discussion with Myanmar. The budget for this project is also covered by the project fund. Additionally, one or two (1 or 2) RETC staffs of the planning and education team will be trained at the Secretariat or relevant organizations and their budget will be covered within 9,308 USD budget.

Table 2–2. Plan of activities at RETC in 2018

Activities	Title	Participants
Short-term Training	- National Forest Inventory and REDD+ (Apr or May) - Forest Rehabilitation and Reforestation (Sep) - Community-Based Forest Management (Oct) - Forest Fire Management (Dec)	20 gov. officials per training
Long-term Training	- Train 1-2 RETC staffs at the Secretariat or relevant organizations	1-2 RETC staffs
Customized Training	- Traditional Forest Knowledge and Culture (Oct)	20 participants
Other AFoCO Workshop, Meetings & Events	- Technical Workshop for Module Development (Feb, Jun) - RETC opening ceremony (Jun) - Development of AFoCO projects (TBD) - Roundtable meeting with relevant institutes and/or organizations (TBD)	Relevant stakeholders

1. National Forest Inventory and REDD+

1. Course Information

- *Date / Location* = April or May / RETC
Technical-level government officials and/or national researchers in the field of forest resource management or REDD+ project in their own countries
- *Target Participants* =
- *Number of Trainees* = 20
1) To provide advanced remote sensing knowledge and techniques to measure/monitor forest carbon and biodiversity at a national level
- *Training Objectives* =
2) To share information on implementing countries' activities to apply the geo-spatial database to forestry and other fields
3) To develop their own plan of the national forest inventory and/or REDD+ project

2. Training Curriculum

Training Component	Topic/Activity	Hours
Lectures, Practical Exercises and Discussions	National Forest-Monitoring Systems	3
	Forest Distribution Analysis and Mapping	3
	Understanding of GIS and ArcGIS	4
	Forest Carbon Inventory	3
	Process of Planning and Developing a REDD+ project in their own countries	4
Field Trip	Visit Study Site and/or Relevant Organization	8
	Field Trip Reflection	2
Participatory Exercises	Country Report	2
	Action Plan	3
	Group Exercise and Wrap-up	4
Others	Opening Ceremony (Orientation & Ice-breaking)	2
	Training Evaluation and Landmark Program Survey	1
	Closing Ceremony	1
Total Training Hours		40

2. Forest Rehabilitation and Reforestation

1. Course Information

- *Date / Location* = September / RETC
- *Target Participants* = Government officials in the field of forest rehabilitation and reforestation policy and management
- *Number of Trainees* = 20
- *Training Objectives* =
 - 1) To share the best practices on policy and management of national forest rehabilitation in Asia
 - 2) To discuss challenges from the previous forest rehabilitation experiences and guide on-going and future rehabilitation efforts

2. Training Curriculum

Training Component	Topic/Activity	Hours
<i>Lectures, Practical Exercises and Discussions</i>	Forest Policy and Management of National Forest Rehabilitation and Reforestation	6
	Reforestation Technology and Practice	4
	Forest Management using Remote Sensing & GIS / New Technology for SFM in the Future	3
	Participatory Forest Rehabilitation and Reforestation	4
<i>Field Trip</i>	Visit Study Site and/or Rehabilitation Organization	8
	Field Trip Reflection	2
<i>Participatory Exercises</i>	Country Report	2
	Action Plan	3
	Group Exercise and Wrap-up	4
<i>Others</i>	Opening Ceremony (Orientation & Ice-breaking)	2
	Training Evaluation and Landmark Program Survey	1
	Closing Ceremony	1
Total Training Hours		40

3. Community-Based Forest Management

1. Course Information

- *Date / Location* = October / RETC
- *Target Participants* = Government decision makers and project managers dealing with community-based natural resource management
- *Number of Trainees* = 20
- *Training Objectives* =
 - 1) To explore practical opportunities and challenges to community-based natural resource management
 - 2) To better conceptualize and overcome problems in the application of community participatory management in their own country

2. Training Curriculum

Training Component	Topic/Activity	Hours
<i>Lectures, Practical Exercises and Discussions</i>	Basic and Core Concepts for Community-Based Natural Resource Management	3
	Community Participatory Approaches, Tools and Methodologies	4
	Community Participatory Planning, Monitoring and Evaluation	4
	Managing Natural Resource Conflict	3
<i>Field Trip</i>	Visit Study Site and/or Interview Community People	8
	Field Trip Reflection	2
<i>Participatory Exercises</i>	Country Report	1
	Action Plan	2
	Group Exercise and Wrap-up	8
<i>Others</i>	Opening Ceremony (Orientation & Ice-breaking)	2
	Training Evaluation and Landmark Program Survey	2
	Closing Ceremony	1
Total Training Hours		40

4. Forest Fire Management for Training of Trainers

1. Course Information

- *Date / Location* = December / RETC
- *Target Participants* = Technical-level government officials in the field of forest fire management
- *Number of Trainees* = 20
- *Training Objectives* =
 - 1) To foster specialists who are able to train the local people in their states
 - 2) To share the information on the forest fire issues in Southeast Asia among participants

2. Training Curriculum

Training Component	Topic/Activity	Hours
<i>Lectures, Practical Exercises and Discussions</i>	Wildland fire behavior	3
	Ground suppression techniques (GST)	4
	Prescribed burning	3
	Fire safety	2
	Community-based Fire Management	3
	Fire information system	2
<i>Field Trip</i>	Visit Study Site and/or Relevant Organization	8
	Field Trip Reflection	2
<i>Participatory Exercises</i>	Country Report	2
	Action Plan	3
	Group Exercise and Wrap-up	4
<i>Others</i>	Opening Ceremony (Orientation & Ice-breaking)	2
	Training Evaluation and Landmark Program Survey	1
	Closing Ceremony	1
Total Training Hours		40

2.1.2 Implementation procedure and tentative schedule

► Operational procedures

Training courses will be jointly organized and implemented by the Secretariat, the Forest Department of the Union of Myanmar (FD) and relevant organizations, and their main responsibilities according to the operational guidelines of the RETC will include the following:

- ① Secretariat
 - Guiding in overall education and training activities
 - Design training concept & curriculum, when necessary implementation of the education and training activities
 - Review and allocation of budget
 - Providing necessary support for financial arrangement
 - Fundraising activities in collaboration with external bodies
- ② FD
 - Providing administrative support for the education and training activities
 - Ensuring the freedom of communication and implementation related to the education and training activities
 - Assigning the staff and personnel necessary for operation of the RETC
- ③ Co-organizer
 - Advising on training curriculum, when necessary implementation of the education and training activities under the guidance of the Secretariat
 - Developing training exercises and practices

► Tentative schedule

The tentative schedule for the operational procedures are listed in Table 2-3.

Table 2-3. Operational procedures for training courses

Timeline (Prior to Training)	Procedure		
	FD, Myanmar	Secretariat	Co-organizer
15 Jan. (each year)	- Prepare annual work and budget plan		
6 - 3 months		Personnel Affair & Administration Staff	- Share in-house training curriculum (if any)
3 - 2 months	- Send official documents to co-organizer and implementing institute	- Develop concept note, including budget for training course (based on proposal) - Select co-organizer (if any)	- Review and provide advice on concept note
2 - 1 months	- Invite participants (trainers/trainees) via official letters from Sec.	- Design and finalize training curriculum, including selecting/allocating trainers and planning/organizing study tours/field trips/lab. practices	
		- Develop assignments for participants (country report, action plan)	- Design specific exercises and practices according to participants' needs and backgrounds
1 month - 2 weeks	- Send acceptance letters to participants - Compile list of participants and their respective documents via RETC website - Provide administrative support for issuance of visa, stay permits and tax exemption on income for foreign participants	- Review and allocate budget	- Provide all training materials to Sec.
1 - 0 month	- Prepare proceedings, program kits, reimbursements and certificates - Arrange transportation, accommodation and meals	- Confirm and finalize training activities	
		- Transfer budget	
2 weeks after	- Submit completion report, including balance account	Share training results and evaluation with FD	

2.2 Landmark scholarship program

2.2.1 Overview

► Admission quota for 2019

The Secretariat will offer the 2019 Landmark scholarship to three (3) recipients – 1 doctoral degree recipient (PhD) and 2 master's degree recipients (MSc). The scholarship recipients will commence their studies from March 2019.

► Eligible universities

For the 2019 intake, applicants may apply to a total of nine (9) universities as shown in Table 2-4. Depending on the applicant's desired major or area of specialization, the Secretariat may offer the applicant a place in any of the nine (9) universities who have signed a Memorandum of Understanding (MOU) with the Secretariat in the previous years.

Table 2-4. List of eligible universities and degrees offered for 2019

University	College and Department	
1	Chungbuk Natl. Univ.	Department of Forest Science, College of Agriculture, Life and Environment Sciences
2	Chungnam Natl. Univ.	Environment and Forest Resources
3	Dongguk Univ.	Department of Biological and Environmental Science
4	Kangwon Natl. Univ.	Department of Forest Management, College of Forest and Environmental Sciences
5	Kongju Natl. Univ.	Department of Forest Resources
6	Kookmin Univ.	Forest Environmental Systems, College of Forest Science
7	Seoul Natl. Univ.	Program in Forest Environmental Science, Department of Forest Science *Graduate School of International Agricultural Technology in Pyeongchang campus is available after consultation with the Sec.
8	Univ. of Seoul	Department of Environmental Horticulture
9	Yeungnam Univ.	(for MSc) Forest Resources and Ecological Restoration Major, Department of Sustainable Development, Park Chung Hee School of Policy and Saemaul (for PhD) Department of Saemaul Studies and International Development

► Scholarship information

① Scholarship period

- Four (4) semesters for master's and six (6) semesters for doctoral degree from March 2019.
- The provision of scholarship benefits and allowances is only applicable during the aforementioned scholarship periods.
- Conditionally, the Secretariat will support the 4th year of the PhD student within a limited budget if supervising professors submit an official request letter.

② Scholarship support

The maximum annual financial support that can be provided to the recipient is 22,150 USD for MSc and 22,500 USD for PhD and the details are shown in Table 2-5.

Table 2-5. List of benefits and allowances provided

Items	Max. Amount (USD)	Unit	Comments
Airfare	1,000	per one-way	Depending on actual expense
Settlement Allowance	400	once	
Tuition	3,500	per semester	Transferred directly to university
Monthly Allowance*	900	per month	
Academic Conference Allowance	1,000-2,000	per year	1,000 USD for MSc 2,000 USD for PhD
Language Training Fee	500	per semester	Depending on actual expense
Medical Insurance*	200	per semester	Depending on actual expense
Dissertation Printing	1,000	once	Depending on actual expense
Journal Publication	500	once	Depending on actual expense

* The Secretariat will support only * marked items during the 4th year of th PhD student

► Application requirements

① General requirements

- Applicants must be active government officials/staff in the forestry sector in any of the ten (10) AFoCo Member Countries
- Applicants should be in good health, both mentally and physically, to stay in the ROK for an extended period of time. Handicapped or disabled applicants who satisfy the requirements are eligible to apply for the Landmark scholarship program.

② Academic requirements

- Applicants must have a bachelor's degree (to apply for the master's program) or a master's degree (to apply for the doctoral program).
- Applicants should have a minimum Grade Point Average (GPA) of at least 80 on a 100-point scale.
- Applicants should meet the language proficiency admission requirements of the universities open for application.

► Priority scholarship consideration

Applicants with the following qualifications/traits may receive priority consideration for the Landmark scholarship program:

- Experienced applicants who are well-equipped with forestry knowledge of his/her country,
- Currently work in forestry agencies or is involved in academic work in a field of forestry in his/her country,
- Previous major is in a field of forestry,
- Submit a study plan with a well-organized research plan,
- A study plan is for learning forestry in the ROK or interests of supervising professor,
- Have English or Korean proficiency,
- Have a higher GPA than other applicants, and
- Have been awarded and/or have published academic papers.

2.2.2 Operational procedures

The selection procedures and application schedule are shown in Table 2-6.

Table 2-6. Selection procedure and application schedule

Procedures		Schedule
1	Calling for applicants via official invitation by the Secretariat	By Feb. 2018
2	Submission of nominations by each focal point	By Jun. 2018
3	Submission of documents by candidates to the Secretariat	By Jun. 2018
4	Selection of candidates by the evaluation committee	Jul. 2018
5	Matching of candidates with suitable universities/departments and supervising professors	Jul.-Aug. 2018
6	Consultations with prospective supervising professors and submission of study plans by candidates	From Aug. 2018
7	Admission procedures for respective universities	From Sep. 2018
8	Candidates who gain admission into the university applied for become scholarship recipients	Dec. 2018
9	Domestic and administrative procedures for entry into the ROK	Jan.-Feb. 2019
10	Start of the 1st semester	From 2 Mar. 2019

The roles and responsibilities of the main stakeholders, including the Secretariat, supervising professors, and students (applicant, candidate, recipient) are as follows:

- ① Secretariat
 - The Secretariat is in charge of the overall administrative arrangements and the provision of the scholarship benefits and allowances to the recipient during the scholarship period.
 - The Secretariat reserves the right to terminate or suspend the recipient's scholarship according to the rules and regulations of the Landmark scholarship program.
- ② Supervising professor
 - The supervising professor is in charge of mentoring and directly supervising the recipient while cooperating closely with the Secretariat.
 - The supervising professor is required to submit to the Secretariat a written opinion on the recipient's academic capacity and the progress of his/her research, twice a year.
- ③ Students (applicant, candidate and recipient)
 - All applicants, candidates and recipients are expected to cooperate closely with and follow the instructions given by his/her respective supervising professor as well as the Secretariat.

2.3 Organizational structure

In accordance with the general guidelines of Component 2 of the Landmark Program, all activities under Component 2 will be conducted by the Secretariat.

The Program Manager of Education & Training (PM) is the team leader of the Education and Planning Team of RETC and coordinates the overall implementation of the Education and Training Program. The PM will take charge of strategic planning and coordination of specific activities, preparing budget plans, and ensuring proper budget execution with the administrative support of the RETC staff as well as staff of the relevant institutions.

2.4 Annual budget plan

The total annual budget for Component 2 in 2018 is 315,858 USD. This amount covers all expenses for Component 2, which includes the Landmark training courses as well as the Landmark Scholarship program. The tentative budget plan for Component 2 is described in Table 2-6.

Table 2-6. Budget plan for Component 2 in 2018

Item	Budget (USD)
Landmark Training Courses	
- Short-term Training Course: 4 times per year (35,000 USD/time)	149,308
- Long-term Training Course: 1-2 staffs (9,308 USD)	
Landmark Scholarship Program	
- Master's degree (MSc): 4 persons	166,550
- Doctoral degree (PhD): 3.5 persons	
- Events (evaluation committee meetings, etc.)	
Total	315,858

3. Component 3 : Restoration of Degraded Forest Regions

3.1 Overview

The three (3) restoration projects of the Landmark Program have been implemented since 2016 by three implementing countries of Cambodia, Lao PDR and Viet Nam. The titles of each project is listed in Table 3-1.

Table 3-1. Titles of the projects

Country	Project title
Cambodia	Establishment of Forest Genetics Research Center for Restoration of Major Timber Species in Cambodia
Lao PDR	Village-based Forest Rehabilitation in Lao PDR
Viet Nam	Rehabilitation and Development of Mangrove Forest Ecosystem in Thai Binh Province, Viet Nam

The restoration projects will contribute to the respective national goals in each country, and provide environmental and socio-economic benefits. At the end of the project, the plantation sites of three countries will serve as AFoCO model forests in the region to demonstrate sustainable forest management and promote the implementation of national forest programs (Figure 3-1).

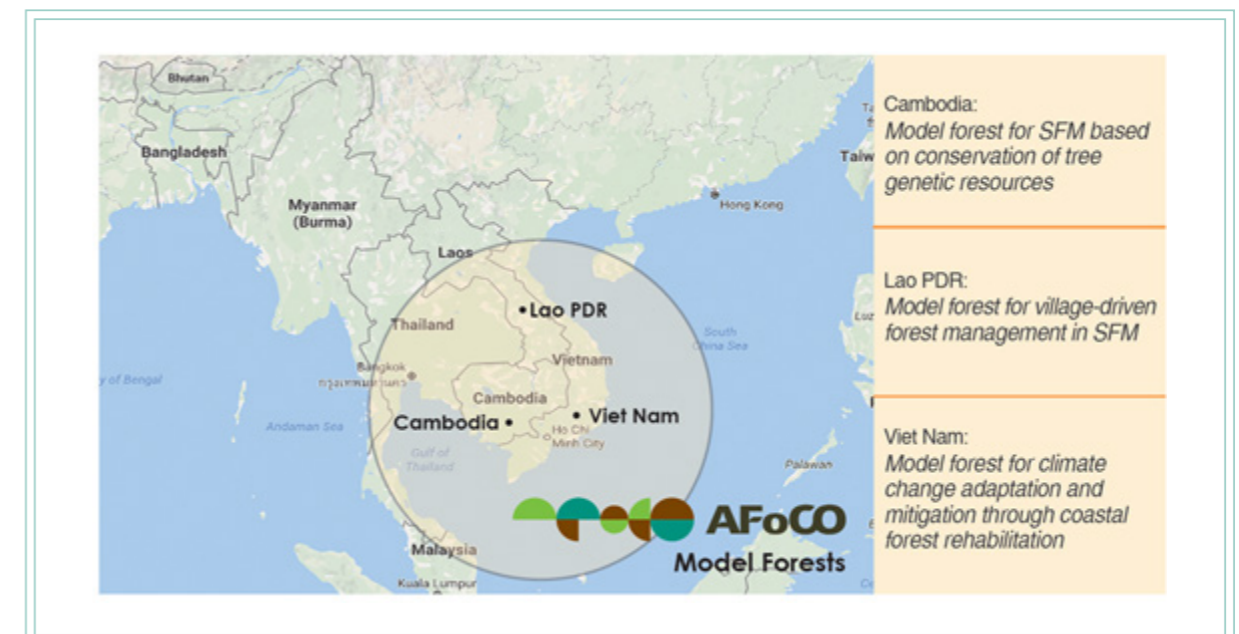


Figure 3-1. AFoCO model forests of Cambodia, Lao PDR and Viet Nam

3.2 Implementation procedure and schedule

The Component 3 covers up to 5,000 ha of project area in three countries, in which plantation and protection activities will be implemented in various ways. The plantation areas 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)	Cumulative Area of plantation (ha)	Target Area of plantation in 2018 (ha)
Cambodia	Siem Reap	248 (48)	23	7
Lao PDR	Paksong	600 (200)	0	60
Lao PDR	Sangthong	3,020 (649)	6	140
Viet Nam	Thai Binh	960 (160)	60	60
TOTAL		4,828 (1,057)	89	267

The summary of the annual schedule is as follows (Table 3-3):

Table 3-3. Summary of the 2018 annual plan

List of Activities		2018			
Cambodia		Q1	Q2	Q3	Q4
1	Seed and scion collection & seedling production				
2	Site layout and mapping				
3	Land preparation				
4	Plantation (7 ha)				
5	Labeling, signboard and fencing				
6	Maintenance of planting areas				
7	Silvicultural management				
8	Forest fire management				
9	Training of FA staff, students and local people				
10	Infrastructure development				
11	Additional activities funded by NIFoS				
12	3rd PSC Meeting				

Lao PDR		Q1	Q2	Q3	Q4
1	Seed collection & seedling production				
2	Site layout and mapping				
3	Plantation of ex-situ conservation site by VFDGs (Paksong: 20ha, Sangthong: 14 ha)				
4	Enrichment plantation by VFDGs (Paksong: 20ha, Sangthong: 126 ha)				
5	Forest protection by VFDGs (Paksong: 400ha, Sangthong: 2,300ha)				
6	Agroforestry activities				
7	Project promotion (National Arbor Day Events)				
8	Community consultation for planting and protecting activities				
9	Training courses for the project stakeholders				
10	Improvement of Technical Guidelines				
11	3rd PSC Meeting				
Viet Nam		Q1	Q2	Q3	Q4
1	Seedling production				
2	Site layout and mapping				
3	Plantation and tending (60 ha)				
4	Tending and protection of mangrove planted in 2016				
5	Tending and protection of mangrove planted in 2017				
6	Forest protection activities				
7	Training courses for project staff and villagers				
8	Study tour to Malaysia				
9	Communication activities				
10	Technical assistance from the RIFEE				
11	3rd PSC Meeting				

Cambodia

Project title : Establishment of Forest Genetics Research Center for Restoration of Major Timber Species in Cambodia
 Project site : Khun Ream & Chan Sor, Siem Reap Province, Cambodia
 Project duration : 10 years (2016-2025)
 Executing Agency : The Institute for Forest and Wildlife Research and Development (IRD) under Forestry Administration

Overview

In the final year of plantation for establishment of the progeny test plantation and seed orchards, the project will focus on completing the planting activities in Chan Sor, alongside the silvicultural management of Khun Ream experimental forest. The main annual project outputs for year 2018 are listed below (Table 3-4). There are two (2) sites developed for progeny test plantation and seed orchard. (Figure 3-2, 3-3).

Table 3-4. Main activities and outputs in 2018 for the project of Cambodia

Category	Activity	Outputs
Plantation	1) Establishment and maintenance of progeny test plantation	- 4 ha of new plantation, - Plantation maintenance covering 20 ha
	2) Establishment and maintenance of clonal and seedling seed orchard	- 3 ha of new plantation, - Plantation maintenance covering 3 ha
Protection	3) Silvicultural and protection management of experimental forest	- 100 ha Experimental forest - 80 ha Dalbergia plantation - 30 ha project plantation site
	4) Securing activity	- 100 ha Experimental forest - 80 ha Dalbergia plantation - 30 ha project plantation site
Capacity Development	5) Education and training programs	- 2 trainings for students and local people - translation of project documents to Khmer
	6) Additional activities funded by NIFoS	- Visits by tree breeding expert to Cambodia - Plus tree selection - Writing/publication of tree breeding guidelines
Project Management	7) Facility operation	- Supporting the operation of the tissue culture laboratory at IRD - Installation of the water system at Chan Sor
	8) Survey on prospective pollen contamination of <i>P. macrocarpus</i>	- Survey on <i>P. macrocarpus</i> within natural forest at Chan Sor

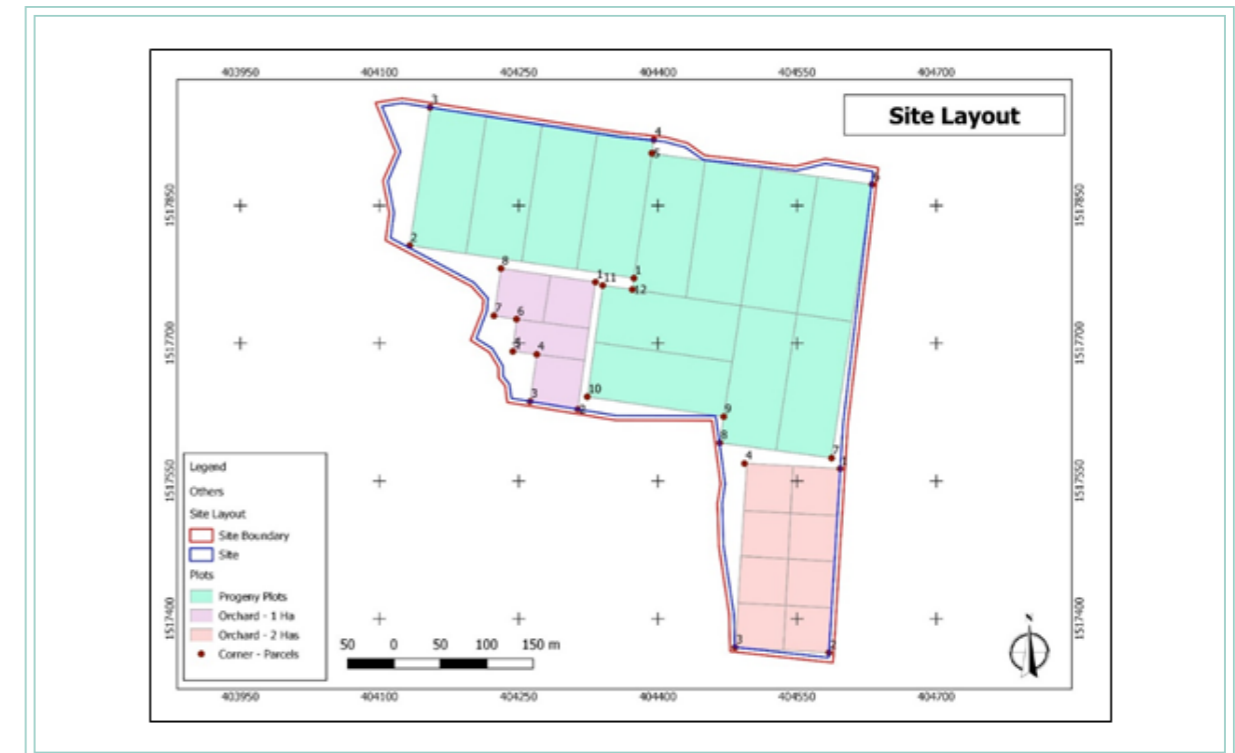


Figure 3-2. Site layout of progeny test plantation and seed orchard in Khun Ream

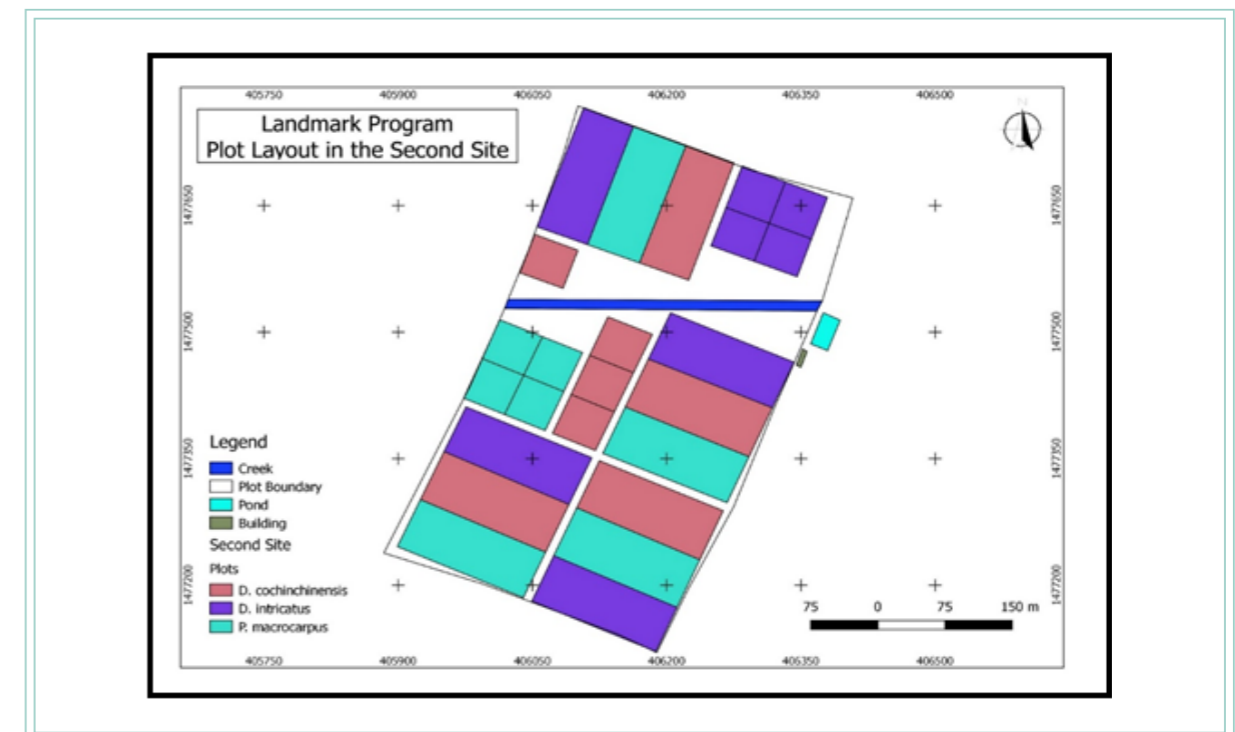


Figure 3-3. Site layout of progeny test plantation and seed orchard in Chan Sor

▪ **Plantation Activities**

Establishment of progeny test plantation

In 2018, four (4) hectares of progeny test plantation of *Dipterocarpus intricatus* will be established at the second site in Chan Sor. Upon the completion of the plantation, the project will accomplish the planting activity for establishment of progeny test plantation by the three (3) targeted species of *Dalbergia cochinchinensis*, *Dipterocarpus intricatus*, and *Pterocarpus macrocarpus* in Khun Ream (12 ha) and Chan Sor (12 ha).

Establishment of clonal seed orchard

In 2018, three (3) hectares of seedling and clonal seed orchard for the three (3) targeted species will be established (Table 3-5). Upon the completion of the plantation, the project will accomplish the planting activity for establishment of seed orchard in Khun Ream (3 ha) and Chan Sor (3 ha). As part of the amelioration measures, the project will interplant mung bean. The species, a nitrogen fixing plant, will help in accumulation of soil nutrients and at the same time control weed growth.

Table 3–5. Type of seed orchard for each species

	Species	Type of Seed Orchard
1	<i>D. cochinchinensis</i>	CSO
2	<i>D. intricatus</i>	SSO
3	<i>P. macrocarpus</i>	CSO

CSO: clonal seed orchard, SSO: seedling seed orchard

▪ **Forest Protection Activities**

Silvicultural management

Silvicultural management techniques will be applied to the existing research plots, *Dalbergia* plantations and the experimental forests, including weeding/removal of competing vegetation, pruning and release cuttings. The experimental forests will be continuously monitored and measured for the growth and survival of the stand. Replanting will be conducted whenever necessary.

Forest fire management

Firelines will be established in some areas of the experimental forests that are frequently burned or at risk of being burned. The firelines will measure approximately ten (10) meters. Patrols to the study site will be regularly conducted to spot early start of fires. to spot early start of fires. The patrol work also aims to thwart any illegal cuttings and encroachment in the site. The personnel of IRD will also bring along firefighting equipment.

▪ **Promotion and Public Awareness Activities**

Public awareness/Local training for villagers

The project will endeavor to share the techniques applied and outcomes of the project with the nearby villagers. Activities to raise public awareness of the importance of forests, especially the three (3) species, the importance of seed orchards, and propagation techniques may be conducted.

Education of undergraduate students

The project will also develop the skills of the next generation of foresters and researchers. Students from local universities (RUA, RUPP and Prealeap Agricultural College) will be invited to participate in practical trainings related to seed orchard management.

▪ **Project Management**

Facility operation

The project will support the activities of the existing tissue culture laboratory at IRD to enable their research on tissue propagation of the target species.

▪ **Capacity Development Activities Funded by NIFoS of the ROK**

The IRD received additional funding from National Institute of Forest science(NIFoS) to support capacity development activities. The IRD will invite experts from the NIFoS of the ROK for the consultation and technical on-site trainings to support the capacity development of the project staff. Related to the subjects of the project, the trainings will cover topics such as introduction to tree breeding, progeny test plantation and seed orchard etc.

Lao PDR

Project title:	: Village-based Forest Rehabilitation in Lao PDR
Project site	: Paksong District, Champasak Province Sangthong District, Vientiane Capital
Project duration	: 10 years (2016-2025)
Project budget	: 1,500,000 USD
Implementing Agency	: Department of Forestry

Overview

As the completion of the establishment of two main village groups for the project: 1) Village Forest Development Group (VFDG) for seedling production and planting activities, and 2) Village Forest Protection Group (VFPG) for forest protection, the project will accelerate their activities in 2018. The main annual project outputs for year 2018 are as follows (Table 3-6).

Table 3-6. Main activities and outputs in 2018 for restoration project in Lao PDR

Category	Paksong	Sangthong
Plantation	- 20 ha of ex-situ conservation site - 40 ha of enrichment plantation	- 14 ha of ex-situ conservation site - 126 ha of enrichment plantation
Protection	- 400 ha - Improvement of natural water supply system of Kongtoun Mountain	- 2,370 ha - 1 small check dam
Agroforestry	-	5 individual landowners (min. number) surrounding the project site will start the activity
Public awareness	- Public broadcasting, print media, leaflets, t-shirts, etc. - 11 km trekking roads and an observation site	- Public broadcasting, print media, leaflets, t-shirts, etc. - 10 km trekking roads and an observation site
Income generation	- Income generating activities for low-income villagers - Native ginseng and cardamom plantation	- Income generating activities for low-income villagers
Capacity development	- 3 training courses for project team - 3 training courses for VFDG/VFPG - Continuous on-site consulting and technical supervision	- 3 training courses for project team - 3 training courses for VFDG/VFPG - Continuous on-site consulting and technical supervision - Improvement of the access road to the ex-situ plantation site
Project management	- "Guidelines on Village-based Forest Rehabilitation" are developed and improved by reflecting site specifications - 1 presentation at international conference - Translation and publication of the project documents	

The project has two sites in Paksong district, Champasak province, and Sangthong district, Vientiane Capital. The site situated in Paksong, about 75 km to the Pakse, the capital city of the Champasak province (Figure 3-4), and the site in Sangthong is situated in Sangthong, about 60 km to the north of Vientiane Capital (Figure 3-5).

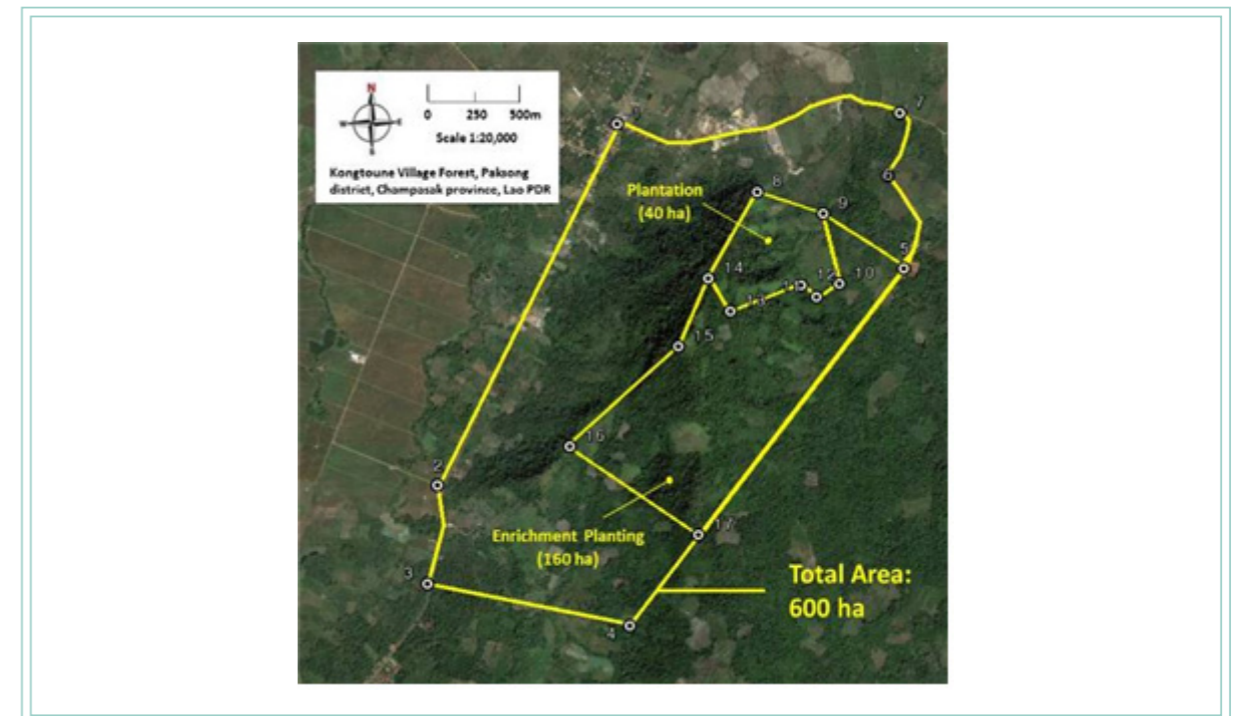


Figure 3-4. Location of project site in Paksong district, Champasak province

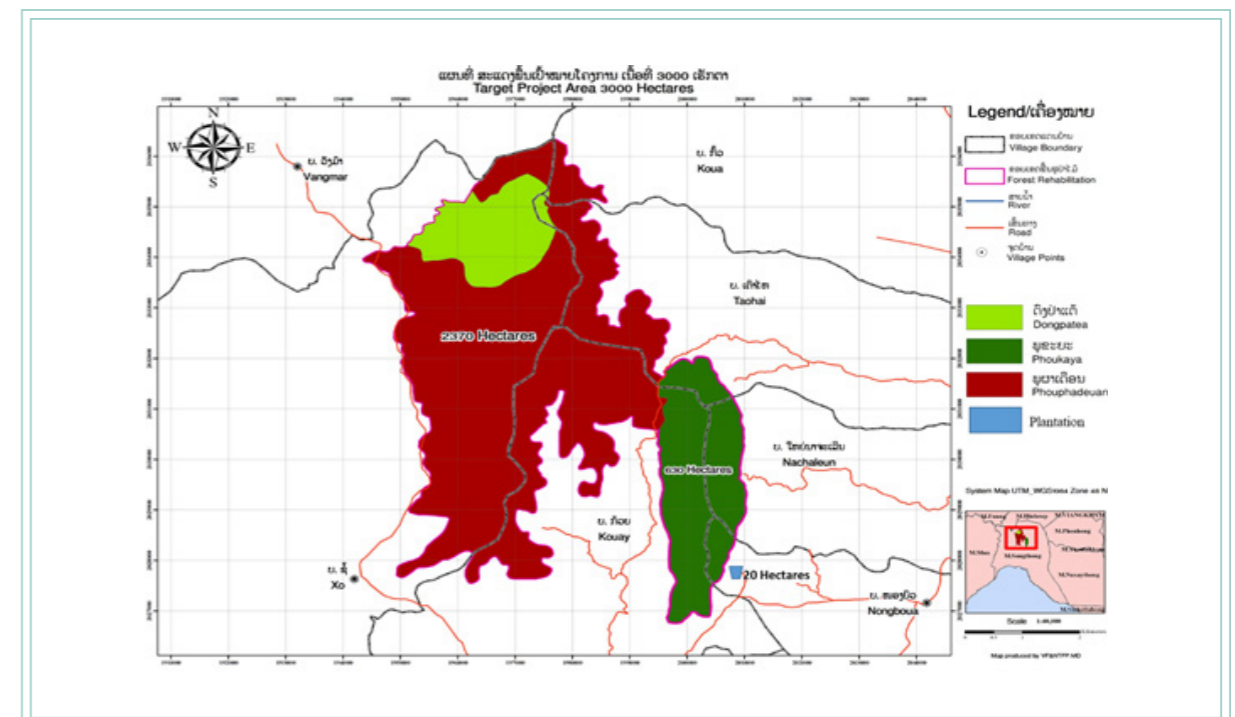


Figure 3-5. Location of project site in Sangthong district, Vientiane Capital

Plantation Activities

Seedling production in Paksong

In 2018, the project will make a contract with VFDGs for seedlings production, which will be planted for the next year. About 42,300 seedlings will be produced (Table 3-7).

Table 3-7. Number of seedlings to be produced in Paksong in 2018

Species	Total number of seedlings	Number of seedlings required for ex-situ conservation	Number of seedlings required for enrichment	Number of seedlings required for reservation
<i>Paramichelia baillonii</i>	14,100	4,400	8,000	1,700
<i>Persea kurzii</i>	14,100	4,400	8,000	1,700
<i>Spondias axillaris</i>	14,100	4,400	8,000	1,700
Total	42,300	13,200	24,000	5,100

Note: The actual amount of seedlings of each species will be determined after site preparation.

Seedling production in Sangthong

For the ex-situ conservation plantation, the project staff signed a contract with Nalath DAFO's nursery at Nachalern. Based on the contract, more than the requiring number of seedlings for the total area of 20-ha ex-situ conservation site was produced in 2017 (42,000 seedlings), of which 10,000 seedlings for six (6) ha were planted in 2017. In 2018, the remaining seedlings will be planted for the rest of the targeted areas (Table 3-8).

Table 3-8. Number of seedlings for 20-ha ex-situ conservation site in Sangthong in 2018

Species	Total number of seedlings produced in 2017	Number of seedlings planted in 2017	Number of seedlings to be planted in 2018	Number of seedlings required for reservation
<i>Afzelia xylocarpa</i>	10,000	3,000	5,000	2,000
<i>Dipterocarpus alatus</i>	3,000	0	2,000	1,000
<i>Hopea odorata</i>	3,000	0	2,000	1,000
<i>Pterocarpus mactocarpus</i>	10,000	4,000	5,000	1,000
<i>Sindora cochinchinensis</i>	5,000	3,000	1,000	1,000
<i>Tectona grandis</i>	10,000	0	7,000	3,000
Total	42,000	10,000	23,000	9,000

Note: The actual amount of seedlings of each species will be determined after site preparation.

For the enrichment plantation, about 52,000 seedlings will be produced by four (4) VFDGs for enrichment planting activity in 2019 (Table 3-9).

Table 3-9. Number of seedlings for 126 ha for enrichment planting in Sangthong in 2018

Species	Number of seedlings produced in 2018	Number of seedlings required for reservation
<i>Alstonia scholaris</i>	1,000	Depending on the site condition
<i>Eugenia compongensis</i>	1,000	
<i>Irvingia cambodiana</i>	7,000	
<i>Litchi chinensis</i>	2,000	
<i>Peltophorum dasyrachis</i>	10,000	
<i>Pterocarpus mactocarpus</i>	10,000	
<i>Sandoricum Indicum</i>	7,000	
<i>Shorea vulgaris</i>	3,000	
<i>Sindora cochinchinensis</i>	9,000	
Total	52,000	

Note: The actual amount of seedlings of each species will be determined after site preparation.

20 ha of ex-situ conservation plantation in Paksong

In 2018, about 20 ha will be prepared and established. For that, the project staff and VFDG members conducted ground survey of 40 ha in 2017. Seedlings produced and maintained in 2017 will be used for the plantation.

14 ha ex-situ conservation plantation in Sangthong

In 2018, the establishment of the 14-ha ex-situ conservation site will be accomplished. Seedlings produced and maintained in 2017 will be used for the plantation.

40 ha enrichment plantation in Paksong

As part of produced seedlings will be used for ex-situ conservation plantation, this year the project will implement enrichment planting activities for 40 ha. The activities include demarcation, assessment of natural regeneration, determination of planting techniques, etc.

126 ha enrichment plantation in Sangthong

Each VFDG in four (4) villages, Nongboua, Taohi, Nachalern, and Kouy, will implement the enrichment planting activity for 2018 targeting 126 ha. In 2017, nearly 600 ha of land areas were identified for natural regeneration and enrichment planting in Sangthong (Table 3-10).

Table 3–10. Enrichment areas for each villages from 2018 to 2021

Village	Total (ha)	2018 (ha)	2019 (ha)	2020 (ha)	2021 (ha)
Nongboua	43.41	16.33	27.08		
Taohi	65.90	19.52	27.01	19.37	
Nachalern	149.33	27.61	47.10	28.36	46.25
Kouy	329.58	51.02	127.13	49.13	102.30
Total	588.23	114.49	228.32	96.87	148.55

▪ Forest Protection Activities

Conducting Village driven forest protection by VFPGs

In Paksong, the Village Forest Protection Groups (VFPGs) established in 2016 are tasked to conduct a forest patrols along a travelable route at least once a month. The VFPG will also act as key local informants who will work with and provide information to official forest inspectors. The patrols should be conducted in a systematic manner, covering the whole project site, including the areas covered by forest plantations and enrichment plantations. The patrols should be conducted more frequently during the dry season where forest fires usually occur. It is estimated that 15 patrols should be conducted annually.

In Sangthong, the VFPGs were established in 2016. The 2,300 ha Protection Forest (Dong Pa Tae and Phou Douan) will be divided into zones and each village group will be responsible for the zone that is closest to their village. The village group will be responsible for the safety of their zones, and act promptly to tackle issues and report to the project field assistant and project managers whenever necessary. As proposed by the project team, one (1) small check dam will be installed to support their sustainable forest management in the long run.

Establishment of trekking roads with observation sites in Paksong and Sangthong

The respective VFPG in Paksong and Sangthong will also install the trekking roads and observation sites, following their patrol trails. In Paksong, about 11 km in length of trekking rout will be identified, and Sangthong will have 10 km-length trekking roads.

▪ Agroforestry Activities in Sangthong

Contract development for agroforestry activities

The foothill of Phou Kha Nya where enrichment planting will be carried out, the project sets agroforestry activities targeting private land owners with provision of seedlings in free of charge. As preparatory works, the project has organized a series of consultation meetings with private landowners who are interested in agroforestry during the year of 2017. In 2018, landowners who want to join the project will register on a contract basis. The project staff will proceed to finalize the contents of the contract with each landowner to ensure that the agroforestry activities are in line with the goals of the project. After registering, the landowners will enter into the contract and perform their contractual obligations in accordance with the Contract Law. The contract will be signed between landowner and Sangthong DAFO.

Seedling distribution for agroforestry activities

Landowners, who have entered into contracts with Sangthong DAFO, will be provided with seedlings from the project free of charge. The amount of seedlings will be calculated based on the size of the land areas. The species to be planted will be decided by landowners. Suitable agroforestry techniques will be applied and technical trainings will be provided to interested households. For paddy fields, live fencing systems and line planting will be introduced. Total number of 10,000 seedlings will be distributed with small financial support (5,000 USD) for seedling transfer and site preparation.

Monitoring and mapping for agroforestry activities

After distributing the seedlings to private landowners, the project staff has to monitor and survey the planted areas and then utilize GPS marking for mapping. All registered land plots have to be indicated on the map to facilitate the monitoring work. This is to ensure that all seedlings provided to private landowners are traceable.

▪ Native Ginseng and Cardamom Plantation in Paksong

As part of the income generating activity by villagers, planting activities of native ginseng and cardamom will be conducted. As initiating the site demarcation and planting design, the project team in consultation with the villagers will search and develop the plan for the competency of the products in the market.

▪ **Promotion and Public Awareness Activities**

National Arbor Day events

In order to raise awareness on preservation, forest development, forestland and the natural environment of ethnic minorities, with the special inclusion of the young generations, the State designates 1 June as National Arbor Day, with the aim of creating abundant forest resources and ensuring their sustainable use. The project should to organize Arbor Day event yearly in the project site. Representatives from government agencies, Civil Society Organizations (CSOs), private sectors, Non-Government Organizations (NGOs) including International Non-Governmental Organizations (INGOs), etc., will be invited to the events. In addition, the project will engage a media specialist to increase public awareness on village-based forest rehabilitation activities through newspapers and television programs regularly.

Community consultation on seedlings production, enrichment planting, maintenance and protection of rehabilitated areas

The consultations should be conducted at two (2) different levels – district level and village or village cluster level. For both levels, topics and issues related to villagers’ benefits from the production and sale of seedlings, enrichment planting, maintenance and protection of rehabilitated areas will be discussed. In addition, relevant implementation modalities as well as conditions for the implementation of rehabilitation activities will be discussed and agreed on. It is also important that meeting minutes are prepared and signed by the relevant village and village cluster authorities.

Organizing training courses for forestry sectors at implementation level

Following the recommendation from the internal monitoring in 2017 and agreement in the 3rd PSC meeting, there will be three (3) training courses will be organized: 1) the project financial management, 2) project management and reporting system for the project staff at central, provincial, and district level, and 3) village forest management planning system (Table 3-11).

Table 3–11. Training courses for forestry sectors at implementation level in 2018

No.	Training course	Participants	Type of Seed Orchard	Timeline
1	Financial management	Project staff (10)	DoF Training Center	Q1
2	Project management and reporting	Project staff (15)	DoF Training Center	Q1
3	Villages Forest Management Planning and Implementation	Project staff (15)	DoF Training Center	Q2

Organize various training modules for villagers

There will be three (3) training courses will be conducted in 2018: 1) seedlings production and maintenance; 2) Enrichment planting; and, 3) forest patrolling and forest law enforcement. The training will be organized at Nalath Forest and agricultural extension center (Table 3-12).

Table 3–12. Training courses for villagers in 2018

No.	Training course	Participants	Type of Seed Orchard	Timeline
1	Seedling production and maintenance	Involved villagers (15)	Nalath Forest and agricultural extension center.	Q1
2	Enrichment planting	Involved villagers (15)	Nalath Forest and agricultural extension center.	Q2
3	Forest patrolling and forest law enforcement.	Involved villagers (15)	Nalath Forest and agricultural extension center.	Q2

▪ **Project Management**

Improvement of reforestation concept and related methodologies, procedures, and technical guidelines

“Guidelines for the village-driven forest rehabilitation and the project monitoring and evaluation framework” was developed in 2016, and during the year of 2017, there project team initially used the guidelines and, with inputs from field staff and other stakeholders involved in forest rehabilitation works on the ground. In 2018, the improvement work will be continued to improvise the guidelines to make it more suited to site-specific conditions.

Viet Nam

Project title	: Rehabilitation and Development of Mangrove Forest Ecosystem in Thai Binh Province, Viet Nam
Project site	: Thai Binh Province, Viet Nam
Project duration	: 10 years (2015-2024)
Project budget	: 1,500,000 USD
Implementing Agency	: Viet Nam Administration of Forestry (VNFFOREST)

Overview

In the final year of plantation, the project will focus on completing the planting activities of 60 ha, alongside the protection activity of 800 ha existing mangrove forests. The main annual project outputs for year 2018 are listed below (Table 3-13).

Table 3-13. Main activities and outputs in 2018 for the project of Viet Nam

Category	Activities	Outputs
Outputs	1) New plantation of mangrove forest	- 22 ha in Thai Thuy district, - 8 ha in Tien Hai district
	2) Supplementary plantation of mangrove forest	- 22 ha in Thai Thuy district, - 8 ha in Tien Hai district
	3) Tending of planted area in 2016	- 40 ha
	4) Tending of planted area in 2017	- 60 ha
Protection	5) Protection of existing mangrove forest	- 800 ha
Capacity development & public awareness	6) Education and trainings	- 2 training courses for local people and governmental officials - 1 thematic workshop on mangrove forest and development of eco-tourism - 1 study tour to Thailand
	7) Community activities	- Promotion of project - More than 2-3 times of being broadcasted at Thai Binh news
Project management	8) National Technical Consultancy Agency	- Technical monitoring and evaluation by Research Institute for Forest Ecology and Environment (RIFEE)

There are three planting sites conducting the planting activities: Thuy Xuan commune (Figure 3-6) and Thuy Hai commune (Figure 3-7) in Thai Thuy district, and Dong Long commune in Tien Hai district (Figure 3-8).

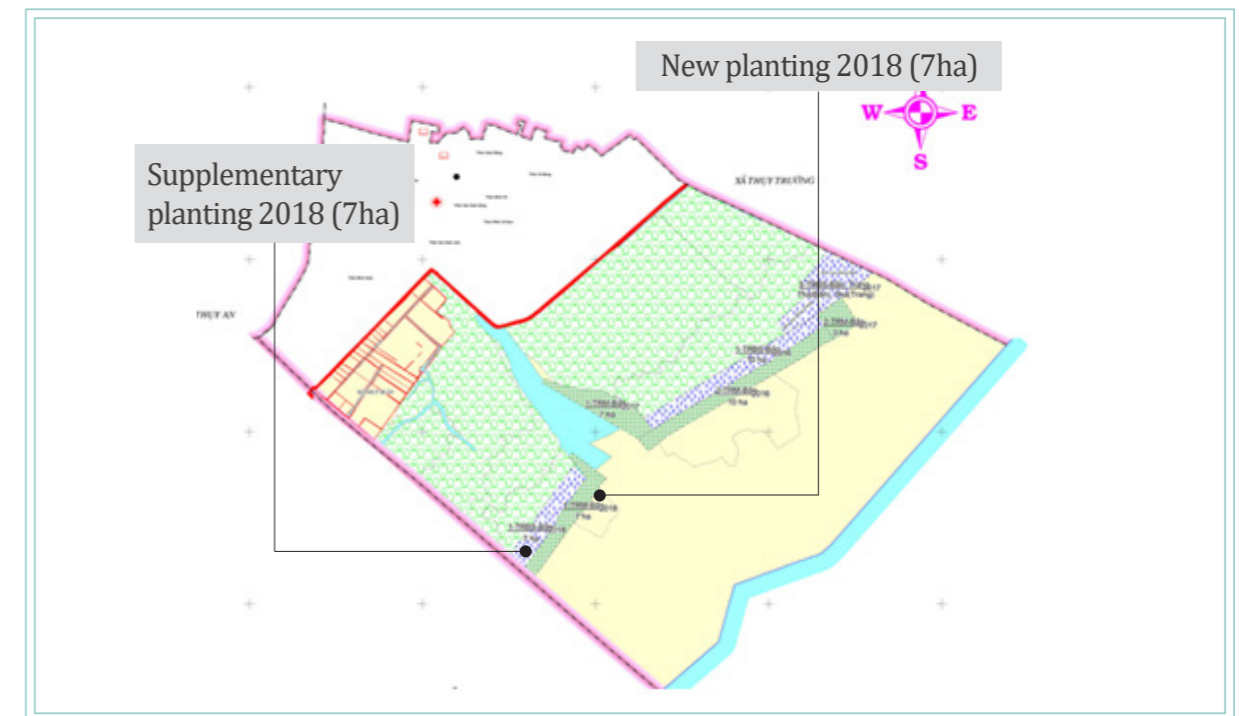


Figure 3-6. Planting areas in Thuy Xuan commune, Thai Thuy district

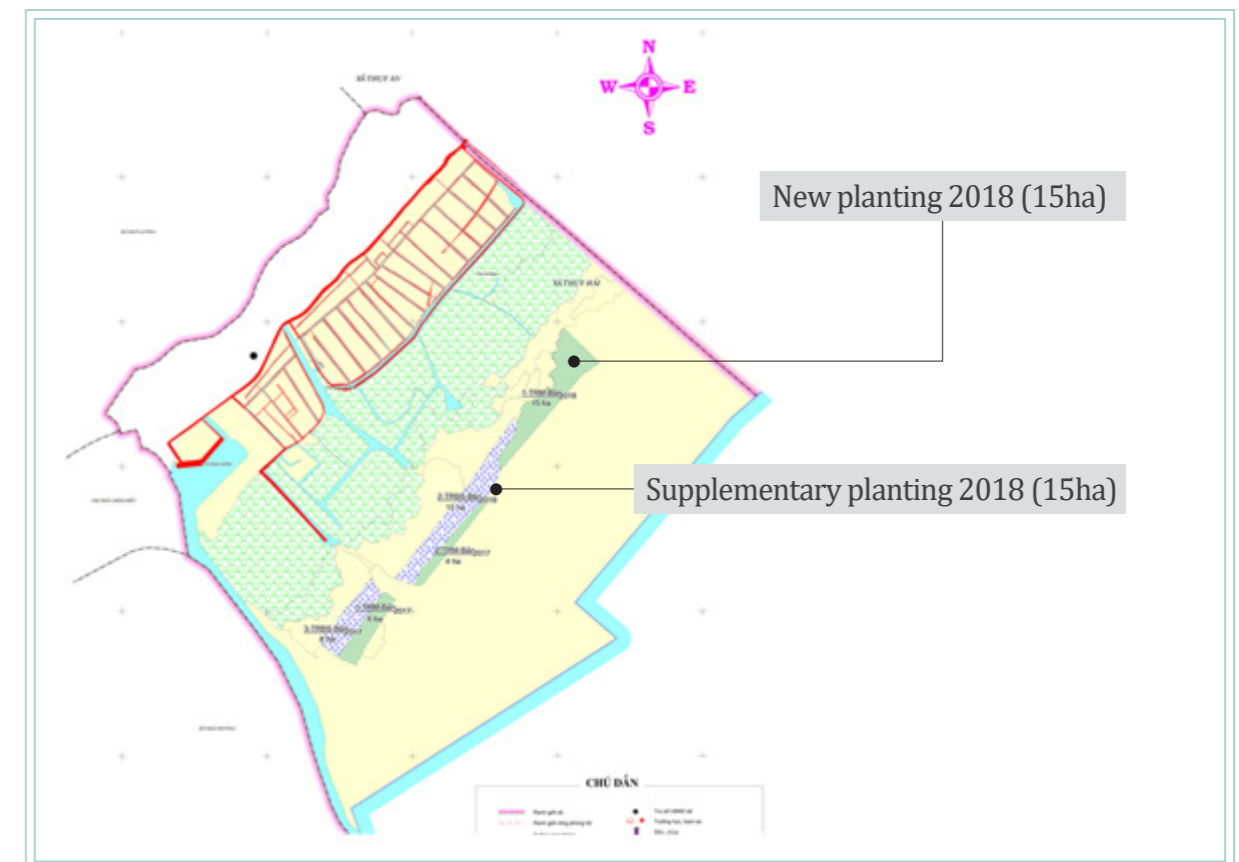


Figure 3-7. Planting areas in Thuy Hai commune, Thai Thuy district

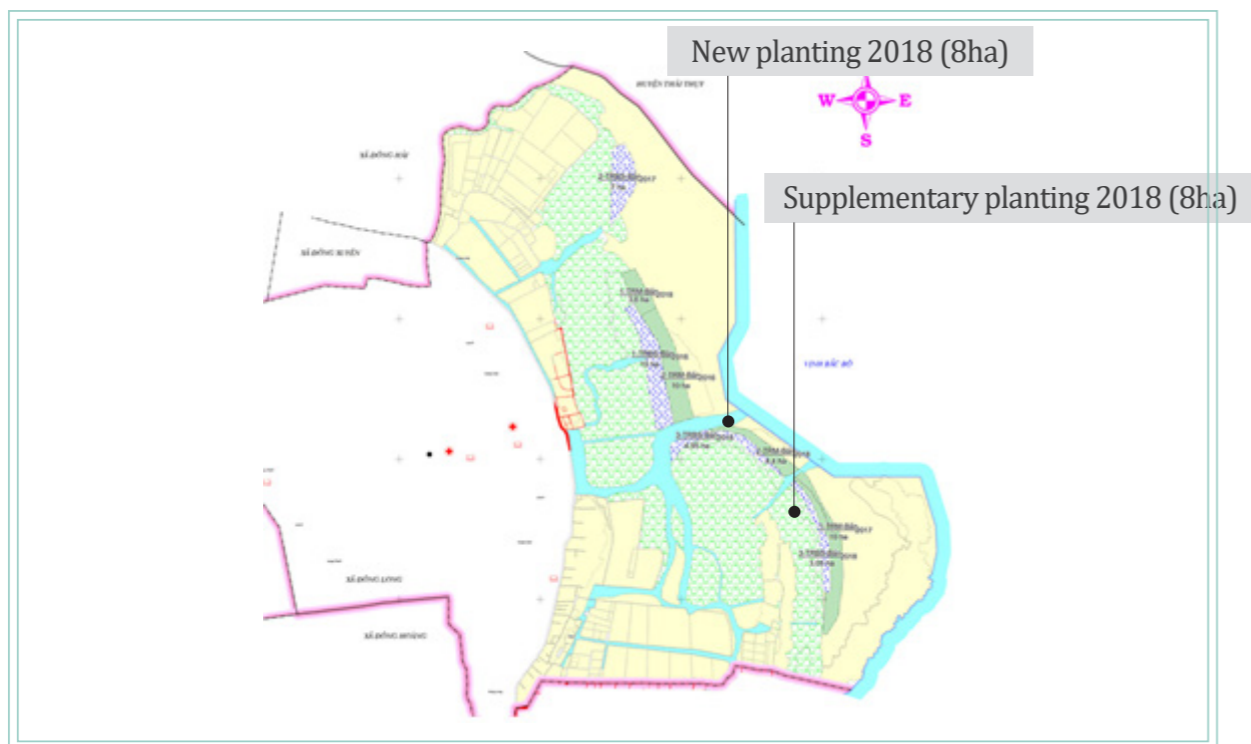


Figure 3–8. Planting areas in Dong Long commune, Tien Hai district

Areas for new plantation (NEW), supplementary plantation (SUPP.) and protection of mangrove forest by years are as follows (Table 3-14):

Table 3–14. Areas for new plantation (NEW), supplementary plantation (SUPP.) and protection of mangrove forest (2016 – 2018)

No.	Location	Forest plantation								Annual forest protection (ha)
		Total (ha)		Year						
		NEW (ha)	SUPPL. (ha)	2016		2017		2018		
		NEW (ha)	SUPPL. (ha)	NEW (ha)	SUPPL. (ha)	NEW (ha)	SUPPL. (ha)	NEW (ha)	SUPPL. (ha)	
I	Thai Thuy District	52	50	10	10	20	18	22	22	450
1	Thuy Xuan	27	27	10	10	10	10	7	7	215
2	Thuy Hai	25	23			10	8	15	15	235
II	Tien Hai District	28	30	10	10	10	12	8	8	350
3	Dong Long	28	25	10	10	10	7	8	8	225
4	Dong Hoang		5				5			125
	Total (ha)	80	80	20	20	30	30	30	30	800

Plantation Activities

Plantation designs

Surveys as well as mangrove plantation design activities such as collection of data, relevant documents and maps; measuring and mapping of land and forest; checking design of new plantation of mangrove forest will be carried out.

New planting of mangrove forest: 30 ha

Three species of *Sonneratia caseolaris*, *Kandelia obovata*, and *Avicennia marina* will be used for the activity by the methodology described in Table 3-15.

Plantation area : 7 ha in Thuy Xuan Commune,
 : 15 ha in Thuy Hai Commune, and
 : 8 ha in Dong Long Commune

Table 3–15. Planting description for new plantation

No.	Activity	Unit	Qty	Description
1	Seedlings	seedling	50,010	30 ha x 1,667 seedlings/ha
2	Piles (50,010 seedlings x 3piles/seedling x 0.7m/pile)	pile	150,030	50,010 seedlings x 3piles/seedling
3	Cord	kg	90	3kg/ha x 30 ha
4	Labour for planting	ha	30	30 ha
5	Tending (three times a year)	ha	30	30 ha
5.1	Trash picking, piles re-arranging	ha	30	30 ha
5.2	Removing shipworm on the trees	ha	30	30 ha
6	Forest protection	ha	30	30 ha

Supplementary planting of mangrove forest: 30 ha

Same as the new plantation activity, the three species will be used by the methodology described in Table 3-16.

Plantation area : 7 ha in Thuy Xuan Commune,
: 15 ha in Thuy Hai Commune, and
: 8 ha in Dong Long Commune

Table 3-16. Planting description for supplementary plantation

No.	Activity	Unit	Qty	Description
1	Seedlings	seedling	18,000	30 ha x 600seedlings/ha
2	Piles (18,000seedlings x 3piles/seedling x 0.7m/pile)	pile	54,000	18,000 seedlings x 3piles/seedling
3	Cord	kg	60	2kg1ha x 30 ha
4	Labour for planting	ha	30	30 ha
5	Tending (three times a year)	ha	30	30 ha
5.1	Trash picking, piles re-arranging	ha	30	30 ha
5.2	Removing shipworm on the trees	ha	30	30 ha
6	Forest protection	ha	30	30 ha

Tending and protection of mangrove forest planted in 2016: 40ha

Table 3-17. Tending and protection description for forest planted in 2016

No.	Activity	Unit	Qty	Description
1	Seedlings	seedling	4,987	20 ha x 1,667 seedlings/ha x 11% for new planted area 20 ha x 600 seedlings/ha x 11% for supplementary planted area
2	Piles (18,000seedlings x 3piles/seedling x 0.7m/pile)	pile	14,962	4,987 seedlings x 3piles/seedling
3	Cord	kg	11	3kg/ha x 20 ha x 11% for new planted area 2kg/ha x 20ha x 11% for supplementary planted are
4	Labour	ha	40	40 ha
5	Tending	ha	40	40 ha
6	Forest protection	ha	40	40 ha

Tending and protection of mangrove forest planted in 2017: 60ha

Table 3-18. Tending and protection description for forest planted in 2017

No.	Activity	Unit	Qty	Description
1	Seedlings	seedling	12,242	30 ha x 1,667 seedlings/ha x 18% for new planted area 30 ha x 600 seedlings/ha x 18% for supplementary planted area
2	Piles (12,242seedlings x 3piles/seedling x 0.7m/pile)	pile	36,762	12,242 seedlings x 3piles/seedling
3	Cord	kg	27	3kg/ha x 30 ha x 18% for new planted area 2kg/ha x 30ha x 18% for supplementary planted are
4	Labour	ha	60	60 ha
5	Tending	ha	60	60 ha
6	Forest protection	ha	60	60 ha

▪ Forest Protection Activities

The existing area for mangrove forest protection is 800 ha in four (4) communes in the two (2) districts. Principle contracts on forest protection are signed between the provincial project management office and People's Committees of each commune involved in the project at the beginning of the year. As proposed by the People's Committee of each commune and agreement on by the local communities, 90% of the budget for forest protection will be directly paid to the forest protection group and 10% of the budget will be managed by the communal People's Committees to the cover expenses of monitoring work, meeting organization, and communication, etc. The provincial project management office will transfer the budget for forest protection twice – after signing the principle contracts at the beginning of the year (50% of the total budget) and after the check and acceptance of forest protection activities at the end of the year.

▪ Promotional and Public Awareness Activities

Organization of two (2) training courses

Two (2) 1-day training courses on: 1) awareness raising on the role of mangrove forest, and 2) livelihood improvement in the mangrove forest will be organized in Thai Binh province with the participation of local communities and provincial staff (20 participants per one training course).

Organization of a thematic workshop on mangrove forest

One (1) thematic workshop on mangrove forest and development of eco-tourism is organized in Xuan Thuy National Park (Nam Dinh province), including 40 participants, with one day for workshop and half-day for field visit.

Organization of a study tour to Malaysia

One (1) study tour to Thailand to exchange experience and lesson learnt on eco-tourism and livelihood improvement in the mangrove forest is organized with the participation of ten (10) representatives from VNFOREST, central and provincial project teams, and four (4) communes.

Communication activities

Communication products, such as posters, leaflets, hats, T-shirts, etc., will be manufactured and distributed to communes and relevant stakeholders.

Project Management

Technical support by the Research Institute for Forest Ecology and Environment (RIFEE)
The Research Institute for Forest Ecology and Environment (RIFEE) under the Vietnamese Academy of Forest Sciences has been providing consultancy services to support the project implementation. In 2018, RIFEE will:

- Check and verify results of plantation of mangrove forest which were conducted in 2016 and 2017;
- Check and verify designs of new plantation and supplementary plantation of mangrove forest in 2018;
- Prepare training materials;
- Provide training at training courses;
- Monitor and evaluate new plantation, supplementary plantation and protection of mangrove forest in 2018;
- Re-check the silviculture activities based on agreed criteria and report to the project management office (10% of total area of forest planting, tending and protecting); and,
- Prepare relevant reports and submit to the central project management office.

3.3 Organizational structure

Component 3 has two (2) organizational bodies, each for consultation and implementation. The organizational structure is shown in Figure 3-9.

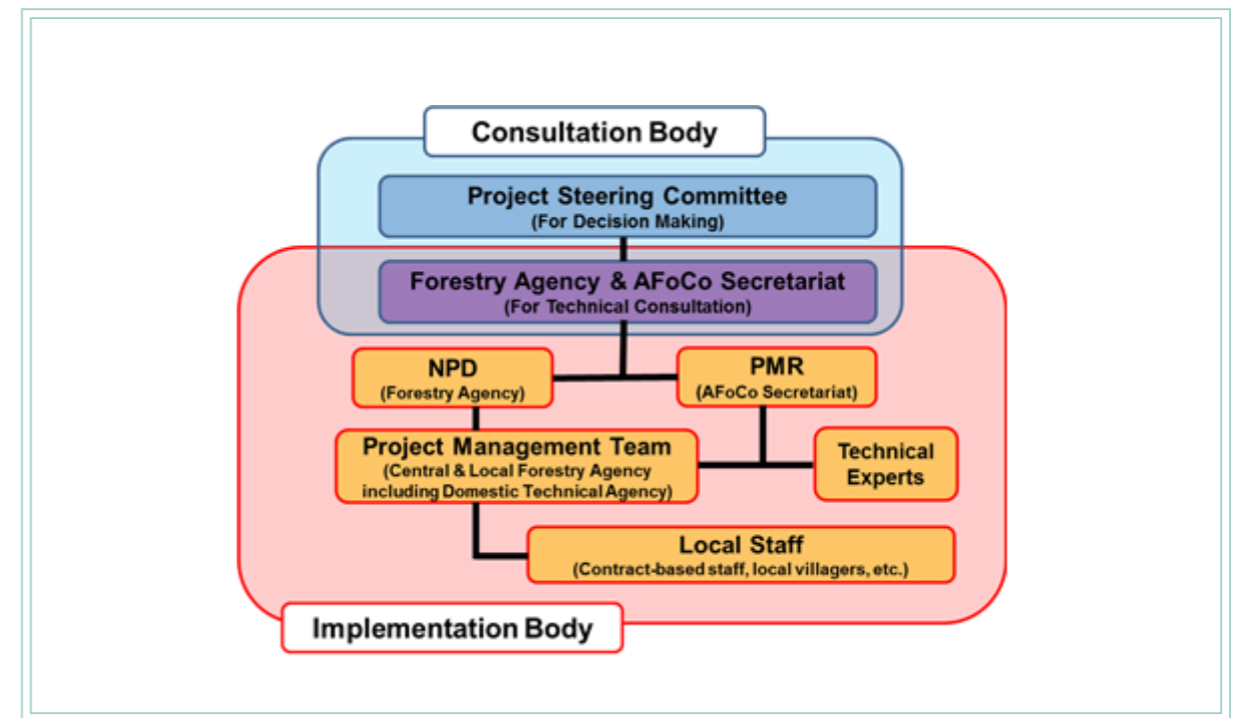


Figure 3–9. General organizational structure for Component 3*
(*The detailed list of each implementation’s structure country is different.)

The consultation body is comprised of the project steering committee (PSC) for decision making as well as the forestry agency of each implementing country and the Secretariat for technical consultation. The implementation body consists of the National Project Director (NPD), the Project Manager for Restoration Component (PMR), the project management team, technical experts and local staff.

3.4 Annual budget plan

The total annual budget for Component 3 in the three implementing countries spent in 2018 is 771,332 USD. As disbursing the annual budget for 2018, the cumulative expenditure rate for three years (2016-2018) of the total budget would account 56.2% (Table 3-19).

Table 3–19. Total annual budget of each implementing country in 2018

Implementing Country	Annual Budget (USD)	Cumulative Expenditure Rate of Total Budget (2016-2018)
Cambodia	180,000	47.1%
Lao PDR (Paksong)	87,650	47.3%
Lao PDR (Sangthong)	103,650	51.8%
Viet Nam	400,032	75.1%
Total	771,332	56.2%

4. Component 4: Development of Advocating Activities

4.1 Overview

Under Component 4, the Secretariat has developed advocating activities to disseminate information effectively using existing technologies and expertise. This will inform the world about the importance and value of forests in Southeast Asia and further, enhance the management of risk factors in Member Countries to contribute to sustainable forest management. This Component will be implemented under the following basic directions. The Project Manager will implement the activities of Component 4 in accordance with the operational guidelines for the Landmark Program. The public relations activities of the Landmark Program are divided into on-line and off-line, and each promotional activity will be linked with the initiatives of Component 1, Component 2, and Component 3. The promotional activities will be conducted before and after the Landmark Program by utilizing the website, media, and social network service. The Landmark Program will publish the post-project report and all materials will be released to an Open Access Library within the regulations of the Secretariat. The promotional activities will be implemented in the short term to support the Landmark Program and, in the long term, as an international hub to secure the competitive advantage of AFoCO.

4.2 Implementation procedure and schedule

4.2.1 Public advocacy activities

Public advocacy activities will be carried out in order to propagate the strategies and achievements of the Landmark Program. These activities will enable the general public and stakeholders to raise the awareness, understanding and build the confidence of the Program and also, to facilitate the relationship between them on a rational and democratic basis. In 2018, the public advocacy activities will include the promotion of Landmark Program activities, publication of promotional activities and technical workshop for the development of AFoCO training modules. The details are described as follows:

Promotion of Landmark Program activities

The activities for the Landmark Program for 2018 will be promoted through the official AFoCO website and AFoCO RETC website, social networking sites of the Landmark Program and again, mass media such as newspapers, before and after the activities.

Since AFoCO RETC in Myanmar has been established in 2017 and will be operational in early 2018, the Landmark Training Programs at RETC will be promoted intensively to Member Countries, partnership organizations and third parties.

Social networking services allow us to update and share information in real time to many people and organizations worldwide. According to the recent trends of on-line environment, it is necessary to actively utilize the marketing of social networking services (SNS). Compared to the existing promotional tools of high initial cost, large time and space constraints, SNS promotion is of low cost with high efficiency. Communication is a merit of SNS marketing. Unlike traditional one-way publicity tools that only deliver information, SNS marketing makes it possible to communicate between suppliers and consumers. Through this communication, feedback for improvements and consideration can be provided in real time. It takes effect on the advertising effect and the bidirectional benefits.

Production of promotional materials

The Landmark program has published promotional materials annually since its launch in 2014. In 2018, five (5) promotional materials will be published to share the action plans and achievements of the Program and to raise continuous public awareness for the Landmark Program. The promotional materials will include: 1) 2017 Annual Report, 2) 2018 Annual Plan, 3) Technical reports for restoration projects under Component 3, 4) promotional brochures for the AFoCO RETC, the Landmark Training Courses, the Landmark Scholarship Program and the restoration projects under Component 3, and 5) materials related to the activities for 2018.

The promotional materials will be distributed to the Member Countries of the Landmark Program and relevant organizations. The published reports may also be downloaded from the AFoCO website to facilitate the sharing of information with the Member Countries.

Technical workshop for the development of AFoCO training modules

Capacity building development is important to improve the organizational performance and relevance, especially in a rapidly changing environment due to the frequent incidences of natural disasters in recent years. The need for such training modules and development of need-based training programs was strongly suggested during the implementation of 16 training courses over the last 4 years under the Landmark Program. Based on the survey and feedback received from the participants and focal officials during the delivery of various training courses in the past, three core topics including community-based enterprise development, forest restoration & reforestation and forest fire management have been selected as the main courses for subsequent Landmark Training Programs. As the beginning step, specific training modules will be developed for the capacity building program of AFoCO. In response to the growing demand of need-based training programs, the Secretariat plans to take initiatives to organize the 1st technical workshop with relevant experts and stakeholders to launch the AFoCO module development on the three core topics in February 2018. The workshop aims to 1) share experience, identify key areas and develop approaches regarding the AFoCO module development on the three core topics and 2) develop an outline for a clear strategy of the module development for AFoCO capacity building.

4.2.2 Interim evaluation of Landmark Program

The Landmark Program is divided into two phases: Phase 1 (2014-2018) and Phase 2 (2019-2023). Evaluation will be proceeded twice, i.e. interim and post evaluations during the period of the Landmark Program. An interim evaluation will be conducted in 2018 and a post evaluation will be implemented after the completion of the Program in accordance with the evaluation format of the Landmark Program.

The evaluation committee will be established during the 1st quarter by the Secretariat and conduct the evaluation during the 2nd quarter of 2018. The report is expected to be submitted to the Assembly of AFoCO for further review and recommendations. The results of the interim evaluation will be reflected in the Phase 2 plan of the Landmark Program.

Table 4-1 Schedule for the activities of Component 4 in 2018

Implementation Procedures	Schedule in 2018											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Public advocacy activities												
1.1 Promotion of the Landmark Program activities												
- AFoCO / AFoCO RETC website												
- Social networking services												
- Mass media												
1.2 Production of promotional materials												
- 2017 Annual Report												
- 2018 Annual Plan												
- Technical reports												
- Promotional brochures												
- Materials related ot activities												
1.3 Technical workshop												
2. Interim Evaluation												
2.1 Set up of evaluation committee												
2.2 Interim evaluation												
2.3 Reporting												

4.3 Organizational structure

An organizational structure is necessary to systematically carry out the activities under Component 4 of the Landmark Program. The proposed organizational structure for Component 4 is depicted in Figure 4-1. The implementation body of Component 4 is composed of the project manager, the suppliers, member countries and others. The Project Manager will coordinate the implementation of Component 4, which is necessary to systematically carry out all of the activities.

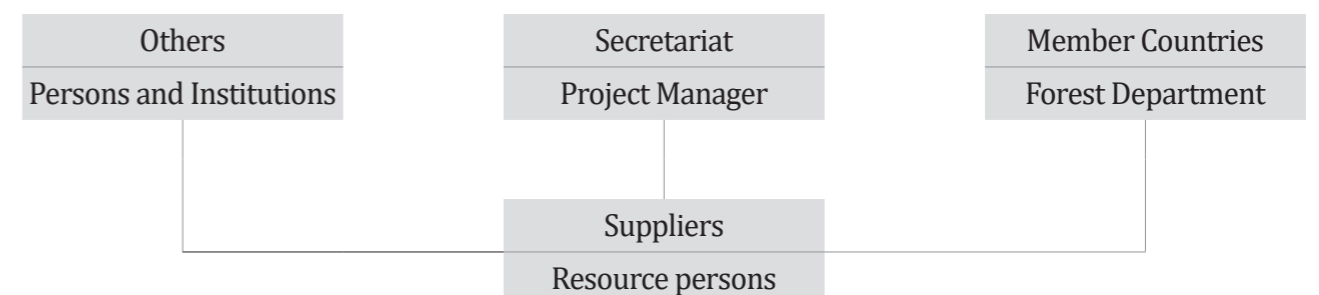


Figure 4-1. Organizational structure for Component 4

4.4 Annual budget plan

The total annual budget for Component 4 in 2018 is 81,000 USD as described in Table 4-2.

Table 4–2. Budget plan for Component 4 in 2018

Item	Budget(USD)
1. Public advocacy activities	51,000
1.1 Promotion of the Landmark program activities	0
1.2 Promotion of promotional materials	16,000
1.3 Technical workshop for the AFoCO training module development	35,000
2. Interim evaluation	30,000
Total	81,000