



The MRC Basin Development Plan Project Implementation and Quality Plan

BDP Library Volume 12

January 2006

Mekong River Commission



BDP

The MRC Basin Development Plan

Project implementation and Quality Plan

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Foreword

The BDP Library was compiled towards the end of Phase 1 of the BDP Programme. It provides an overview of the BDP formulation, together with information about the planning process and its knowledge base, tools and routines.

The library incorporates the essence of more than a hundred technical reports, working papers and other documents. It consists of 15 volumes:

- 1 The BDP planning process
- 2 Sub-area analysis and transboundary planning
- 3 Sub-area studies (including 13 sub – volumes)
- 4 Scenarios for strategic planning
- 5 Stakeholder participation
- 6 Data system and knowledge base
- 7 MRCS Decision Support Framework (DSF) and BDP applications
- 8 Economic valuation of water resources (RAM applications)
- 9 Social and environmental issues and assessments (SIA, SEA)
- 10 IWRM strategy for the Lower Mekong Basin
- 11 Monographs. March 2005
- 12 Project implementation and quality plan
- 13 National sector reviews
- 14 Regional sector overviews
- 15 Training

The work was carried out jointly by MRC and the NMCs with comprehensive support and active participation by all MRC programmes and more than 200 national line agencies. Financial and technical support was kindly granted by Australia, Denmark, Japan, Sweden and Switzerland.

The library has been produced for the purpose of the BDP and is intended for use within the BDP Programme. The work was done from 2002 to 2005, and some information may already have been superseded by new developments and new knowledge. The library does not reflect the opinions of MRC nor the NMCs.

It is hoped that the work will contribute to the sustainable development of water resources and water-related resources in support of the MRC vision of *'an economically prosperous, socially just and environmentally sound Mekong River Basin'*.

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Acknowledgement

The MRC BDP Team and the NMCs express their sincere gratitude to the other MRC programmes, the many line agencies, provincial departments and other agencies, as well as to external partners, the scientific community and the donor community for indispensable support, guidance and contributions during the BDP implementation.

Acronyms and abbreviations

BDP	:	Basin Development Plan (of MRC)
CNMC	:	Cambodia National Mekong Committee
DSF	:	Decision-Support Framework (of MRC)
EIA	:	environmental impact assessment
HRD	:	human resources development
IWRM	:	integrated water resources management
LMB	:	Lower Mekong Basin (the Mekong Basin parts of Cambodia, Lao PDR, Thailand and Viet Nam)
LNMC	:	Laos National Mekong Committee
MDBC	:	Murray-Darling Basin Commission
MRC	:	Mekong River Commission
MRCS	:	Mekong River Commission Secretariat
NA, n/a	:	not applicable
NMC	:	National Mekong Committee
PIN	:	project information note (replacing the previous project identification note)
PIP	:	project implementation plan
RAM, RAOM:	:	Resource Allocation Model/ Resource Allocation and Optimization Model (of BDP)
SA	:	sub-area (of the LMB, as applied in the BDP process)
SEA	:	strategic environmental assessment
SIA	:	social impact assessment
TNA	:	training needs assesment
TNMC	:	Thailand National Mekong Committee
TSD	:	Technical Support Division (of MRC)
VNMC	:	Viet Nam National Mekong Committee
WUP	:	Water Utilization Programme (of MRC)

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Executive summary

The MRC Basin Development Plan (BDP) has its mandate from the 1995 Mekong Agreement, as detailed by subsequent MRC Council and JC decisions, for example by approval of the Programme Implementation Plan, the Inception Report, and various revised work plans.

The vision of the BDP is to

... contribute to acceleration of inter-dependent sub-regional growth by establishing a process and a framework conducive to investment and sustainable development.

BDP Phase 1 was implemented in pursuance of two immediate objectives:

- 1 *A participatory form of Basin Planning Process established and ongoing; and*
- 2 *A BDP aiming at a balanced mix of social, economic and environmental factors drafted and agreed on*

The BDP formulation proceeded as a set of parallel, interwoven processes:

- A planning process carried out in five stages;
- a knowledge and capacity-building process, and
- a dialogue with the public, stakeholders and political levels.

The stages in the planning process were:

- 1 Analysis of LMB and sub-areas
- 2 Analysis of development scenarios
- 3 Strategy formulation
- 4 Compilation of long-list of programmes and projects
- 5 Compilation of short-list of programmes and projects

The BDP implementation is based on the principles of Integrated Water Resources Management. (IWRM). The planning addresses water resources development and water-related development within irrigated agriculture; fisheries; hydropower; navigation; flood management; water supply; watershed management; and tourism.

The BDP implementation has given a particular emphasis to national participation and ownership. The NMCs have a strong implementing role, and more than 200 national agencies are participating in the planning jointly with the NMCs at central and provincial levels. Public participation forums at sub-area level have been conducted with representatives from central government, local government, mass organisations, research institutions, local user groups, NGOs and international organisations. Involvement of civil society organisations is most prominent in Thailand and Cambodia.

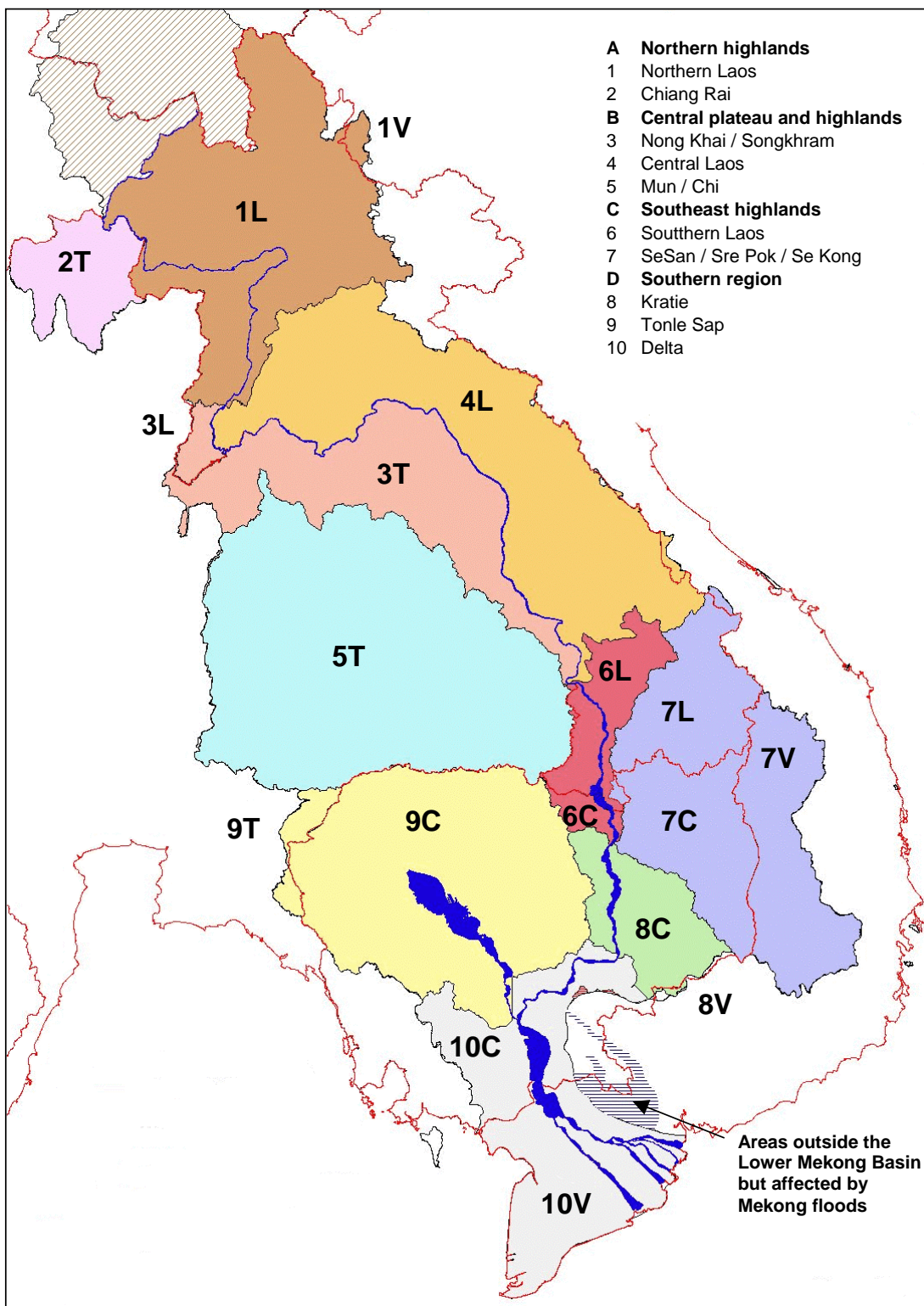
The BDP seeks to provide additional value to existing and future national development policies, development plans and development planning. The aim to support and integrate the regional, national and sub-basin planning levels is observed throughout the BDP formulation:

- The regional sector overviews (conducted in 2002, with subsequent extensions) consider the national development planning in a regional context;
- the national sector reviews (reported in 2003/2004) describe the national development planning within water resources and water-related sectors;
- the sub-area studies (reported in 2003/2004), conducted by NMCs and national line agencies (with participation by other stakeholders) have been carried out in full harmony with the national development planning of each country;
- the *'Strategic directions for IWRM in the Lower Mekong Basin'* was approved by the MRC Council at its December 2005 meeting;
- all key BDP studies and submissions, including the 'milestone submissions', are screened by the NMCs for compliance with related national policies and planning. Inconsistencies, if any, are sorted out in order to maintain the harmony between the national and the regional planning levels;
- project identification and prioritisation takes place in line with national and sub-area preferences;
- an initial shortlist of 9 projects and programmes was endorsed by the JC in August 2005.

By late 2005, the BDP long-list (and the related MRC Projects Database) contains 69 joint projects, 250 national priority projects, 25 MRCS projects and 7 joint groups projects.

For short-listing, all candidate projects have to be screened following the project screening toolkit that has been developed for the purpose. By late 2005, screening has taken place of 31 joint projects including 7 joint groups projects. Proposed national priority projects will be screened by the NMCs. Projects screened and endorsed by the JC will gradually establish the shortlist of projects, which will be continuously refined and updated. As it has been stated earlier, the process of screening and classification is continuously ongoing as new projects are identified and forwarded for short-listing.

Map of BDP sub-areas



1 Introduction

The MRC Basin Development Plan (BDP) was instituted by the April 1995 Mekong Agreement. Following a series of preparatory studies, the BDP project document was approved by the MRC Council in October 2000. The BDP formulation (Phase 1) started in October 2001 and is scheduled for completion in July 2006.

The vision of the Basin Development Plan (BDP) is to contribute to acceleration of inter-dependent sub-regional growth by establishing a process and framework conducive to investment and sustainable development. To contribute to this vision, the BDP process being undertaken by the Mekong River Commission (MRC) should establish a planning framework for development programmes, capable of balancing efficient use of resources with protection of the environment and the promotion of social justice and equity.

There are two main outputs sought from the first phase of the BDP programme. First, the establishment of a more participatory form of basin planning than has previously existed in the Lower Mekong Basin for use in subsequent planning rounds. Second, an agreed short-list of high priority development projects with basin-wide or trans-boundary significance which have benefits that transcend national borders.

This paper provides an overview of the Phase 1 BDP implementation.

1.1 Origin of document

The document is based on reports and working papers prepared between November 2000 and January 2006:

Danida and Sida (Nov 00): BDP Project Document

MRC-BDP (Jul 02): BDP inception report. 22 July 2002

MRC-BDP (Jul 02): BDP inception report, summary. 12 July 2002

MRC-BDP (Jun 02 - Jan 06): Records of BDP Coordination Meetings 1-17

MRC-BDP (Sep 02 - Sep 05): 6-monthly progress reports no. 1-7

MRC-BDP (Feb 04): Quality plan. Draft guideline, September 2003, revised 6 February 2004

MRC-BDP (Dec 05): Strategic Directions for IWRM in the LMB

Short resumes of the coordination meetings are attached as Appendix 3, and the BDP quality plan is attached as Appendix 4.

1.2 Basis and context

1.2.1 Link/relationship of subject to IWRM

The links between the BDP implementation and IWRM are mentioned in the '*Strategic Directions for IWRM in the Lower Mekong Basin*', prepared under the BDP and approved by the MRC Council in December 2005:

Implementation of IWRM is the responsibility of all stakeholders in the Basin, from local communities to national governments and regional organizations. [The Strategic Directions] provides a context and broad framework for a coordinated approach. It will be translated into action through a range of national and regional instruments, including the MRC Strategic Plan (2006-2010), national IWRM strategies, and regional initiatives such as the World Bank Mekong Water Resource Assistance Strategy (MWRAS), ASEAN Strategic Plan of Action on Water Resources Management, and ADB's Greater Mekong Subregion program.

[The Strategic Directions] spells out the concepts, principles, practices and guidelines that constitute 'good' IWRM, and why it is important such concepts and guidelines drive the next phase of Mekong basin water resources development. It identifies eight major areas of IWRM that are seen as of most relevance to the Mekong basin at this stage, and specifies a broad reaching objective for each category with a general description as to how the various 'players' in the basin might address issues as a means of moving toward the objectives.

IWRM is not an end in itself but a means of achieving three key strategic objectives (Global Water Partnership, 2003):

Efficiency in water resource development and use: Maximising the economic and social welfare derived both from the water resources base and from investments in water services;

Equity in the allocation of water resources and services across different economic and social groups, to reduce conflict and promote socially sustainable development;

Environmental protection, as ultimately all attempts at water management reform will fail if the water resources base and associated ecosystems are compromised. !

1.2.2 Link/relationship of subject to BDP Inception Report

The present document is partly based on the Inception Report, and Chapters 3 and 4 retain its structure of immediate objectives and related outputs.

Obviously, the BDP implementation has covered the 5 stages of the planning process suggested in the Inception Report:

Stage 1 - analysis of the LMB and of sub-areas

Stage 2 - analysis of development scenarios

Stage 3 - strategy formulation

Stage 4 - compilation of long-list of programmes and projects

Stage 5 - compilation of short-list of programmes and projects

1.2.3 Link/relationship of subject to other BDP reports / activities

The BDP implementation spans across all other reports and activities under BDP Phase 1, both at MRC level and at national level.

1.2.4 Link/relationship of subject to BDP's Logical Framework Matrix

The BDP Logical Framework Matrix (from the Inception Report) is attached as Appendix 2. It contains the following immediate objectives and outputs:

Outputs related to immediate objective 1:

A participatory basin planning process established and ongoing

- 1.1 Framework for the planning process
- 1.2 Guidelines
- 1.3 Data system
- 1.4 Trained staff
- 1.5 Reporting
- 1.6 Workshops, meetings and forums

Outputs related to immediate objective 2:

A BDP aiming at a balanced mix of social, economic and environmental factors drafted and agreed on

- 2.1 Sub-area studies
- 2.2 20-year scenarios
- 2.3 Sub-area strategies
- 2.4 Basin-wide strategies
- 2.5 Long-list of projects and programmes
- 2.6 Short-list of projects and programmes
- 2.7 Implementation plan

1.3 Significance

1.3.1 Significance of subject for strategic planning

The intended outcome of the BDP process is identification and implementation of agreed, useful and practical development interventions.

In this connection, the particular distinction of the BDP will be to assure that the various development interventions are agreed between the MRC member countries, and that they are characterized as useful with reference to the agreed *'Strategic directions for IWRM in the Lower Mekong Basin'*.

The significance is expanding beyond the scope of the BDP itself, due to beneficial interaction with the national water-related development planning policies and processes, as well as the de-central strategic planning at province level, or by the River Basin Committees/River Basin Organizations that have been or are being established in Cambodia, Thailand and Viet Nam.

1.3.2 Significance of subject for Mekong Basin

The main perspective of the BDP is IWRM at the basin scale, and the BDP process has been established with this aim.

Hereby, the BDP aims to contribute to a healthy regional development in its own right, as well as by promoting synergies and added value to the national development and sector development.

1.3.3 Significance of subject for MRCS / BDP 1

For practical reasons (notably including late availability of external funds), the BDP started its work later than several other MRC programmes. Furthermore, the BDP formulation took a longer time than anticipated. Therefore, for a long time, the BDP was not in a good position to support its sister programmes.

Many important lessons were learned during the iterative formulation of the BDP process. The value of these lessons is considerable, because the work was largely done by in-house capacity in MRCS and the NMCs (in contrast with the previous indicative basin plans that were prepared by external consultants). A substantial and highly relevant capacity has been built and retained within strategic IWRM, both at sub-area level and at the basin level.

In BDP Phase 2, it is expected that the BDP will take a more central role in the orientation and harmonization of the activities of MRC, such as it was assumed in the 1995 Mekong Agreement.

2 Summary of approach

BDP implementation

The MRC Basin Development Plan (BDP) has its mandate from the 1995 Mekong Agreement, as detailed by subsequent MRC Council and JC decisions, for example by approval of the Programme Implementation Plan, the Inception Report, and various revised work plans.

BDP Phase 1 was implemented in pursuance of two immediate objectives:

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- A planning process carried out in five stages;
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The stages in the planning process were:

- 1 Analysis of LMB and sub-areas

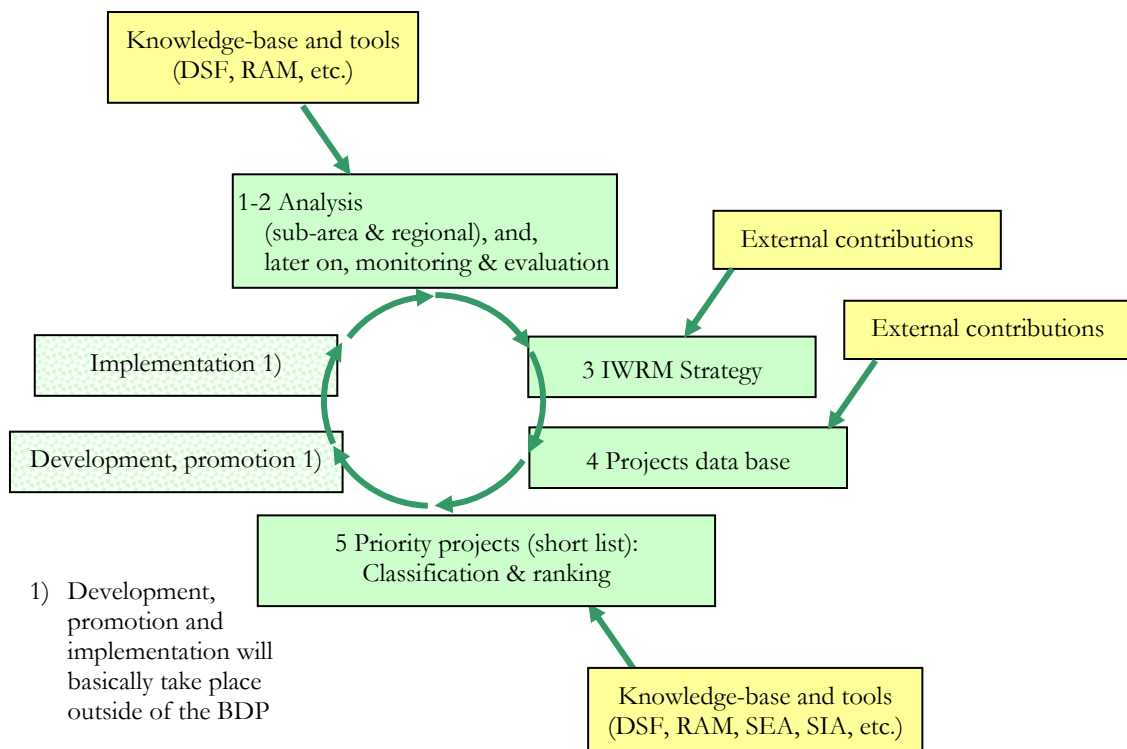
- 2 Analysis of development scenarios
- 3 Strategy formulation
- 4 Compilation of long-list of programmes and projects
- 5 Compilation of short-list of programmes and projects

The BDP implementation is based on the principles of Integrated Water Resources Management. (IWRM). The planning addresses water resources development and water-related development within (i) irrigated agriculture; (ii) fisheries; (iii) hydropower; (iv) navigation; (v) flood management; (vi) water supply; (vii) watershed management; and (viii) water-related tourism.

Cross-cutting themes during the BDP implementation have been (i) Environment (including ecosystems and their water demand); (ii) human resources development; (iii) socio-economics (including poverty reduction and gender aspects); and (iv) public participation.

The BDP implementation has given a particular emphasis to national participation and ownership. The NMCs have a strong implementing role, and more than 200 national agencies are participating in the planning jointly with the NMCs at central and provincial levels. Public participation forums at sub-area level have been conducted with representatives from central government, local government, mass organisations, research institutions, local user groups, NGOs and international organisations. Involvement of civil society organisations is most prominent in Thailand and Cambodia.

Figure 2.1: Illustration of the BDP planning cycle

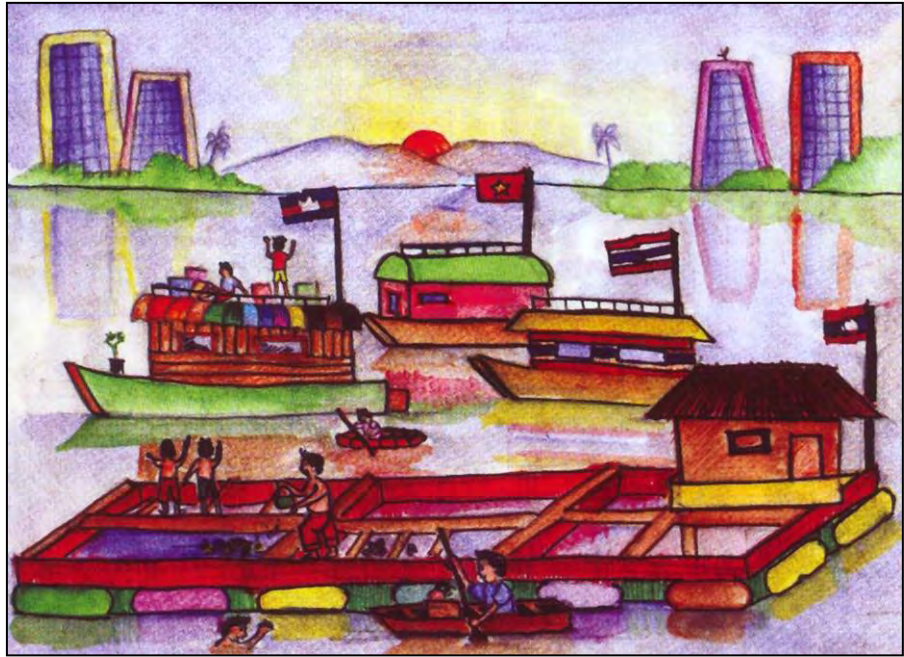


Quality management

In response to a recommendation by a donor review mission, a BDP Quality Plan was drafted in September 2003 and revised 6 February 2004.

The Quality Plan builds on the MRC Programming Manual (June 2002) and is aligned towards Danida modalities for quality management. It clarifies authorities and communication within the MRCS BDP team, and provides guidance on preparation and review of BDP reports.

It is attached as Appendix 4 to the present document.



Phasouriya Khanthavialy, 12 years, Lao PDR

3 The planning process

This chapter describes the outputs produced in pursuance of

Immediate objective 1: A participatory basin planning process established and ongoing

This and the following chapter are structured according to the logical framework matrix for BDP Phase 1, in the same way as the 6-monthly BDP progress reports.

3.1 The planning process

BDP Phase 1 has developed a number of planning features that are available for generalisation, application and integration either within the MRC Secretariat, the NMCs, and/or selected national line agencies, and other partners in the LMB. A list of the planning features developed including the proposed uses, clients and potential benefits is presented in Chapter 6.

3.1.1 Interfaces between BDP and national planning processes

The BDP seeks to provide additional value to existing and future national development policies, development plans and development planning. The aim to support and integrate the regional, national and sub-basin planning levels is observed throughout the BDP formulation:

- The regional sector overviews (conducted in 2002, with subsequent extensions) consider the national development planning in a regional context;
- the national sector reviews (reported in 2003/2004) describe the national development planning within water resources and water-related sectors;
- the sub-area studies (reported in 2003/2004), conducted by NMCs and national line agencies (with participation by other stakeholders) have been carried out in full harmony with the national development planning of each country;
- all key BDP studies and submissions, including the *'milestone submissions'*, are screened by the NMCs for compliance with related national policies and planning. Inconsistencies, if any, are sorted out in order to maintain the harmony between the national and the regional planning levels;
- project identification and prioritisation takes place in line with national and sub-area preferences

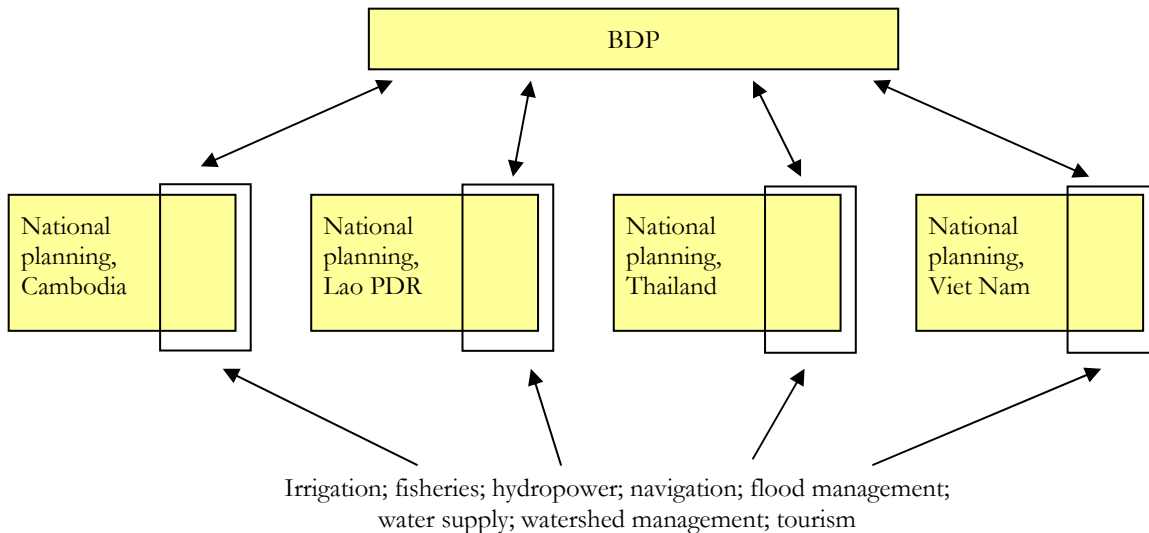
It is envisaged that the regional development goals and priorities (as agreed at the December 2005 Council meeting in connection with the *'Strategic directions for IWRM in the Lower Mekong Basin'*) will be reflected in the national planning during the next phases of BDP.

Apart from the active participation in the work, significant support has been provided to the BDP project by all four countries, and BDP implementation has given emphasis on national participation and ownership. The NMCs have a strong implementing role, and more than 200 national agencies are participating in the planning jointly with the NMCs at central and provincial levels. Public participation forums at sub-area level have been conducted with representatives from central government, local government, mass organisations, research institutions, local user groups, NGOs and international organisations. Involvement of civil society organisations is most prominent in Thailand and Cambodia.

In Thailand, River Basin Committees (RBCs) have been established within all Thai BDP related Lower Mekong areas. In each RBC, a BDP sub-area working group has been setup, which contributes to the successful implementation of BDP in Thailand. TNMC is actively coordinating activities between the local level of the RBCs and the multilateral level of the

BDP programme. Furthermore, the Department of Water Resources has established a network between RBCs and the national policy level in which TNMC is participating.

Figure 3.1: Relation between national planning and the BDP in the water sector



In Cambodia, a Management Organisation is being established for the Tonle Sap Basin supported by the ADB under the national coordination of CNMC. The project time frame is 5 years, and by that time, BDP would be fully integrated with the Tonle Sap Basin Management Organisation (TSBMO), with mechanisms in place to identify transboundary issues to be taken up by CNMC within the MRC cooperation framework. The evolving TSBMO will collaborate closely with the CNMC BDP Unit. A mini workshop on technical cooperation regarding development and management of the Tonle Sap Basin was conducted at the MRC Secretariat in June 2005 between TSBMO representatives and the MRCS. As an example of BDP and national planning interfaces in Cambodia, BDP projects identified during the sub-area studies in Cambodia are now being included in the national and provincial development plans.

In Viet Nam, a River Basin Planning Management Board (RBO) has been established for the Cuu Long Delta (Viet Nam Mekong Delta, Sub-area 10V), of which 9 members are also represented in the BDP Sub-area Working Group 10V. The proposed institutional restructuring of responsibilities within the water sector among key ministries has effected the functioning of the RBOs in Vietnam. The Institute for Water Resources Planning in Vietnam is the administrative body of the River Basin Organisations in Vietnam and much involved in the BDP implementation in Vietnam. In the Sre Pok River Basin (part of 7V), an integrated water resource management project is being implemented, which will include, among other things, the establishment of a river basin organisation, and development of a river basin planning process. A meeting was conducted in April 2005 between the BDP and the national IWRM project for collaboration and exchange of information.

The national RBC/RBOs do not have authority to deal with transboundary matters, but they can play a key role in the national planning process. The collaboration between NMCs and

RBC/RBOs is extremely important for the successful implementation of the BDP planning process.

3.1.2 Interfaces between BDP and MRC programmes

Water Utilization Programme:

The Decision Support Framework (DSF) is used by the BDP to predict flow and other impacts of potential development. The Integrated Basin Flow Management (IBFM) programme is building on the BDP scenario development and analyses, and attempts to ensure consistency in the related economic analyses (i.e. the macro-economic assessments and the water uses valuation). It is fully intended that the IBFM results will feed into future BDP activities, including economic impact analysis.

Environment Programme

EP contributes to ensure that environmental concerns are incorporated in the BDP planning process, and EP will provide relevant information on the environmental and social status and trends in the Basin. More specifically, the EP contributes, among other things, to BDP with Strategic Environmental Assessment and Cumulative Environmental Assessment (SEA/CEA) technical guidelines; a wetland inventory; and the identification of ecological sensitive areas. The BDP on the other hand identifies economic trends and areas in the basin where there is a high potential for further developments and type of projects. Collaboration is also taking place on the wetland valuation component, and the BDP Development Economist has a role in coordinating and overseeing the work of national environmental/natural resource economics specialists and in ensuring that the resulting valuations are useful for future BDP activities.

Fisheries Programme

There are three principal areas of direct and current cooperation between BDP and the Fisheries Programme (FP): 1) Scenario testing: FP provided a considerable amount of input into both the World Bank and the more recent BDP scenario testing. At this stage, fisheries information is the only real extension of the scenario results to social and economic impacts; 2) Resource Allocation Model (RAM): FP provided input to realistic fisheries values into the model, and further collaboration is envisaged for the mutual benefits of the programmes; and 3) IBFM - operating outside BDP, but still very relevant to BDP. As the formulation of FP Phase 2 was directly linked to the requirements from BDP, more generally, most of FP activities will contribute to overall BDP implementation.

Flood Management and Mitigation Programme

BDP was represented in the task force during the formulation stage of the FMM Programme in 2001 and 2002. Future prospect of FMMP involvement in the BDP Phase 2 is stated in the FMMP Overall Programme Description and Outline for 2004-2010, including: i) Provide input to the IWRM Strategy; ii) Supply with project ideas and iii) feed information into the BDP scenario analysis. In addition, the FMMP, component 3 “mediation of transboundary flood issues” will develop generic technical expertise with transboundary mediation, and thereby assist other MRC programmes in connection with resolving transboundary issues. BDP is represented in a working group under the FMMP to assist in the preparation of ‘An Integrated Flood Risk Management Strategy for MRC’. BDP has provided input to the document and participated in national consultations.

Other collaboration issues

- Regular collaboration with the Technical Support Division (TSD) on the production of maps and posters. Direct collaboration was established on the preparation of the CD-ROM based BDP Sub-area Planning Atlases.
- BDP is represented in the conflict management task force under the EP programme.
- A Hydropower Project Database has been established under the BDP Programme. BDP is contributing to the initial preparation of the MRC Hydropower Development Programme. The BDP team leader is chairman of a Hydropower Development Programme taskforce and BDP has funded the preparation of a Hydropower Development Programme concept paper.
- MRC Sector Programmes have been involved in the initial screening of BDP joint project proposals as part of the process from long-listing to short-listing.
- Collaboration between BDP and the Agriculture, Irrigation and Forestry Programme on the identification and preparation of irrigation projects to be supported by Thailand.

3.1.3 Interfaces between BDP and regional agencies

- Interaction with WWF on information from the Hydropower Project Database.
- Discussion on economic modeling under the Challenge Programme at workshop in Sri Lanka.
- Meeting with the ADB on the Tonle Sap Basin Management Organisation project (June 2005)
- Information sharing with the World Bank mission a programme covering Sesan, Srepok and Sekong (July 2005)

3.1.4 Liaison with the MRC governing bodies

From the onset, it has been a guiding principle that the BDP, in accordance with its mandate and purpose, will be developed within the existing institutional framework of the MRC with its Council and Joint Committee (JC), and the NMCs. These bodies have been continuously consulted about the work at the various stages of finalisation of the different activities and have closely monitored the progress and the results.

The MRCS Core Programme Management Group (CPMG) has provided guidance and operational monitoring of progress and of interfacing with other MRC programmes.

3.1.5 Liaison with the NMCs

A particularly close liaison with the NMCs has been maintained throughout the BDP formulation. This is one of the most characteristic features of the BDP formulation process.

The liaison has taken place as informal day-to-day communication and meetings, as well as semi-formal and formal regional consultations, and regular coordination meetings.

Please refer to Appendix 3 for an overview of the coordination meetings during BDP Phase 1.

3.1.6 Liaison with donors

A close liaison has been maintained with the group of donors that have funded the BDP formulation. Three joint review missions (and one desk review) with participation relevant high expertise have examined the work at MRCS and the NMCs and have advised in many ways on how to improve the work in terms of efficiency, quality, and relevance of its outcome. The reviews have been reported in detail, and MRCS and the NMCs have replied on how to respond to the guidance received.

Liaison with the donor community as such has taken place at the 6-monthly formal and informal Donor Consultative Group meetings, where updates have been given on progress and outputs, and discussions have been held about ways to improve the relevance and hereby the value of the work. In addition, several informal technical meetings have been held in connection with the BDP in general and the strategy formulation and identification of priority projects in particular.

An active collaboration took place in late 2004 with The World Bank in connection with The World Bank's own strategy formulation for the Lower Mekong Basin¹, and the supporting scenario analyses.

On the MRC informal donor meeting conducted on 23-24 June 05, donors encouraged MRC to develop capabilities to provide guidance to, and to become a partner of countries' line agencies in the preparation of their investment programmes, with the aim to promote environmentally sustainable and socially responsive investments. The MRC could add value by placing such investment in an integrated framework.

3.1.7 The BDP planning cycle

The BDP Planning Cycle working paper

The BDP Planning Cycle document was endorsed as a working document by the 21st JC meeting in March 2005, while further clarification on the steps leading from long-listing to short-listing was required. These steps were then developed further and presented to the 22nd JC meeting in August 2005 as an amendment to the Planning Cycle. The Meeting endorsed the amendment including the process of prioritization of joint projects, and agreed that the same process should be applied to national projects.

Negotiations over Criteria No 2 for short-listing were concluded at the regional working session conducted in May in Thailand. The wording "National priority and support from member countries" was adopted. Hence, version 9 of the BDP Planning Cycle (May 2005) is considered a final draft for the purpose of BDP Phase 1.

Identification of projects

Projects/programmes for implementation were identified as part of the extensive sub-area studies and are documented in the sub-area study reports. National consultants were recruited to assist NMCs in the preparation of project proposals in what was at that time called the short Project Identification Note (PIN) format (as agreed in August 2004 by the BDP teams) for initial outlining². In addition, national and sub-area activities to build up capacity in project identification and programme formulation are carried out in some

¹ Mekong Water Resources Assistance Strategy (MWRAS) (in preparation by late 2005)

² A new PIN format was specified in January 2006

countries. At MRCS, identification and collection of project proposals were carried out in collaboration with Sector Programmes.

A comprehensive consultation process took place at different levels for initial screening and prioritization of projects (planning meetings, orientation meetings, national and regional working sessions, stakeholders forums, and trans-boundary meetings). As an example, Cambodia conducted a two days working session in late May 2005 for all sub-areas to review, prioritize and to consolidate and merge project ideas, and to learn the preparation of PIN formats for further preparation of projects proposed. During the reporting period, one regional working session in May 2005 in Thailand, three bilateral meetings (LNMC/TNMC), (CNMC/VNMC) and (VNMC/TNMC) and one trilateral meeting were conducted (sub-areas 6C, 6L and 5I) on joint project identification and prioritization among the riparian countries

The BDP Project Database was developed in the beginning of 2005 to compile the identified projects/programmes, with data fields based on the PIN format for outlining the initial proposal and listing of project ideas in a central MRC database.

Project screening toolkits

A matrix was developed in May 2005 as part of the initial project screening process of the PINs of the joint projects, and was circulated within the MRC Secretariat in order to collect feedback from the MRC Sector Programmes.

A draft discussion paper entitled “Project Screening Toolkit” was prepared in May 2005 as a project screening reference. It includes the environmental, social and economic screening checklists which have been developed, and it describes the screening summary sheet and provides guidance on how to use and interpret it. User guides for social, environmental and economic impact assessment toolkits were prepared in September 2005.

The social, economic and environmental screening toolkits assess the project proposals using check-list questions (based on numerous discussions of SIA, SEA and RAM) relying on project information made available in the PIN format, stored in the MRC Projects Database. The purpose of the screening is mainly to safeguard the projects regarding economic, social and environmental issues, and to make recommendations to the JC for initial project classification. In this way the screening process assists the project proponents in further project preparation. The result of each project screening is summarized in the screening summary sheet.

For short-listing, all candidate projects have to be screened following the project screening toolkit. By late 2005, the BDP Team in MRCS has screened 31 joint projects including 7 joint groups projects. Proposed national priority projects should be screened by the NMCs. Projects screened and endorsed by the JC will gradually establish the shortlist of projects, which will be continuously refined and updated. As it has been stated earlier, the process of screening and classification is continuously ongoing as new projects are identified and forwarded for short-listing.

A regional working session on the planning cycle and screening process was conducted in late May 2005 and a follow up orientation workshop on project screening and prioritization is planned for late October 2005.

From long-listing to short-listing

The proposed process from long-listing to short-listing was presented to the 22nd JC meeting in August 2005 as an amendment to the Planning Cycle. The Meeting endorsed the

amendment, and agreed that the same process should be applied to national projects. The process is outlined below:

- 1 Projects/programmes data base/long-list (which will be continuously updated, and gradually contain all projects in LMB) and initial checking within MRCS
- 2 (Optional) negotiations through transboundary meetings
- 3 Regional working sessions are convened regularly to agree on the list of projects/programmes that need to be screened / maintained in the shortlist
- 4 Screening of projects/programmes by applying 5 criteria of the planning cycle, by using the screening toolkits (social, environmental and economic checklists) by BDP MRCS, together with sector experts (in MRCS, NMCs, other organizations)
- 5 Classification of these projects/programmes leads to the draft shortlists prepared by BDP MRCS (considering recommendations of the regional working sessions)
- 6 Reviews by NMCs, readjustments by BDP MRCS; agreement by NMCs
- 7 Submission of the draft Short-list to JC for decision-making
- 8 JC decision on the shortlist and follow up of decisions made by JC

Prioritisation – criteria for ranking

A draft discussion paper entitled “Interim screening criteria” was prepared in April to provide some details on the selection criteria related to the ‘strategic relevance’ of the BDP project ideas. The document refers to criteria 1: *Harmony with the IWRM strategy for the LMB*, and was intended for use only until the *Strategic Directions for IWRM for the LMB* was finalised.

3.2 Guidelines and papers

The list of BDP documents contains more than 100, and includes administrative reports, discussion papers, working papers, technical papers, guidelines and CD-ROM productions produced by the BDP team (MRCS/NMCs) and BDP consultants.

As envisaged in the BDP Quality Plan, a number of BDP products remain in a ‘draft’ stage, mainly due to

- their diminished importance due to progressing development (overtaken by history),
- the need for regular changes and improvements (adaptation to progress),
- the absence of a clear protocol dealing with different sorts of documents.

During several meetings between the riparian countries (national consultation, regional consultation, JC) the idea was proposed to endorse certain documents as Working Papers, which would be more appropriate than seeking approval on a ‘final version’ of such a document.

Relevant BDP documents are included in the BDP Archive (version 3, April 2005), which currently contains 281 documents. The BDP Archive is regularly updated and available on CD-ROM and through the MRC intranet. It serves as an important means to sharing information among BDP stakeholders and partners.

The sub-area study reports and national sector reviews produced by each country have been put into the Mekong-Info (<http://www.mekonginfo.org/>), the special platform established

in MRC website for sharing and public discussion. Figures obtained show that there is a regular and strong interest on BDP publications by the visitors of the webpage.

In terms of published documents, BDP has already published the '*Social Atlas of the Lower Mekong Basin*'. Additional documents may not be published in glossy quality due to budget limitations.

Eight posters illustrating BDP data and maps, which support the BDP knowledge base, have been produced. In addition, a number of GIS based maps have been prepared under the BDP programme.

Table 3.1: Maps and images

Theme	Number
Sub-area maps (for each sub-area)	25
Basin wide maps	12
BDP project maps	4
Hydropower project maps	3
BDP social atlas maps	14
Transboundary impact map	1
Resources allocation model map	1
Sub-area images (for each sub-area)	Approx. 10

General information – of interest to the public - about BDP activities and achievements is available on the MRC website (<http://www.mrcmekong.org/programmes/bdp/bdp.htm>).

Regarding publication quality assurance, key NMC documents such as sub-area reports have been produced by professional consultants and gone through a number of reviews by BDP working group members and MRCS-BDP staff followed by revisions and editing before final submission to MRCS. Ad-hoc in-house MRCS meetings have been conducted and MRCS task-forces have been established to discuss key information and documents prepared under the BDP (e.g. Scenario and RAM analyses; IWRM Strategy, and the BDP Phase 2 Programme Document). Key BDP documents are submitted to relevant national line-agency experts and reviewed through national consultations (often also through regional consultations). Furthermore, BDP has established a network of international experts for the preparation and review of key BDP documents.

Table 3.2: Overview of BDP publications (by end of September 2005)

BDP Publications	Number
Prepared in total:	101
NMCs	21
BDP-MRCS	80
Administrative Reports	14
Discussion Papers	31
Working Papers	46
Technical Papers	3
Guidelines	1
CD-ROMs	6
Published (ISSN No)	1
Published (additional) e.g. MekongInfo	14

All documents, information, data generated or compiled through BDP Phase 1 project implementation has been prioritized and is in the process of being consolidated into a single and comprehensive BDP Archive with core documents, maps, support data etc. ready for distribution to and orientation of stakeholders by the end of the project. Consolidated BDP reports covering various themes of BDP Phase 1 implementation will be produced in a uniform format.

3.3 Data system and knowledge base

An MRC Projects Database has been developed to compile the identified projects. The database is now operational and currently contains information in PIN formats of more than 350 water-related project proposals from the Member States, the MRC programmes and other sources. Additional projects will be added continuously. The database is built in Access with a link to GIS/ArcView and fully compatible with the MRC Information System, allowing for a variety of sector and cross-sector planning activities. The projects in the database are in the PIN format, and project information need to be updated on a regular basis. Coordination with NMCs and relevant sectoral line agencies is maintained. All projects have been categorised and mapped by sector and type. A draft project database user manual was prepared in May 2005. It intends to familiarise users of the BDP Database with the application's user interface. A consultant assisted BDP to accommodate new issues in the Database and to make refinements to the existing structure. In addition, BDP has recruited a short-term riparian specialist as operator of the BDP Project Database.

A GIS-based Sub-area Planning Atlas has been developed jointly by BDP and TSD. The Planning Atlas integrates, for each sub-area, the results of sub-area studies and consultations; scenario analysis; and project listing and prioritization. It is developed in web-page format with a short summary for sub-area water related topics and with linkages to additional data, statistics, maps, diagrammes and other background information. Its structure is fully integrated in the MRC Information System, assuring full in-house compatibility. Work is in progress with incorporating a wealth of data and information from various MRC programmes and from the BDP sub-area studies. Draft CD-ROMs for five sub-areas have been completed and more than 25 GIS based maps were prepared for each BDP sub-area. Draft Sub-area Planning Atlases have been reviewed through sub-areas workshops, and feedback was provided for revision and update of the initial drafts.

The MRCS-BDP established an initial Hydropower Project Database in March 2005 of existing and proposed hydropower projects in the Mekong River Basin. The hydropower project database complements the BDP project database as it provides detailed technical information for analysis. The main purposes of the database are to i) share information ii) to be able to run impact simulations and iii) to promote projects for donors' support. All NMC will be able to access the information in the database through the MRC IS. National consultants have been hired to validate and to collect all relevant data. As a next step, the data will be transferred to MRCS-TSD, and the database will be operational in MS-Access. The database contains at present 90 existing and planned hydropower projects from the Member Countries. Information from the Upper Mekong Countries will be invited through official channels. Maps showing the project locations are being prepared.

The analyses of scenario simulations using the Decision Support Framework (DSF) were presented in two major documents entitled "Modelled impacts of scoping development scenarios in the LMB (May 2005), and "A report on likely infrastructure development on the Mekong floodplain in Cambodia and their significance in changing flow patterns (May 2005). A brief summary version "Scenarios for development in the LMB" was prepared in June.

The documents have been combined in a document called “DSF applications”, which was prepared in September as one of BDP consolidated reports of BDP Phase 1.

Regarding the Resource Allocation Model (RAM) methodology, an analysis of the economic implications of the hydrological scenario simulations was presented in the document “BDP planning scenarios economic analysis” produced in April and is part II of the “Economic dimensions of water resources planning in the LMB: an initial analysis based on the resources allocation model” (June 2005). Other newly produced/updated economic papers include “Economic development and water resources demands in the LMB” (July), and “Methodologies and sources for valuation of water resources demands in the LMB” (June). The former Development Economist for BDP was recruited as a short-term consultant to familiarize the new riparian junior development economist with his role within the BDP team, to introduce him to the relevant economics and to provide hands-on training on the RAM methodology. So far the RAM has provided a useful framework for analysing and presenting economic outcomes from the scenario simulation. The work done under the BDP will be extended in IBFMP. RAM has demonstrated the value of resources allocation modelling for MRC, but the spreadsheet based model is limited. Extension of the work would benefit from use of a more detailed and more robust model. Possible options for improving the model include working with SEI (Stockholm Environment Institute) to transfer the model into a Water Evaluation and Planning Modelling tool (WEAP), working with the Challenge Programme to extend and refine the current model.

Regarding, social development and assessment two documents entitled “Regional labour migration in the LMB” and “Ethnic minorities of LMB, regional economic integration and water resources planning” are being drafted.

TNMC is in the process of establishing and CNMC has established a national BDP data management system.

3.4 Trained staff

The following dedicated training activities were carried out during the BDP formulation:

- A training needs assessment (TNA), targeting the BDP skill requirements, has been made in all four countries.
- Formal training programmes have been conducted in all riparian countries.
- The MDBC training programme included four modules + an additional study tour to Tonle Sap.
- 11 regional workshops have been conducted with a significant content of training.
- 8 training modules were produced under the MDBC collaboration programme.
- 6 students have completed their MSc studies (1 female)

In addition to the regional training, a comprehensive training has been conducted at the national level. Major activities are listed below.

Table 3.3: National training activities

Date	Country	Course content	Participants
28-29 Apr. 2005	Cambodia	IWRM	BDPCU members and CNMC staff
5-6 May 2005	Cambodia	IWRM	SA 9 and 10 members
11-12 May 2005	Cambodia	IWRM	SA 6,7,8 members
18-20 May 2005	Cambodia	IRBM	BDPCU members and CNMC staff
6-8 Jun. 2005	Cambodia	IRBM	SA 9 and 10 members
22-24 Jun. 2005	Cambodia	IRBM	SA 6,7,8 members
1-2 Apr. 2005	Thailand	IWRM concepts	3T
3-4 May 2005	Thailand	Consultation and training for the Nam Songkhram model of Thailand in Bangkok	
6-7 May 2005	Thailand	IWRM concepts	2T
9-10 May 2005	Thailand	IWRM concepts	5T
12-13 May 2005	Vietnam. Dac Lac province	EIA and SEA Carried out by Inst. For Ecology and Environment and Inst. For Environment and Sustainable Development. High evaluation results.	SA 7 V members and concerned line agencies staffs in the central highlands, 19 participants including 5 women from four provinces
17-20 May 2005	Vietnam, Hoa Binh province	Training on DSF; high evaluation results.	12 members from national working group including 5 women.
21-24 June 2005	Vietnam. An Giang province	IRBPM, carried out by Hanoi Water Institute. High evaluation results.	28 participants from all Mekong delta (SA 10V) provinces including 5 women.
Date	Country	Course content	Participants
4-15 Oct. 2004	Lao PDR	Project planning and preparation techniques	Sub-area working group members of northern provinces
17-21 Dec. 2004	Vietnam, Hoa Binh	Training on application of GIS/Arcview for DSF	12 participants incl. BDP unit 8, line agency 4, women 5
24-28 Dec. 2004	Thailand	To strengthen personnel capability working with TNMCS	
Date	Country	Course content	Participants
6-10 July 2004	Vietnam	Project formulation, management and evaluation	15 participants including 8 women. Members of national working group and VNMC BDP Unit
27 Sep – 01 Oct. 2004	Vietnam	Project formulation, management and evaluation	15 participants including 6 women. Sub-area working group 7V and provincial agencies involved in the BDP process
16-27 August 2004	Lao PDR	Project preparation and planning technique	20 participants including 2 women from BDP related sector agencies and LMNCS staffs
6-17 Sep. 2004	Champassak Province, Lao PDR	Project preparation and planning technique	20 participants (no women) from southern BDP sub-area working groups

An overview of the MDBC training programme is given in the following table.

Table 3.4: The MDBC training programme

Module	Contents
Module 1 (Can Tho, January 2003)	Introduction to the LMB History of the Mekong cooperation Integrated catchment management Development objectives and scenarios The art of scenario evaluation
Module 2 (Phnom Penh, May 2003)	Project benefits and impacts Basin planning principles Scenario-based planning Stakeholder involvement in the BDP Knowledge base and DSF software Using the DSF to assess scenarios Aquatic biodiversity in the LMB Flow management Planning with floods in the LMB
Module 3 (Napakuang, Lao PDR, December 2003)	Basin development strategy Scenario formulation Indicators for scenario assessment Social aspects of the LMB Hydrology terms and models The MRC Interactive Atlas Using the DSF
Module 4 (Study tours May and Dec 2004)	Study tour LMB, May 2004 Study tour Tonle Sap, December 2004

3.5 Reporting

Please refer to Appendix 5 for a list of technical BDP publications.

Most technical publications (and all those listed in Appendix 5) are available on the 'BDP library' CD. Several other thematic or documentation CDs have been prepared and distributed, such as:

Table 3.5: CDs

Social Atlas of the LMB, May 2003	
State of the Basin Report 2003, June 2003 1)	
LMB People and the Environment Atlas, August 2003 2)	
BDP Archive, April 2005	
BDP Economics, September 2005	
LMB Planning Atlas, in preparation	
BDP Library, January 2006	

- 1) In collaboration between all MRC programmes
- 2) In collaboration with the Environment Programme

The BDP core library (in preparation) will consist of 15 volumes that, between them, introduce the BDP formulation process, the applied tools, and the various analyses, studies, and findings.

Table 3.6: The BDP core library

Vol	Title and date
1	The BDP planning process. May 2005, rev. January 2006
2	Sub-area analysis and transboundary planning. December 2004, rev. January 2006
3	Sub-area reports. In preparation
4	Scenarios for strategic planning. March 2005, rev. November 2005
5	Stakeholder participation. July 2004, rev. November 2005
6	Data system and knowledge base. March 2005, rev. December 2005
7	MRCs Decision Support Framework (DSF) and BDP applications. March 2005, rev. September 2005
8	Economic valuation of water resources (RAM Applications). June 2005, rev. December 2005
9	Social and environmental issues and assessments (SIA, SEA). July 2004, rev. December 2005
10	IWRM strategy for the Lower Mekong Basin. December 2005
11	Monographs. March 2005, rev. December 2005
12	Project implementation and Quality Plan. January 2006
13	National sector reviews. October 2004, rev. November 2005
14	Regional sector overviews. November 2002, rev. September 2005
15	Training. December 2004, rev. December 2005

Other publications (not included in Appendix 5) comprise

- 6-monthly progress reports
- Donor review reports

- Minutes of Council and JC meetings
- Records of BDP coordination meetings
- Reports from workshops, working sessions, and regional and national consultation meetings

3.6 Workshops, meetings, forums

For regional information exchange, coordination and planning, 10 regional workshops have been conducted, 16 BDP coordination meetings and 13 transboundary/bilateral meetings. For national coordination, around 20 major workshops have been conducted in each country, and for sub-area studies and analysis around 110 workshops have been conducted in total.

A summary table of numbers of meetings during BDP Phase 1 is presented below.

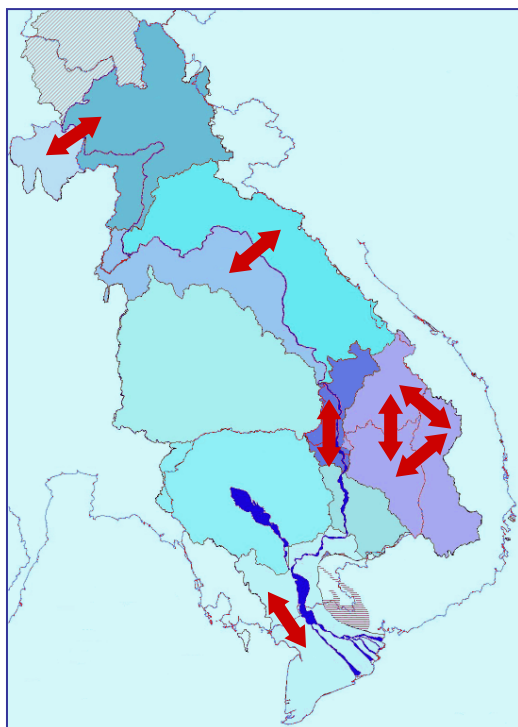
Table 3.7: Meetings conducted in BDP Phase 1 by 30 September 2005.

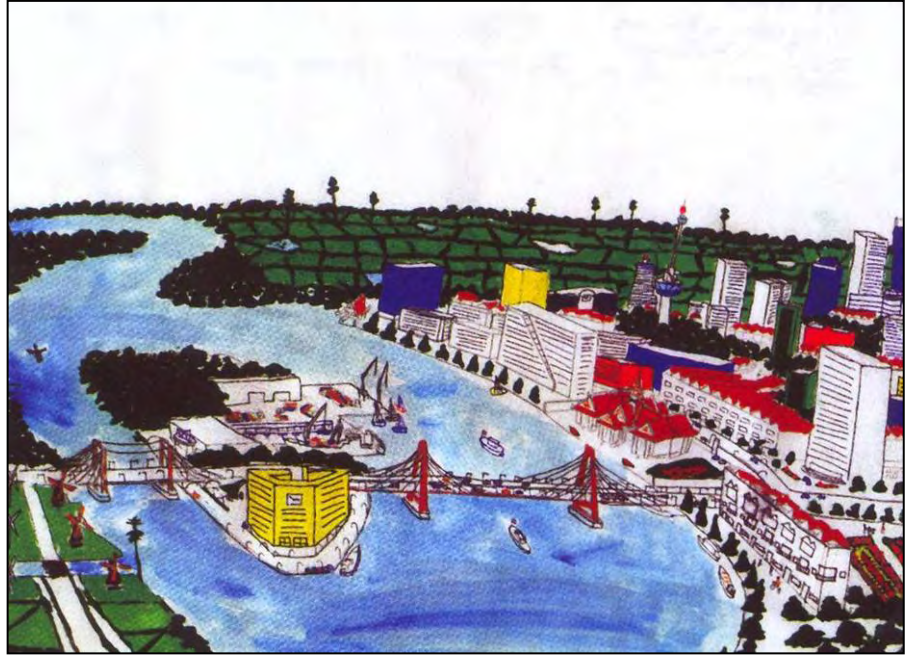
Type of meeting	No of meetings
Regional meetings/consultations	10
BDP coordination meetings	16
Regional training sessions	11
National sub-committee/working group/consultations	96
Sub-area meetings (including 2 stakeholder forums in each sub-area)	110
Transboundary (bilateral or trilateral) meetings	13

A series of 5 transboundary sub-area and bilateral meetings were carried out in November 2005 (Figure 3.2). The meetings addressed potential transboundary issues, both development opportunities and impacts, and combinations of the two. After these meetings, a total of 69 joint projects in PIN format were prepared. Subsequently, 8 trilateral and bilateral working sessions were conducted for prioritization of joint project ideas and preparation of PINs, as well as to consolidate the liaison between adjacent sub-areas.

In total, 39 transboundary planning and negotiation meetings (bilateral, trilateral and multilateral) took place since 2002, with 13 meetings organized in 2005 alone. Although slow in the process, the successful implementation of these transboundary meetings clearly marks an evolving joint and riparian owned planning framework and shows the path for future institutionalization of the BDP process, based on national strategies and policies related to IWRM. An initial set of national and joint projects and programmes has been identified and this process will continue until the end of BDP Phase 1. Lessons learnt from it will feed into the design of BDP Phase 2 aiming to strengthen this successful element of the BDP planning process.

Figure 3.2: Transboundary meetings in November 2004





Theum Sophal, 15 years, Cambodia

4 The Plan

This chapter describes the outputs produced in pursuance of

Immediate objective 2: A BDP aiming at a balanced mix of social, economic and environmental factors drafted and agreed on

By late 2005, sub-area study reports have been prepared for all BDP sub-areas, and with the exception of Mun/Chi sub-area in Thailand, public forums have been conducted in all sub-areas. The analysis of transboundary issues within BDP and identification of project ideas were carried out as part of the BDP sub-area studies and discussed during five transboundary sub-area meetings in November 2004. A total of 69 joint projects were identified, and joint meetings have been conducted to strengthen the collaboration between member states, and to further develop and prioritize the joint project ideas.

The BDP team worked in close collaboration with the World Bank (WB) mission to provide first set of scenario simulations in Oct/Nov 2004. Five BDP scenario simulations have been reviewed, refined and completed including initial assessments of environmental and social impacts by using the initial assessment tools. The analysis is an attempt to look at a range of feasible large-scale developments that may take place in the Mekong Basin over the next twenty or so years, and the trans-boundary and cross-sectoral impacts of these developments.

The results of the scenario simulation and analysis using the DSF represents an important milestone for BDP and MRC, and a significant step forward in understanding the impact of development in the basin. Three development-planning scenario simulations (baseline, low and high) have now been run using the RAM methodology. Initial work has concentrated simply on describing value added by water in the LMB by country, by various type of activity and by sub-area under various design and resource allocation assumptions.

A series of national and regional consultations were carried out on the revised IWRM Strategy for the LMB during the reporting period. It was not possible at this stage to compile a true “strategy” for IWRM in the LMB as many of the issues surrounding trade-offs between sectors and countries are still being negotiated. The revised “Strategic Directions for Integrated Water Resources Management in the Lower Mekong Basin” was submitted to the JC meeting in August 2005. The Meeting endorsed the document in principle, and it was approved by the MRC council at its meeting in December 2005.

By late 2005, the BDP long-list (derived from the MRC Projects Database) contains 69 joint projects, 250 national priority projects, 25 MRCS projects and 7 joint groups projects.

The JC meeting in August 2005 took note of the initial screening process and endorsed the first batch of screened projects (9 projects and programmes) (7 joint groups projects and 2 joint projects) to be placed on the BDP shortlist. Each NMC will prioritize its national projects for the second batch of BDP short-listing envisaged to be submitted to the JC in early 2006. Implementation plans will be part of the further development of PINs, and NMCs are identifying names of implementing agencies for the 9 projects and programmes presented as the draft short-list (1. batch).

4.1 Sub-area studies

Stage 1 of the BDP planning process (analysis of the Lower Mekong Basin and sub-areas) is tasked with determining objectives, and key options and constraints for development. Sub-area studies and national sector reviews were carried out under the NMCs, whereas the MRCS-BDP team conducts regional information collation and analysis. Sub-area forums are

seen important to BDP public participation, which is one of three parallel processes under the BDP.

Sub-area study reports are prepared in a uniform format as official MRC publications. With the exception of 5T, sub-area forums were conducted in all sub-areas. An overview of sub-area activities is presented in Table 4.1.

Outside Thailand, sub-area meetings have been conducted to review draft sub-area planning atlases. In Thailand, BDP working groups under the River Basin Committees have conducted meetings to discuss BDP joint project proposals, ways to improve the linkage between BDP and the Watershed Management Programme of MRC, and to establish so-called river basin pilot areas and conducting surveys for IWRM. BDP/TNMC seeks to link the BDP Programme and the Watershed Management Programme, and to draft IWRM implementations plans for each of the Thai BDP sub-areas.

Table 4.1: Sub-area activities
(Status by 30 September 2005) 1)

Meeting	1L	2T	3Ta	4L	5T	6L	7L	6C	7C	7V	8C	9C	10C	10V
Orientation	2	2	5	1 b	2	1 b	1 b	1 c	1 c	1	1 c	1	1	1
Planning	1	2		1 b	2	1 b	1 b	1 c	1 c	1	1 c	1	1	1
Working session	2					1h	1h	1 c	1 c	1	1 c	1	1	
Prov. Sector Review	v			v		v	v			v		v	v	v
Forum #1	1			1		1 d	1 d	1 c	1 c	1	1 c	1	1	1
Sub-area study report	1	1	1	1	1	1	1	1g	1	1	1g	1	1	1
Technical working session	2			1		1 d	1 d	1 e		2	1 e	4	1	2
Forum #2	1	1f	1f	1		1 d	1 d	1 e	1	1	1 e	1	1	1
Project sessions		1	2		2									

Notes: 1) In some Sub-areas, meetings and studies have been combined. The cluster of sub-areas has been changed in Lao PDR, Cambodia and Thailand during BDP implementation. In Thailand, only meetings under the newly established RBCs are included.

a = 3T is divided in two groups. b = combined meeting in 4,6, and 7L. c = combined meeting in 6,7 and 8C. d = combined meeting in 6 and 7L. e = combined meeting in 6 and 8C. f = Forum 1&2 are combined in Thailand. g = combined sub-area study report for 6C & 8C. h= combined meeting between 6L and 7L.

Draft CD-ROM BDP Sub-area Planning Atlases are available for sub-areas No. 1, 3, 4, 7 and 9 in web-page format with a short summary of sub-area water related topics and with linkages to data, statistics, maps, diagrams, and other background information. The Planning Atlas is an information and planning tool for potential use by riparian River Basin Organisations (RBOs), line agencies, and public institutions, and it provides an overview of BDP Phase 1 achievements at sub-area scale including scenarios for development, SWOT analysis taking into consideration environmental and social issues, and projects identified to accommodate development objectives and transboundary issues.

4.2 20-year scenarios

Application of the DSF for basin planning is not a simple undertaking. It requires considerable technical knowledge, as well as conceptual understanding of how the model fits into the scenario analysis process. There is a long term issues for both MRC and BDP to ensure that there is sufficient technical capability within the client groups to make effective use of the DSF.

The results of the scenario simulation and analysis using the DSF represents a very important milestone for BDP and MRC, and a significant step forward in understanding the impact of development in the basin. However, the results are quite complex and it is not clear that their significance is well understood, even within MRC and the NMCs. A strategy is needed to release the scenario simulation results in a way which makes them accessible and understandable, and which reinforces that they represent hypothetical possibilities.

"Modelled Impacts of Scoping Development Scenarios in the Lower Mekong Basin" provides the final report on the formulation, modelling and analysis of five development scenarios for the LMB. The scenarios were formulated in consultation with the NMC BDP teams and WUP, based on the information from sub-area reports, and national and regional sector reviews. The models were technically run by the TSD / WUP modelling team, with guidance and assistance from two BDP consultants, a hydrologist and a hydro-ecologist.

"A report on likely infrastructure developments in the Mekong floodplain in Cambodia and their significance in changing flow patterns" provides an analysis of likely impacts of future floodplain development. It illustrates the complexity of possible floodplain developments. In the future, BDP may wish to consider more detailed analysis of floodplain developments, including modelling of particular scenarios.

The scenario simulation and analysis reports were submitted to NMCs as preliminary documents for information and comments in May 2005. BDP scenarios can be utilised for further analysis in the MRC Integrated Basin Flow Management Programme.

4.3 Sub-area strategies

Strategies at sub-area level are being considered in connection with the sub-area scenarios, to serve as useful building blocks for the IWRM basin-wide strategy. At this stage of BDP implementation, sub-areas are mainly seen as analytical units rather than planning units. SWOT analyses are prepared or being prepared for all sub-areas to be included into the BDP Sub-area Planning Atlas.

4.4 IWRM Strategy for the LMB

A series of national and regional consultations were carried out on the revised *IWRM Strategy for the LMB* during the reporting period. It was not possible at this stage to compile a true *'strategy'* for IWRM in the LMB as many of the issues surrounding trade-offs between sectors and countries are still being negotiated. For this reason, the paper was presented as a summary of *'strategic directions'*, identifying common goals and values, and setting out agreed priority areas for action. Hence, the title of the document was changed to *'Strategic Directions for Integrated Water Resources Management in the Lower Mekong Basin'*. It presents a basin wide perspective on IWRM based on national plans and strategies, drawing on BDP activities over the past 3 years. The strategic directions will correspond to the MRC Strategic Plan 2006-2010, as well as providing the basis for BDP Phase 2.

The revised *'Strategic Directions for Integrated Water Resources Management in the Lower Mekong Basin'* was submitted to the JC meeting in August 2005. The Meeting endorsed the document in principle and it was approved by the MRC Council in December 2005 as a major BDP1 milestone.

In parallel, BDP has supported the preparation of strategies within the MRC Hydropower Programme and the MRC Flood Management and Mitigation Programme.

4.5 Project long-list

The BDP long-list (derived from the MRC Projects Database) contains at present joint projects (69), national priority projects (250), MRCS projects (25) and combined joint projects (7).

Each of the riparian countries have identified and provided the MRCS with a number of national projects to be included in the Project Database. As an example, Lao PDR had identified more than 600 national project ideas. However, through national consultation meetings, 91 prioritized projects were submitted in PIN format to the BDP's Project Database. Of these projects, 34 are now being developed by national working group members in more detail.

BDP has recruited a national consultant to continuously update the Project Database with additional information and to include incoming project proposals.

By late 2005, 31 projects/programmes from the Project Database have been screened using the Project Screening Toolkits.

The project/programme long-list was presented to the JC in August 2005 for information. The JC suggested that information available on the BDP Project Database could be made available to outside parties with a view to promote the projects. In response, BDP is now preparing a user friendly format for publishing the project long-list.

A summary sheet of the content of the MRC Projects Database was prepared in September 2005, including information provided in tables, charts and maps.

4.6 Project short-list

Five project classes (A – E) are delineated in the BDP Planning Cycle document, as shown in the following table.

Table 4.2: Project classification applied by the BDP

Class	Action	Description
A	Fast track	Uncontroversial, low-risk projects with obviously attractive benefits
B	Promote	Attractive projects where feasibility, benefits and side effects have either been examined or are regarded as insignificant
C	Develop	Attractive projects where further analysis is required of feasibility, benefits and side effects
D	Wait	Apparently less attractive projects with uncertain assumptions, benefits or risks; or apparently attractive, but controversial projects
E	Reformulate	Projects which may be beyond the scope of BDP; projects with small benefits, large risks or adverse side effects; or projects that are in some way controversial

9 projects and programmes (7 joint groups projects and 2 joint projects) were presented to the JC in August 2005 as a 1st batch. The JC meeting took note of the initial screening process and endorsed the first batch of screened projects to be placed on the BDP shortlist.

During the screening, the endorsed projects and programmes were classified as shown in the table below.

Table 4.3: Shortlisted projects (1st batch)

Title	Country	Ranking
Improved water use efficiency in irrigated agriculture development	C, L, T, V	A
Capacity building in integrated river basin planning and management	C, L, T, V	A
Mekong bank protection management	C, L, T, V	B
Water supply and sanitation in selected areas	C, L, T, V	B
Flood and drought management and mitigation	C, L, T, V	C
Integrated watershed management programme	C, L, T, V	C
Development and improvement of navigation facilities and transport linkage	C, L, T	C
Cooperation for sustainable tourism development and promotion	C, L, T, V	D
Technical and investment promotion in hydropower development	L, T	E

Each NMC will prioritize its national projects for the 2nd batch BDP short-listed projects envisaged to be submitted to the JC in March 2006.

The shortlisting (as well as the longlisting) will proceed as a continuous process under the auspices of the JC, using the identification and ranking modalities that have been developed and tested for the purpose.

4.7 Implementation plans

Short implementation plans – as described in the BDP Inception Report – will be part of the further development of the project proposals. By late 2005, the NMCs are identifying names of implementing agencies for the 9 projects and programmes presented as the draft short-list (1. batch).

Thailand has invited, through the MRC, the neighbouring countries Lao PDR and Cambodia to submit project proposals for support through the “Prioritization Study of Cooperation Project between Thailand and Neighbouring Countries” for grant-aids and soft loans to be provided by the Ministry of Finance, Royal Thai Government. Seven irrigation projects were identified from the MRC Projects Database and from the respective national line agencies, and a feasibility study for one project in Lao PDR was approved for funding.

4.8 The final BDP document

The final BDP document is in preparation (by early 2006). It will draw on the core library publications and provide an overview of the BDP formulation and its outcome.

5 Issues and priorities

Mandate and guiding principles

The BDP takes its mandate from the 1995 Mekong Agreement, as detailed by subsequent MRC Council decisions, for example by approval of the Programme Implementation Plan, the Inception Report, and various revised work plans.

The following principles for the BDP formulation can be derived from Articles 1, 2 & 3 of 1995 Mekong Agreement:

- Optimization of mutual and sustainable benefits to all riparian countries
- Minimization of harmful effects that might result from natural occurrences and man-made activities
- Prevention of wasteful use of Mekong River Basin waters
- Emphasis and preference on joint and/or basin wide development projects and basin programmes
- Protection of natural resources and ecological balance from harmful effects resulting from any developing plans

The following principles for the BDP formulation can be derived from the BDP project document:

- Broad public participation
- Knowledge-sharing and capacity building

The BDP aims at full compliance with national development policies and strategies; and full compliance with other agreed regional provisions, development policies and strategies, for example as developed under WUP and other MRC programmes.

The BDP builds on the existing institutional framework developed by or in relation to the Mekong Agreement. It is implemented by the JC with reference to the MRC Council and in close collaboration with the NMCs.

The BDP aims at coordination, knowledge-sharing, and willingness to active collaboration with relevant regional and national institutions, organizations, development agencies, universities and knowledge-centres. Via the NMCs, the BDP is open to coordination, knowledge-sharing, and willingness to active collaboration with existing as well as forthcoming River Basin Committees or Organizations, or other de-central planning and management bodies.

The BDP implementation has taken place in a close collaboration with the other MRC programmes.

Scope

The BDP implementation has had the following orientation:

- Proactive support to regional, transboundary and national water-related development in the LMB;

- Observation of balance between economic, social and environmental aspects; between national interests; between upstream/downstream interests; and between sectors;
- Promotion of the long-term goal of regional optimization of water allocation by demonstrating its potential and advantages;
- Production of a *'live'* shortlist of agreed, bankable development projects and programmes, suited for implementation both within and outside of the MRC framework, as appropriate from case to case.

Approach

The approach to BDP implementation has been characterized as follows:

- Based on the principles of IWRM
- Process-oriented, and strongly participatory
- Holistic (integrated) approach, covering 8 sectors and 4 themes
- Analysis at sub-area level, national level, and regional level
- Building on consensus about shared values, reflected in the 'Strategic directions for IWRM in the Lower Mekong Basin' (as approved by the MRC Council in December 2005)
- Promotion of synergies between, and added value to national water-related development and sector development
- Due observation of opportunities, priorities, assets, trends, threats, and risks, both within and beyond control of the decision-makers
- Decisions on physical interventions to be based on the *'best available knowledge'*, with due regard to *'full value and costs'* (within the MRC member countries), considering immediate as well as long-term economic, social, cultural and environmental benefits and effects, including cumulative effects. Actual implementation of physical interventions subject to an adequate decision basis

6 Solutions

BDP Phase 1 has developed a number of planning features that are available for possible generalization, application and integration either within MRCS, the NMCs, and/or selected national Line Agencies, and other partners in the LMB.

These planning features are summarized in the following table.

Table 6.1: BDP planning features

Output	Planning feature	Main applications	Main users	Benefits
1.1	BDP sub area concept and planning structure	Sector planning Project planning Transboundary planning Basin planning IWRM in the LMB	MRCS projects NMCs Line agencies Other projects Other actors in LMB	Harmony with IWRM approach Water quantity and quality are central planning paradigms Harmony with ecological systems and environmental zones Support to RBCs/RBOs
1.1	BDP transboundary meetings	Transboundary planning and negotiating IWRM planning and negotiating	NMCs Line agencies MRCS projects Other projects Other actors in LMB	Trust and confidence building Balancing of positive and negative cross-border impacts Joint projects for joint socio-economic development Prevention of damages Mitigation of disasters
1.1	BDP planning network of institutions	Transboundary planning and negotiating IWRM planning and negotiating	NMCs Line agencies MRCS projects Other projects Other actors in LMB	Trust and confidence building Orientation of line agencies towards IWRM Cross-sectoral planning Sharing of knowledge Good governance
1.1 1.6	BDP Public Participation process	Transboundary planning / negotiating IWRM planning and negotiating IWRM in the LMB Project development Dialogue with civil society	NMCs Line agencies MRCS projects Other projects Other actors in LMB	Needs assessment Ownership of development process Conflict prevention Fair compensation
1.2 1.3	BDP core library Papers, documents, etc.	BDP 2 implementation IWRM in the LMB Planning Education / knowledge	BDP Phase 2 NMCs Selected institutions	Easy accessible information Knowledge management Information for professionals and decision-makers Information for education and for general public Information to enhance IWRM approach

Output	Planning feature	Main applications	Main users	Benefits
1.3 2.1 2.3	BDP SA analyses, Planning atlas, SA scenarios and strategies	IWRM in the LMB Planning Education / knowledge	RBCs, RBOs NMCs Selected institutions	Congruency with IWRM approach Integration of information Scenario development Strategy development Stakeholder involvement
1.3	BDP maps and posters	Education / knowledge Analyses Planning Presentation IWRM in the LMB	NMCs RBCs / RBOs Specific target groups General public	Knowledge management Presentation of information Support to analyses Promotion of findings Visualization of issues
1.3	BDP GIS layers	Knowledge Analyses Presentation IWRM in the LMB Planning Presentation IWRM in the LMB	NMCs MRCS / TSD Selected institutions	Analyses of spatial units Integration of information Presentation of solutions Identification of priority areas and concerns
1.3 2.4	BDP sector analyses	Knowledge Analyses IWRM in the LMB	NMCs MRCS projects Selected institutions	Knowledge management Socio-economic analyses and development Support to line agencies Contributions to scenario development
1.4	8 IRBP training modules	Education Training Capacity building Institutional Strengthening	NMCs Line Agencies RBCs / RBOs Specific target groups	Capacity building in line agencies Capacity building of RBC/RBO staff Education of media people / staff Education of policy makers Education of general public / schools
2.2 1.3 2.4	BDP basin-wide scenarios	Planning Sector strategy development Basin strategy development Policy development	NMCs Line agencies Political decision-makers MRCS projects Other actors	Weighing and discussing alternative options Technical and political considerations Long-term planning Combined sectoral and cross- sectoral planning
2.4 2.6	Resource Allocation Model (RAM Folder)	Screening process PIN Project development Resource valuation Safeguarding	BDP MRCS BDP NMC	Putting monetary terms on use of natural resources (water) Improved understanding of economic value of natural resources (water) Identification of trade offs and compensation measures Safeguarding valuable resources against unsustainable exploitation Support project development

Output	Planning feature	Main applications	Main users	Benefits
2.4 2.6	Strategic Environmental Assessment (SEA)	Screening process PIN Project development Safeguarding Ecosystem approach	BDP MRCS BDP NMCs	Improved understanding of environmental impacts in LMB Identification of trade offs and compensation measures
2.4 2.6	Social Impact Assessment (SIA)	Screening process PIN Project development Safeguarding	BDP MRCS BDP NMCs	Improved understanding of social issues and on poverty in the LMB
2.4	BDP strategic directions for IWRM in the LMB	IWRM in the LMB Planning Policy development	MRCS NMCs Political decision-makers Line agencies Projects Other actors	Public debate on future development Orientation for decision-makers Platform for further sector strategies development Contribution to global discourse on IWRM
2.5	BDP Projects Database	Data management Decision-making in NMCs/MRCS Decision-making in JC	BDP MRCS BDP NMCs Interested parties	Potential inventory of all projects in LMB Information for interested parties
2.5	BDP Hydropower Database	Data management Decision-making in NMCs/MRCS	BDP MRCS BDP NMCs Interested parties	Information for interested parties Part of inventory of all projects
2.5	BDP PIN	Project conceptualization Decision-making in JC Project prioritization Initial project planning	BDP MRCS BDP NMCS JC Line agencies	Initial concept for project or programme Format used in all member states Supports set up of a projects baseline
2.6	BDP priority projects (short-list)	Project conceptualization Project prioritization Decision-making in JC Initial project planning	BDP MRCS BDP NMCS JC Line agencies	Portfolio of projects (outlines) Priority for promotion Pro-active project development Result of joint riparian planning and negotiation
2.7	Extended project outline	Project planning Project design Project development Project funding Project promotion	BDP MRCS BDP NMCS JC Line Agencies Other Projects Funding Agencies	Development of project proposal (focus on technical aspects) Supports project promotion Supports set up of projects baseline in the LMB
2.7	BDP project implementation plans (PIPs) (not yet prepared)	Project planning Project design Project development Project funding Project promotion	BDP MRCS BDP NMCS JC Line agencies Other projects Funding agencies	Development of project proposal (focus on riparian ownership / institutions) Supports project promotion Defines planning steps between countries

7 Findings and recommendations/ lessons learnt

The following observations can be made in connection with the BDP Phase 1 implementation:

- The national IWRM frameworks are - with differences from one country to another - in varying states of transition, development and consolidation. Continuous monitoring and adaptation (via the NMCs) is required in order to maintain and sharpen the impact and the institutional interfaces of the BDP
- During BDP Phase 1, important inputs from MRCS (such as water availability, maps and GIS analyses) were not available in time. In fact, some of these inputs were never produced. This was due to delays in the other programmes (just like other delays occurred within the BDP). For example, the critical links between BDP and WUP were realised from the onset and were discussed in depth during the implementation of both programmes. These links remained decisive and affected the progress and the final outcome of the analyses of the BDP Phase 1 (and possibly the final outcome of the WUP analyses as well). There is a scope for extended inter-programme coordination , for example linked to milestone submissions.
- Scenario-based planning is not applied on a routine basis within national development planning in the Lower Mekong Basin. In consequence, the scenario formulation - at the sub-area as well as basinwide planning level - were new to the participants and took a much longer time than expected. For example, quite some time was spent with defining what a scenario is, with different definitions applied by different MRC programmes. The related time constraints were the reason why the ideal functional interaction between scenario formulation ant sub-area level and at the basin level did not fully emerge.
- The decision process during the BDP implementation turned out to be more heavy than originally anticipated. During Phase 1, the BDP process was more participatory than hitherto seen within the MRC collaboration - an experience that BDP shared in parallel with other MRC programmes. In consequence, the preparation process became lengthy, with most documents being circulated in many draft versions, and several formal decisions being implicit rather than explicit. The words 'yes' and 'no' were seldom used at the coordination meetings. The positive side is that the member countries had a comprehensive influence and were, for that reason, in a good position to support the eventual outcome
- A scope is seen for enhancing and streamlining the information flows via and among the NMCs about the national and the regional planning processes. Occasionally, visible changes occur within a short time. While a policy change at one time and one place should not necessarily immediately penetrate the whole BDP process, a fruitful gradual convergence can best be maintained when timely information is relayed about such changes. This consideration will be even more relevant once the upcoming river basin committees/river basin organizations come into full operation. It also relates to the promotion of short-listed priority projects, which must comply with (and preferably positively support) not only the basinwide '*Strategic Directions*', but also the national policies and preferences of the affected member countries.

- There is a scope for expansion and consolidation of the participation in the planning process, including the general public participation. Considering the broad and somewhat conceptual scope of the BDP, some patience is required in this connection.
- The early stage of BDP implementation (for example the Inception Report) suggested the identification of some pilot (or '*spearhead*') projects (that are relatively easy to implement and have no significant negative impact), in order to add momentum, visibility and justification to the planning process and generate some early experience with its implementation aspects. This suggestion was not fully supported and was abandoned.
- The implementation of the quality management routines were impeded by a lack of tradition for this kind of routines both at MRCS and at the NMCs. A consolidation can be achieved by a series of short introductory seminars to explain and discuss the quality management modalities and their implementation.
- The sub-area approach (including the concluding transboundary dialogues) is seen as highly successful in its own right, from a technical as well as an institutional point of view. The sub-area analyses as made have been indispensable for the BDP process and highly useful for several other applications within and outside MRC. The sub-area working groups had participation by more than 200 line agencies and other institutional stakeholders and achieved an inter-agency collaboration that is regarded as a model for IWRM implementation in the Lower Mekong Basin. The working groups are temporary in principle, but the valuable outputs produced as well as the routines applied can serve as an important and useful example for decentral integrated planning, as undertaken by the provinces and/or the upcoming river basin committees/river basin organizations.
- The sub-area studies will get gradually outdated and should be regularly revised. Their maintenance should be regarded as an ongoing routine rather than a once-off exercise. This work may be accommodated under BDP Phase 1 and may be linked to both the BDP process and the state of the basin reporting. Also, the links to decentral planning should be maintained, in the interest of all parties involved.
- Practical modalities have been developed for project screening, including a fairly reliable initial impact identification at pre-feasibility level, covering social and environmental effects, including cumulative effects. Basically, the screening will not provide an assessment of various impacts, but will determine whether an assessment is required, and, if so, whether it has been made. If an impact assessment is required but has not yet been made, it will be included in the project cycle for the planned intervention. Strategic environmental assessment is still in a stage of early consolidation, both at strategy level and at the shortlist level, and may be further consolidated in a collaboration with the MRC Environment Programme.

8 Relevance

8.1 Relevance for NMCs and/or line agencies

A functional BDP process is highly relevant to the NMCs and line agencies, to support the shared aim of the MRC collaboration.

The BDP process will provide a platform for the NMCs and the line agencies to raise and promote their potential development initiatives in a basinwide context, whenever this is regarded as beneficial by these bodies.

Another prospect is the gradual convergence between the BDP, with its basinwide perspective, and the sub-area level planning that is presently in an early stage of implementation under the emerging river basin committees/river basin organizations. This may, in the course of time, lead to a particularly fruitful synergy between the over-all basin planning under the BDP, the national planning processes, and the de-central planning at sub-basin level.

8.2 Relevance for MRCS and/or BDP Phase 2

MRCS will benefit from a functional BDP process in two ways:

- The placement of the MRCS activities within a context of an agreed IWRM strategy for the LMB will support the documentation of their relevance, and add to their quality, transparency and credibility; and
- the BDP process will provide a shared platform for promotion and funding of agreed priority development initiatives.

The BDP process established during Phase 1 will be a natural starting point for its enhancement, streamlining and consolidation during Phase 2. Furthermore, a substantial planning capacity has been built within MRCS, the NMCs, the line agencies, and the sub-area working groups that will highly support the further achievements during Phase 2.

9 Concluding general outlook

The BDP process was finalized at a late stage of Phase 1 and is as yet un-consolidated. It should be further developed once experience has been achieved about its implementation.

The momentum gained should be retained, aiming at the BDP process finding its place and providing the intended outputs in the context of the new MRC Strategic Plan for 2006-2010.

The work should take place in a continued close collaboration among the MRC programmes, the NMCs, the national line agencies, and other stakeholders. Also, there is a scope for expanded collaboration with development agencies that operate in the region.

This will contribute to harmonic and useful IWRM at the LMB level, in support of the MRC vision of *'an economically prosperous, socially just and environmentally sound Mekong River Basin'*.

References

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- MRC (June 2002): MRC Programming Manual. Final updated working document, 14 June 2002
- MRC-BDP (Jun 02 - Jan 06): Records of BDP Coordination Meetings 1-17
- MRC-BDP (Jul 02): BDP inception report. 22 July 2002
- MRC-BDP (Jul 02): BDP inception report, summary. 12 July 2002
- MRC-BDP (Sep 02 - Sep 05): 6-monthly progress reports no. 1-7
- MRC-BDP (Feb 04): Quality plan. Draft guideline, September 2003, revised 6 February 2004
- MRC-BDP (Dec 05): Strategic Directions for IWRM in the LMB

The MRC-BDP publications are available on the *BDP library* CD.

Appendix 1: Chronology

Background events

- 1957 : Committee for Co-ordination of Investigations of the Lower Mekong Basin
- 1970 : Indicative Basin Plan
- 1978 : Interim Committee for Co-ordination of Investigations of the Lower Mekong Basin
- 1987 : Revised Indicative Basin Plan
- 5 April 1995 : The Mekong Agreement, and foundation of the Mekong River Commission
- 19-20 June 1995 : 1st meeting of the MRC BDP Sub-Committee
- 1996 : BDP specifications, country reports, BDP Insight Workshop
- 1997 : BDP project proposal
- 1998 : MRC public participation study
- 1999 : BDP, detailed planning phase; bridging phase initiated
- 2000 : BDP country studies and HRD assessments
- 8 March 2000 : MRC-ADB Partnership Agreement
- 25 October 2000 : BDP Project Document approved by the MRC Council
- 17 November 2000 : BDP Project Document, final version

BDP formulation (Phase 1)

- 1 October 2001 : Start of the BDP Formulation Programme (BDP Phase 1)
- 30 October 2001 : BDP consultation with TNMC
- 1 November 2001 : MRC Council Meeting in Bangkok
- 14 November 2001 : BDP consultation with LNMC
- 16 November 2001 : BDP consultation with VNMC
- 29 November 2001 : BDP consultation with CNMC
- 17 December 2001 : BDP National Launch Workshop in Hanoi
- 21 December 2001 : BDP National Launch Workshop in Vientiane
- 30 Jan – 1 Feb 2002 : MRC Regional Consultation Workshop on Public Participation, Phnom Penh
- 12 February 2002 : BDP National Launch Workshop in Phnom Penh
- 15 February 2002 : BDP Regional Launch Workshop in Bangkok
- 13-14 May 2002 : Regional Inception Workshop in Ho Chi Minh City
- May 2002 : Delineation of sub-areas
- 24-25 June 2002 : 1st BDP Coordination Meeting in Phnom Penh
- 10-11 July 2002 : Inception report approved by JC
- November 2002 : Planning cycle guideline, 1st draft

- Nov/Dec 2002 : Joint donor review
- January 2003: : 1st MDBC training module, Can Tho
- June 2003 : Framework for stakeholder participation
- June 2003 : The JC decides to proceed with the various BDP activities in parallel, rather than in succession, in order to boost the progress
- September 2003 : BDP quality plan
- October 2003 : Donor desk review
- Nov/Dec 2003 : A 6 months extension, within the original budget, approved by MRC Council and donors
- Jan/Feb 2004 : Joint donor review
- February 2004 : 1st draft concept proposal for BDP Phase 2
- April 2004 : National sector reviews completed
- May 2004 : MDBC study tour of the LMB
- June 2004 : 1st draft IWRM Strategy
- July 2004 : 1st draft SIA framework
- August 2004 : Draft IWRM strategy submitted to JC for guidance
- December 2004 : MDBC study tour to the Tonle Sap sub-basin
- January 2005 : Sub-area studies completed
- June 2005 : BDP Phase 1 is extended until 31st July 2006, within the original budget
- December 2005 : BDP Phase 2 proposal approved *'in principle'* by the MRC Council
- August 2005 : 1st shortlist of priority projects endorsed by the JC
- December 2005 : *'Strategic directions for IWRM in the Lower Mekong Basin'* approved by the MRC Council
- January 2006 : Donor appraisal of BDP Phase 2
- 31 July 2006 : Completion of the BDP Formulation Programme (BDP Phase 1)

Appendix 2: Logical framework

The logical framework for BDP Phase 1 is described in the Inception Report (final version, 22 July 2002).

Development objective	Indicator(s)	Means of verification	Assumptions/risks related to achieving the development objective
Sustainable development of the water and related resources of the LMB for the mutual benefit of the riparian countries and people living in the entire Basin. In the medium-term, the outcome of this project is expected to provide a framework for regional co-operation among the riparian countries to develop the LMB through implementation of a well-defined and established BDP	Economic growth	Macroeconomic monitoring	Continued riparian collaboration and joint orientation within the MRC framework
	Reduced poverty	Socio-economic monitoring	
	Sustainable utilisation of water and related resources	Water resources monitoring	National formulation and implementation of supportive policies
	Reduced environmental degradation	Environmental monitoring	
<i>Note</i>			
This development objective reflects the vision of <i>'an economically prosperous, socially just and environmentally sound Mekong River Basin'</i> expressed in the MRC Strategic Plan, 1998			
Immediate objectives			
1 A participatory basin planning process established and ongoing	MRC Secretariat BDP Team operational	Progress reports	Continued riparian acceptance of BDP objectives, scope and approach
2 A BDP aiming at a balanced mix of social, economic and environmental factors drafted and agreed on	NMC BDP sub-committees operational	Technical reports	
<i>Note</i> According to the 1995 Mekong Agreement, the BDP <i>'would be used to identify, categorize and prioritize the projects and programs to implement at the basin level'</i>	BDP functions operational at the NMCs	Guidelines	Continued active support of the planning process from NMCs and line agencies
	Agreement between member countries on technical planning issues and procedures (training programmes, guidelines, sub-areas, etc.)	Working papers	
	Functional concordance between member countries on political planning issues (scenarios, strategies, priority projects)	Workshop Proceedings	
	1st BDP submitted to JC for endorsement by end of year 3	Minutes of JC meetings	Adequate cooperation between involved agencies, including adequate exchange of data and information
			Orderly progress of WUP
			<i>Note</i> The assumptions/risks listed below do also relate to the development objective

Outputs related to immediate objective 1	Indicator(s)	Means of verification	Assumptions/risk related to achieving immediate objective 1
1.1 Planning process	Entire BDP organisation and network in place and functioning by late June, 2002. This comprises the MRC Secretariat organisation, the national organisations, and linkages with GMS and other key actors	Inception report Progress reports Technical reports Guidelines Working papers Workshop proceedings BDP website	Adequate institutional capacity of NMCs and line agencies to participate actively in the planning process, including adequate allocation of counterpart staff National willingness to establish inter-active interfaces between BDP and national planning and to adjust planning practices accordingly
1.2 Guidelines	Draft ToR for Working Groups by late March 2002 Full set of guidelines drafted by late September 2002		
1.3 Data system	Data system implemented and operational by September 2002 Development (process and state) indicators and framework for impact analysis and monitoring agreed by September 2002		
1.4 Trained staff	Training plan agreed by late June 2002 Training initiated by August 2002 6 MSc candidates identified by June 2002		
1.5 Reporting	Final Inception Report June 2002 Progress Reports by November 2002, May 2003, November 2003, May 2004 Completion Report September 2004		
1.6 Workshops, meetings and forums	By September 2004: 16 national workshops 4 regional workshops 2 regional expert forums 36 national BDP sub-committee meetings 80 national BDP Unit/working group meetings 40 sub-area working group meetings/forums 10 meetings between sub-areas		

Outputs related to immediate objective 2	Indicator(s)/due date	Means of verification	Assumptions/risk related to achieving immediate objective 2
2.1 Sub-area studies	<p>Sub-areas agreed by June 2002</p> <p>Working groups at national level established by June 2002</p> <p>Links established with regional programmes by August 2002</p> <p>One sub-area working group established in each country by August 2002</p> <p>Overview of LMB issues prepared by September 2002</p> <p>Public participation fully initiated by end of 2002</p> <p>Sub-area studies drafted for one sub-area in each country by end of 2002</p> <p>Sub-area studies drafted for all sub-areas by April 2003</p> <p>Detailed overview of LMB issues completed by June 2003</p>	<p>Progress reports</p> <p>Technical reports</p> <p>Working papers</p> <p>Workshop proceedings</p>	<p>Adequate data and information shared among participating agencies and other key stakeholders</p> <p>Adequate operational overlap of interests and priorities among countries, line agencies and other key stakeholders, including the public</p>
2.2 20-year scenarios	<p>Scenarios formulated for one pilot sub-area by January 2003</p> <p>Scenarios formulated for all sub-areas by July 2003</p> <p>LMB scenario formulation completed by September 2003</p>		
2.3 Sub-area strategies	<p>Strategies for all sub-areas formulated by October 2003</p>	<p>Minutes of JC and Council meetings</p>	
2.4 Basin-wide strategies	<p>Strategies for LMB formulated by end of 2003</p>	<p>Technical reports</p> <p>Working papers</p>	
2.5 Long-list of projects and programmes	<p>Long-list prepared by March 2004</p> <p>Effects, impacts and mitigation analysed by June 2004</p>		
2.6 Short-list of projects and programmes	<p>Selection criteria submitted to MRC JC by July 2003, and the Council by October 2003</p> <p>Short-list compiled by September 2004</p>		
2.7 Implementation plan	<p>Implementation plan drafted by September 2004</p>		

Appendix 3:

BDP coordination meetings

Below short outlines are given of the proceedings of the BDP coordination meetings, in order to provide an alternative illustration of the progress of the BDP formulation. For details, please refer to the full records of each meeting.

1st Coordination Meeting, MRCS, Phnom Penh, 24-25 June 2002

- (i) Review of revised Inception Report prior to submission to the Joint Committee by July 2002.
- (ii) Discussion about selection criteria for the BDP short-list.
- (iii) Discussion about scope of work and ToR for national BDP Sub-committees (that have now been established in all 4 countries). The national Sub-committees should maintain national involvement and ownership of BDP, and ensure high-level support to the BDP.
- (iv) Discussion about pilot sub-areas and sub-area study guidelines, which should be more operational.
- (v) Discussion about guidelines for detailed national planning meetings and national work plans.
- (vi) Discussion about the upcoming MRC/ESCAP strategic planning workshop and the preparation of national papers.
- (vii) Discussion about the upcoming Murray Darling Basin Commission training programme.
- (viii) Information about preparation of a Public Participation Strategy Paper.
- (ix) Future coordination meetings will be rotated as follows: LNMC > CNMC > TNMC > MRCS > VNMC > CNMC > LNMC > MRCS > etc.

2nd Coordination Meeting, Vientiane, 14-15 August 2002

- (i) Short progress reports by MRC-BDP and NMCs. A 3-days scenario formulation forum had been held on 24-26 July 02 as a basis for a regional workshop in September 2002. The MDBC training programme will be coordinated with the WUP-A training. ToR have been prepared for a Social atlas of Lower Mekong Basin. A short-term economist, Mr. Keith Ward, will look into macro-economic issues in LMB and prepare key indicators and a checklist of financial, economic, social and environmental factors that will need to be considered during the course of the BDP planning process.
- (ii) The BDP Inception Report was endorsed by the Joint Committee during the 16th meeting, 10-11 July 2002.
- (iii) Presentation, discussion and harmonization of national implementation plans. The BDP work plans differ from those of WUP and EP, which are initially drafted by the MRC Secretariat, while the BDP work plans are drafted first at national level based on agreed guidelines, and then discussed and harmonised, aiming at the immediate objective of 'a participatory form of basin planning established and ongoing'. This is seen as a learning joint learning process.
- (iv) Institutional framework: LNMC and CNMC aimed at establishing sub-area working groups, while VNMC did not find this necessary for Viet Nam because river basin organizations have been established with similar functions as a sub-area working group. The MRC-BDP Team emphasized the importance of sharing information and involving of local people in the planning process. If river basin organisations were formed, they should be focus points for the BDP

planning process. The Thai delegation recommended a flexible solution that will consider the establishment of sub-area working group if necessary.

- (v) Financial management: FAS would open an imprest account at each NMC for the BDP, and would prepare procedures for its use. The NMC representatives mentioned that experience was available from other MRC programs/projects, and that conditions and procedures should be clear from the beginning.
- (vi) Discussion about NMC and MRCS progress reporting.
- (vii) Scenario formulation: National workshops will be organized. Papers and presentations from the Scenario Formulation Forum on 24-26 July were submitted to the NMCs for reference.

3rd Coordination Meeting, Phnom Penh, 3-4 October 2002

- (i) Presentation and discussion of national project implementation plans and related budgets. Full harmonisation of national activities is not important as long as the same milestones and outputs are observed. The national BDP Sub-committees endorse the national activities but not the budgets. Budgets may therefore still be modified after the work plans have been endorsed. Request for fund allocation for specific activities should be submitted to the Secretariat in order to make progress on the sub-area studies. It is not necessary to wait for endorsement of the work plan.
- (ii) Imprest accounts: Discussion and clarifications.
- (iii) Working papers: These are regarded as reference documents. The Secretariat considers it important that key agencies/key people review them for scope and accuracy at the national level. The secretariat does not consider it necessary to translate working papers and to conduct national workshops. It is suggested that the NMCs give high priority to national discussions on the guideline for sub-area studies;
- (iv) Present priorities for the MRCS BDP team are the regional sector overviews; and the guidelines on project cycle and stakeholder analysis. Also, a guideline on scenario formulation is in preparation.
- (v) CNMC shared their experience from a recent series of outreach visits, held to strengthen the working relationships between CNMC itself and its 10 member Ministries. Another series of outreach visits is planned to provinces located in Mekong Basin in the country. For the BDP, these visits may be useful for orientation meetings in pilot sub-areas. The overall objective of outreach visits is to help strengthen mutual understanding and commitment between CNMC and its member ministries; to improve communication and cooperation; to inform line agencies about MRC activities and the mandate of CNMC; and to create more ownership in the line ministries.
- (vi) Training needs assessment: It was considered that results from the IHE/Delft capacity building identification mission and the BDP TNA bridging document should be reviewed in drawing up a new TNA. It was acknowledged that the TNA bridging document is not adequate for the BDP at this stage. It is considered to make use of a regional facilitator, who will visit all four countries and bring in key partners and key information on this issue. It was envisaged to conduct a training programme in relation to DSF (decision support framework) including basic training in using the models. A planning course for BDP coordinators may probably stimulate further thoughts of training needs for BDP.
- (vii) Discussion about the next steps in BDP implementation: (a) sub-area analysis: A sub-area guideline has been prepared. Also, the guideline on data needs assessment is related to the sub-area analysis. Two major forums are proposed for each sub-area. The approach should be flexibility in order to adapt to national requirements. (b) MRC public participation strategy. An outline for discussion was presented and discussed. The Secretariat has acknowledged high support of objectives and scope within all four countries during the national workshops. The secretariat will incorporate comments from the four countries and circulate the draft PP to the NMCs for review.

- (viii) Update on the MDBC training programme.
- (ix) Information and discussion about the upcoming donor review mission. A BDP coordination meeting just before the donor review will fine-tune our preparations.
- (x) Discussion about the macro-economic overview.
- (xi) Discussion about the ongoing scenario formulation.
- (xii) Staffing: The BDP Team Leader has resigned; discussion about a replacement.

4th Coordination Meeting, MRCS, Phnom Penh, 21-22 November 2002

- (i) Overview of progress since last meeting at MRCS and the NMCs. TNMC is under restructuring, and the TNMC BDP coordinator has been shifted to other duties.
- (ii) Discussion about progress reporting format.
- (iii) Discussion about the scenario formulation guideline.
- (iv) Discussion about training needs assessment.
- (v) MRC public participation strategy: A draft has been prepared and an implementation plan is under consideration in MRCS. Three draft working papers have been prepared for discussion within BDP: No. 1 'A framework for public participation in BDP formulation', no. 2 'Guidelines for stakeholder involvement in BDP'; and no. 3 'Stakeholders involvement in sub-area analysis'.
- (vi) The macro economic overview has been completed.
- (vii) Overall work plan for 2003: A revised version was submitted with key milestones and new activities (i.e. sub-area forums).
- (viii) Scenario analysis: Briefing and discussion. For BDP, the review of national plans and policies is important and will feed into the water demand analysis.
- (ix) Update on the MDBC Training Programme, scheduled to start in early 2003.
- (x) Update and discussion about the planned training needs assesment.
- (xi) National PIPs: Review of lessons learnt from the 2002 PIPs. A paper with 'Notes and suggestions for preparing 2003 national implementation plans' was distributed.
- (xii) BDP milestones, as presented to the MRC Council, comprise (a) Preliminary scenarios and strategies (2003); (b) Selection criteria for short-list projects/programmes (2003); and (c) The first Basin Development Plan (2004). Milestones for JC meeting in July 2003 to be defined

5th Coordination Meeting, Ha Noi, 26-27 March 2003

- (i) Mr. Nguyen Hong Toan observed that the BDP is 5-6 months behind schedule; that it is a difficult project; and that the BDP is essential for fulfilling the 1995 MRC agreement.
- (ii) MRCS stated that year 2003 is a critical year for the successful implementation of BDP. There are many activities and outputs scheduled; the implementation is behind schedule, and the BDP team should discuss openly the reasons for the delay as well as means of speeding up the implementation process.
- (iii) Brief report of BDP implementation and issues presented by MRC-BDP team. Within the set timeframe, BDP cannot be implemented in five consecutive stages as proposed in the inception report. It was supported by a recent Core Programme Management Group meeting that implementation at regional and sub-area levels should be carried out in parallel.
- (iv) Report on donor review Nov/Dec 02: The main points raised by the donors remained: (a) Quality control of reports required; (b) International experience in river basin planning should be reflected, e.g. by using GWP – tools box; (c) More reflection of delayed implementation required.

- (v) Progress reporting: Format for national progress reports requested and provided. Due to the delayed implementation, it was suggested to consider proposing to the donors an extension of BDP Phase 1.
- (vi) Guideline for scenario formulation: A discussion paper was distributed and introduced.
- (vii) PP working paper 1 (stakeholder analysis): A draft was distributed and introduced.
- (viii) Presentation and discussion about 'Major BDP activities for 2003'.
- (ix) Report from in-house meeting on 13 March 03 on programme coordination and identification of basin-wide assets, transboundary issues and development issues.
- (x) Report from DSF review on issues that affect BDP. DSF testing and calibration should be completed by July/August. The timeframe is critical for BDP, since it is proposed to submit 'preliminary basin wide scenarios and strategies' for the Council meeting in late 2003.
- (xi) MDBC training: Module two regarding the DSF is scheduled for 19 – 22 May 2003 in Phnom Penh.
- (xii) Staffing: Consultant, Keith Ward, assigned to assist MRCS in preparing asset valuation, scenario assessment criteria and development indicators for two weeks in early May 2003. Consultant considered to conducting a study on irrigated rise based farming systems. Consultant, Brian Haisman, considered to assisting BDP in initial sub-area forum 2 meetings with regard to scenario formulation at sub-area level. Consultant, Tue Kell Nielsen, considered to assist BDP on a number of issues including basin wide scenario formulation. A Development Economist position in MRCS-BDP to be advertised.
- (xiii) National PIPs from Vietnam, Lao PDR and Cambodia have been approved. They provide the basis for activities in 2003 but should be considered flexible. Activities can be revised by providing a justification to the Secretariat.
- (xiv) Presentation of progress in each country since last meeting. The structure of TNMC will be submitted to the Cabinet for approval by the National Water Resources Committee, which is already assigned by the Prime Minister and will be officially declared by the next meeting of the National Water Resources Committee. River Basin Committees (RBC) to be established throughout the country by 2003. TNMC will set up sub-area working groups, which should later be incorporated into the RBCs. VNMC enquired about outstanding procurement. Discussion about national implementation mechanisms. Status and review of national sector reviews. Discussion about sub-area orientation and planning meetings.
- (xv) Sub-area forum no 1: BDP PP working papers 1 and 3 distributed and introduced. Forum No 1 may be conducted for more than one sub-area following the same pattern as sub-area orientation and planning meetings. The timeframe for conducting forum No 1 meetings is considered to be 2-3 days depending on the complexity and size of the specific sub-area. Regarding the overall PP of MRCS, there is no progress since last meeting.
- (xvi) Sub-area forum no 2: Consultant, Brian Haisman, from MDBC is considered for assisting BDP in conducting the initial forum No 2 meetings. It should also be considered to invite BDP members from other countries to participate in order to gain first hand experience.
- (xvii) Discussion about national workshops on BDP objectives, assessment criteria for scenarios and project short-list selection criteria.
- (xviii) Discussion about proforma for project long-list.
- (xix) Status for progress reporting. Format handed out. To be prepared every six months, reflecting donor requirements.
- (xx) DSA rates: Clarification is waiting for the preparation of MRC financial procedures to be submitted during May. TNMC applies the Thai official government DSA rates to be able to invite more participants for the same budget and to assure sustainability of the planning process without donor budget support.

- (xxi) Quality control in relation to sub-contracting: Quality assurance procedures should be developed for MRCS in general.
- (xxii) Staffing: The donor review mission identified the lack of a development economist and a river basin planner in the MRCS-BDP team. In response, a development economist will be employed in the Secretariat, and Mr. Tue Kell Nielsen will be hired for consecutive short-term periods.

6th Coordination Meeting, MRCS, Phnom Penh, 23 May 2003

- (i) Overview of progress since last meeting at MRCS and the NMCs: General progress, workshops, training needs assessment. Quality assurance measures to be proposed by consultant presently working for BDP. A panel of experts is being considered for quality insurance for MRC in general. FAS has prepared a guideline on the issue of uniform MRC DSA rates. A BDP consultant has revised the 'Pro-forma for project long-list' during May 2003, and work on this issue will be continued. Non-transboundary national projects may be included on the BDP long-list but may be channelled through non-MRC structures for implementation.
- (ii) Briefing about MRCS bi-lateral programme meetings: The objective was to achieve key information on assets, development issues, trends, threats and opportunities. Meetings have been conducted with: NAP, EP, Fisheries Programme, and FMMP. It was observed that there is in general limited information in the other programmes. However, valuable work is ongoing and new data are being produced. To compensate for the limited amount of data, input from external experts will be required. On irrigated agriculture, a BDP consultant is presently carrying out data collection.
- (iii) Lessons learnt from Forum No. 1 in Sub-area 1L: (a) Do not change meeting agenda at last minute; (b) be well prepared (facilitator, material); (c) facilitator must understand the BDP process (and should be national); (d) there were too many agenda items (should only briefly inform on scenario and strategy formulation); (e) consider the DSA issue carefully. A unified rate for MRCS or BDP is important (good to have a formal reference); (f) a stakeholder analysis is important before the meeting to identify key people; (g) only one day for Forum 1 is not applicable; (h) some invited participants did not show up; (i) sub-area data information gaps should be clarified before the meeting (i) objectives should be clear before the meeting; (j) all material should be provided in a short and simple form. Discussion about the balance between the facilitator's facilitation skills and insight knowledge of BDP process. The NMCs were suggested to consider what is most appropriate for each country.
- (iv) Upcoming key activities: A study is being conducted on irrigated agriculture; including assessment on water demand and potentials for crop substitution. An economist assisted BDP on asset identification, BDP objectives, long-list pro-forma, etc. A resource planner provides assistance for bi-lateral meetings, quality control measures, ideas on draft sector strategies, etc. A national meeting is proposed to cover three issues: #1 BDP goal (based on '95 MRC Agreement), objectives and sub-objectives; #2 scenario assessment framework; and #3 project long-list pro-forma. Sub-area studies and regional planning will have to go ahead in parallel as supported by the Core Programme Management Group meeting in Laos in February 2003.
- (v) Financial issues: Experience was shared from the Forum 1 in Lao PDR concerning timeframe for the meeting, number of participants and appropriate DSA rates. Work plan and budget prepared as part of the national PIPs provide guidance for conducting workshops (including budgets).
- (vi) Training needs assessment: To be conducted in Thailand in June by a consultant. To be arranged in Viet Nam in connection with the TNA in Thailand.
- (vii) Donor review: MRCS has submitted a response to Danida, and the final report from Danida will be submitted to MRCS and NMCs shortly. The SIDA review report emphasised the process of collaboration, conflict resolution and creating riparian ownership.

7th Coordination Meeting, Vientiane, 10 July 2003

- (i) CD-ROMs with BDP PP working papers nr. 1 and 3, and material from MDBC-BDP training module nr. 2 were distributed to the meeting participants.
- (ii) Training: The MDBC-BDP training is considered first priority for regional BDP training. The objective of the next training module is to run practical applications of the DSF system. A suggestion was made to conduct regional training together with EP and WUP on issues such as DSF, SEA and integrated flow management.
- (iii) Briefing about the JC meeting on 6 June 03: (a) BDP is holding consultations to engage resource persons to assist with basin-wide strategy formulation. (b) The CEO raised the issue of extending the first phase of BDP through a formal request to the donors. However, the JC meeting considered it too early to request for extension of phase one at this stage.
- (iv) Director PLD MRCS proposed NMCs to employ short-term advisors, specialists and consultants under SSA contracts. OIC BDP MRCS proposed NMCs to conduct 'end of contract reviews' and to continuously prepare new ToRs reflecting pending outputs and activities. CNMC mentioned that the arrangement of sharing the international advisor between programmes was difficult to administer. OIC BDP MRCS mentioned that capacity building was thought to be a key role of the international advisors, whereas consultants should be hired to perform specific tasks based on detailed ToRs.
- (vi): Transboundary issues: LNMC proposed the Secretariat to make sure that responsibilities are clear. OIC BDP MRCS mentioned that, in his opinion, BDP should not prepare tools but utilise them. However, the responsibility of transboundary issues is shared between BDP and EP. Transboundary issues will be addressed through the sub-area forum Nr. 2, sub-area transboundary meetings and through the DSF and the SEA tools. Transboundary analysis should not be seen as a separate tool.
- (vii) Public participation: The MRC PP working group is progressing on the MRC PP strategy and implementation plan. PP working papers 1 and 3 are ready. A guideline for sub-area forum 2 is in preparation.
- (viii) Report on BDP implementation by MRCS and the NMCs: Guidelines; national sector overviews; sub-area studies; Forum 1; TNA (Viet Nam & Thailand); organizational issues. Discussion about various delays and how to catch up.
- (ix) National consultations on BDP objectives, assessment framework and project long-list: The assessment framework paper is very technical and is mainly for orientation at the national consultations. The two other papers are for in depth discussion. Experience from national consultations conducted in Cambodia and Lao PDR included (a) Papers should be distributed to consultation participants together with the invitation for participants to be well prepared. (b) Participants were surprised that basin-wide objectives were prepared before sub-area studies are finalised. (c) The assessment framework discussion paper is very technical and participants had limited knowledge about the tools mentioned. Participants would like orientation/training on the tools. (d) Papers should have a detailed glossary. (e) Orientation meetings on tools should have been conducted before the national consultation meetings. CNMC suggested to have the papers translated and proposed the coordination meeting to consider one more round of national consultations after the regional consultation in August. OIC BDP MRCS commented that the present consultations on BDP objectives and strategy elements are only first steps in agreeing on basin-wide strategies. More consultations on the issue will be scheduled at a later stage. However, the review of BDP objectives and strategy elements is important to proceed with preparing development indicators and selection criteria. TNMC has decided to translate the three papers for the national consultation.
- (x) Sub-area forum 2 and transboundary meetings: Draft sub-area scenarios should be prepared before sub-area forum 2. Before sub-area forum Nr. 2 is conducted, it was proposed to conduct a working session on the preparation of sub-area scenarios. It was proposed to conduct transboundary meetings between sub-areas after the finalisation of sub-area studies.

- (xi): Regional training: Additional training should be focused on key stakeholders and be closely related to important activities of the BDP implementation. A regional training/orientation session could be carried out on the formulation of selection criteria. CNMC suggested to conduct training of key national stakeholders based on the regional MDBC-BDP training.

8th Coordination Meeting, Phnom Penh, 20 August 2003

- (i) Director, PLD MRCS recommended the BDP team to discuss how to improve the BDP implementation process and to prepare a report on reasons of delay to submit at the next JC meeting.
- (ii) Staffing: VNMC has been requested to recruit a Water Resources Planner for the BDP MRCS team. Following the agreement under WUP, riparian BDP MRCS team members are eligible for the BDP MRCS team leader position. Dr. Nielsen has been employed as a short-term consultant for 4 months during this year and will probably be recruited for additional 6-8 months next year.
- (iii) The final donor review report has not yet been received. Corrective measures have been taken already on most issues raised.
- (iv) Transboundary issues will be analysed within the context of already developed assessment tools in cooperation with other MRC programmes.
- (v) The BDP video is presently not a high priority.
- (vi) Consultations on 3 BDP discussion papers: The national and regional consultations in July and August were considered a useful exercise for further implementation of BDP. The meeting agreed that the BDP implementation process should be taken one step further before national consultation meetings would be conducted on issues relating to the three discussion papers; e.g. by including a review of proposed development indicators and assessment criteria.
- (vii) BDP implementation at MRCS: (a) Training and/or orientation on assessment tools for BDP could be conducted in all countries as considered appropriate. NMCs should consider the purpose of training or orientation, the information level required, the type of participants and the timing. The training issue to be followed up. Short introductions could be facilitated by WUP trainees, National EP coordinators and by BDP MRCS. More in depth training on tools may be conducted by international experts in collaboration with MRC programmes. (b) Further development of indicators and assessment criteria will partly result from a revision of the three discussion papers. The upcoming session on sub-area scenario formulation in Lao PDR will provide more understanding on next steps for these issues. (c) A consultant will assist BDP to finalise the Resource Allocation Optimisation Model in the first week of September. Training and/or orientation on RAOM to NMCs to be discussed later. (d) NMCs were requested to submit 1-2 project ideas to the MRCS within 6 weeks (end of September) as an exercise to test long-list pro-forma and BDP tools. Physical water related projects would be most useful for learning at this stage for the simulation process. This should not be considered politically sensitive.
- (viii) BDP implementation by NMCs: (a) National sector overviews; (b) Sub-area studies; (c) Sub-area forum no. 1; (d) Preparation for sub-area forum no. 2; (e) Other issues
- (ix) NMC consultations by Director, PLD. The following recommendations were made: (a) Employ external consultants to assist national working groups on sub-area studies. (b) Provide report on delay to upcoming JC meeting. (c) Improve composition and capability of BDP MRCS team. (d) Provide training and assistance to sub-area level working groups. (e) Provide standardised introduction to guidelines and focus on outputs (f) Improve timely financial and material support to NMCs (g) Provide more training at all levels (h) Provide feedback on national and sub-area level reports (i) Revise PIP for JC or Council approval (j) Proceed with BDP without waiting for the DSF. The recommendations were acknowledged.
- (x) The value of BDP coordination meetings: OIC BDP MRCS informed that this agenda items was included because, referring to the outcomes from Director PLD MRCS's consultations with

NMCs, the BDP coordination meetings could be considered not to have accomplished their objective of resolving BDP issues during the implementation process. However, it was stated from all parties that BDP coordination meetings have been very valuable for the implementation of BDP, and it was unanimously agreed that these meetings should be continued. LNMC expressed that the coordination meetings were perceived as an effective and participatory way of BDP implementation. CNMC expressed that the coordination meetings have provided a very valuable BDP team spirit. VNMC expressed that according to the BDP work plan even more coordination will be required in future BDP implementation. Other programmes are now copying the coordination forum due to the success of BDP coordination.

- (xi) Working paper on sub-area forum no.2, approach and process for stakeholder participation, was submitted to the participants. The NMCs were requested to provide preliminary comments to BDP MRCS during learning forum in Laos PDR next week.
- (xii) Preparation for working session and learning forum in 1L, Lao PDR: It is the first time BDP uses this method for learning at a practical level. Participants were requested to provide feedback on the value of such type of session to the next BDP coordination meeting.
- (xiii) TNMC requested for sharing experience in commenting on BDP papers. VNMC informed on their procedures: 1) Paper is copied and submitted to BDP national working group members; 2) National specialist collects comments and prepares report; 3) Report including comments is discussed within the BDP unit; and 4) Report is revised and submitted to BDP MRCS.
- (xiv) National training: BDP MRCS was requested to assist the NMCs with training, orientation and working sessions as necessary. Input from BDP MRCS is considered very valuable.

9th Coordination Meeting, MRCS, Phnom Penh, 16 October 2003

- (i) The following material was distributed: Meeting agenda, summary of 8th BDP coordination meeting, revised BDP discussion papers 13 and 15, CD-Rom of the BDP archive (September 2003), CD-Rom with regional consultation on 3 discussion papers (Aug 03); regional learning forum on sub-area scenario formulation (Aug 03); SEA orientation workshop (Oct 03); draft guideline for sub-area scenario formulation; Danida's BDP review report (final); and BDP-RAOM report 2 (Oct 03)
- (ii) DSA rates: There is no further information from FAS, so the current DSA rates will remain.
- (iii) Staffing: The MRCS BDP team is still short of a Vietnamese riparian team member. Dr. Nielsen will be available to support NMCs on various tasks, but his input need to be planned in advance. Petrina Rowcroft has become a team member in BDP MRCS by 1 Oct 03. Consultant economist Keith Ward will introduce Petrina to key BDP economic tasks and support her continuously in her role within the BDP team. VNMC mentioned that until now qualified candidates have not been identified for the vacant Vietnamese riparian position within the BDP MRCS team.
- (iv) WUP-A has got a three months extension to complete the DSF.
- (v) A session was conducted on 13 Oct 03 at MRCS with invited consultants to brainstorm on the next steps of basin-wide strategy formulation.
- (vi) The key issue for BDP at the JC meeting on 29-30 Sep 03 was that the JC recommended BDP to make an extension of BDP first phase. TNMC needs an extension of BDP first phase in order to establish River Basin Committees as an umbrella for carrying out BDP implementation.
- (vii) BDP implementation by MRCS: Donor desk review Oct 03; MSc studies; basin-wide scenario and strategy formulation; examples of long-list projects.
- (viii) MDBC training: The 3rd module is scheduled for 8-12 December tentatively at a venue near Nam Ngum reservoir. Four people from each country will be invited. It is recommended that NMCs select people from BDP working groups who can benefit from the training. The training will focus on the application of DSF tools for BDP. A study tour within the Mekong basin

(which may include a visit to Junnan) is tentatively planned for the 4th module. CNMC enquired if a training certificate would be provided at the end of the MDBC training course.

- (ix) BDP implementation by NMCs: Michael Seager to end his contract with CNMC. His contribution has been much appreciated. The sub-area scenario formulation learning session in Laos was beneficial. CNMC will seek to identify common ground with the Tonle Sap Environmental Management Project under ADB. TNMC informed that activities in sub-area 5T are sensitive. Public participation important and the position of the upcoming RBCs should be considered. TNMC emphasized that BDP has to provide the planning process with full public participation at every level. In Thailand, the formulation of both national and regional plans including the ones related to the Mekong Basin has to comply with the Constitution that requires public participation in the plan formulation process.
- (x) BDP assessment framework: SEA session planned for 17 Oct 03; training/orientation needed
- (xi) Basin-wide planning process: A brainstorming was held on 13 Oct 03 with participation by consultants to prepare for the next steps on basinwide strategy formulation. TNMC requested a clarification on the next phase of the BDP planning cycle. BDP MRCS mentioned that after the first BDP Plan, the subsequently proposed projects can be considered by other frameworks or MRCS mechanisms or by the next BDP planning cycle.
- (xii) Sub-area reporting: BDP MRCS considers the new format for final report on sub-area studies appropriate. It is recommended to test the report format for the most advanced sub-areas. The report format may be flexible between sub-areas or countries but should be broadly comparable.
- (xiii) Sub-area forum 2 and transboundary meetings: Schedule; preparatory steps; and assistance required

10th Coordination Meeting, Vientiane, 12 December 2003

- (i) The following documents were distributed: Meeting agenda; summary of the 9th BDP coordination meeting; notes and suggestions for preparing 2004 national implementation plans; draft project implementation plan; proposed BDP guidelines and working papers; appendix 1: BDP mandate and guiding principles
- (ii) It is expected that WUP A DSF will be finalized by mid January 2004. DSF software to be installed at NMCs tentatively by end of December 2003.
- (iii) Danida has submitted a BDP desk review report, which repeats many of the same issues and concerns as expressed in the field review mission report.
- (iv) TNMC suggests that for sub-area transboundary meetings, representatives from other riparian countries should have opportunity for learning by attending the meetings.
- (v) Danida has requested a preliminary proposal for BDP Phase 2 for consideration. MRCS will request Swedish SIDA to consider supporting core functions, e.g. core BDP riparian positions, to sustain key BDP activities.
- (vi) Council Meeting 29-30 Nov 03 and Donor Consultation 1 Dec 03: Prime Minister Mr. Hun Sen, who expressed firm commitment to MRC cooperation, opened the Council meeting. The Council endorsed procedures for notification and water use monitoring. Strong statements of commitment to MRC from all delegations. An extension of BDP for 6 months within the original budget was endorsed. BDP was requested to prepare a proposal for Phase 2 for donors' consideration. Donors expressed general satisfaction with BDP progress and the importance of BDP is highly acknowledged. Danida raised concerns over workshop budgets, regional travel expenses, and accelerated DSA rates. Danida accepted a 6 months extension of BDP Phase 1. Danida perceived BDP as perhaps the most important MRC programme. Decreased Danida funding to MRC is due to change in overall Danida policy and was not associated with any dissatisfaction of MRC's progress. SIDA has indicated that it is unlikely to support a BDP second phase. It was discussed with SIDA whether core functions of BDP, e.g. funding of riparian team positions, could be supported through the general operation budget of MRC.

- (vii) Basinwide strategy formulation: It is proposed to prepare a framework strategy for JC consideration in March 2004 followed by national and regional consultations.
- (viii) BDP implementation by NMCs: Planning process, workshops and meetings, reporting, training, staffing, upcoming activities.
- (ix) PIP for 2004: The MRC Council and donors had requested a revised and updated PIP reflecting the 6 months extension period. It is anticipated that the BDP implementation during May and June 2004 will be limited due to the relocation of the Secretariat. (It might be possible to conduct training activities during this period including DSF training and/or the 4th MDBC/MRC training module). Regarding PIP format, preparation and approval, the so-called explanatory notes are essential for the approval of PIP and budget. NMC were proposed to provide a copy of the national PIP and the budget to MRCS before submitting it to the BDP sub-committee for approval. BDP MRCS will propose FAS MRCS to accept flexibility on the imprest account system in order to smoothly continue NMC activities until end of February 2004 following the 2003 budget. TNMC requested MRCS to assist in preparing the PIP for 2004.
- (x) Project ideas for long-list would include soft projects (e.g. water quality, urban pollution) that are considered as basin wide common issues. NMCs were requested to request project ideas at national and sub-area meetings.
- (xi) Training: According to progress reports from LNMC and CNMC learning by doing has provided essential capacity building. In particular NWG members are important for BDP training activities, and to prepare a training plan for NWG members specifically could be considered. Remaining budgets of 2003 for training activities to be transferred to budget for 2004.
- (xii) It is important to strengthen contacts to regional partners for promotion of projects ideas and potential support. Regional partners have good knowledge in specific areas and donors expect a closer collaboration between MRC/NMCs and regional stakeholders.
- (xiii) Transboundary meetings: It was proposed that some transboundary issues could be identified before sub-areas studies would be fully finalized. WUP WG 2 has already identified transboundary issues from a national/regional perspective. BDP will add on transboundary issues identified from the sub-area level. The expected outcome of BDP transboundary meetings is mainly to identify issues and the potential next steps for conflict resolution. Transboundary meetings are most relevant between sub-areas sharing the Mekong mainstream. For transboundary meetings between country regions constituting the same sub-area, the expected outcome includes an improved understanding of the hydrological system of that sub-area. As noted earlier, TNMC has suggested that it may be useful to involve all 4 countries in transboundary meetings, at least as observers. CNMC proposed MRCS-BDP to develop criteria and guidelines for identifying transboundary issues for BDP sub-area transboundary meetings.
- (xiv) The BDP basin wide strategy is considered a “working strategy”, which is developed through a rolling process until mid 2005. It is proposed that a consultant will prepare the first strategy outline followed by national and regional consultations to filling in gaps. The BDP strategy can be modified until the final draft of the BDP plan.
- (xv) A gap is perceived between DSF modelers and BDP users. AusAID is considering providing funding for a resource person.
- (xvi) Budget: The NMCs were requested to focus activities on BDP milestones. Cost effectiveness of meetings and workshops is essential. NMCs were encouraged to employ national consultants as needed, and to reduce expendables equipment costs taking into account the extension period of six months. Overall the national expenditures are expected to decrease in 2004 due to fewer activities at sub-area level. Donors have requested MRCS to conduct meetings more effectively for instance by combining meetings.
- (xvii) A donor review mission is scheduled for 24 January to 6 February 2004. The mission will visit all four countries. It was proposed to conduct the next BDP coordination meeting in Phnom Penh to allow the Donor Review Mission to discuss BDP implementation in a forum of all BDP coordinators.

- (xviii) VNMC proposed BDP to produce additional brochures, maps and posters as visual outputs during this first phase of BDP to promote BDP and to ease communication with stakeholders at all levels.

11th Coordination Meeting, MRCS, Phnom Penh, 17-18 May 2004

- (i) Documents comprised: Agenda for the meeting; summary of the 10th BDP coordination meeting; staff list of NRDPD (=PLD) at MRCS; MRCS BDP team member coordination roles with MRC programmes and related issues; minutes of the 19th meeting of the JC (BDP-related); comments on BDP by individual countries made at the 19th JC meeting; donor review mission report (draft) with recommendations and BDP-related annexes; proposed content of the BDP plan; Working paper: LMB - future trends in agricultural production; Working paper: social impact assessment; list of proposed milestones; BDP power point presentation for the 19th JC meeting; points for consideration (regarding national consultations on 3 BDP papers presented for the 19th meeting of the JC); discussion paper: Strategic framework for BDP (executive summary for presentation to JC); guideline (draft): Selection criteria for shortlisting; discussion paper: 36 examples of project ideas; status of sub-area studies in the 14 sub-areas; national implementation plans (PIPs) for 2004, comparison sheets and key national outcomes; BDP phase 2 (2005-2008), preliminary proposal for internal review; draft letter to ADB regarding consultations with international organisations; proposed BDP guidelines and working papers (indicative); sub-area transboundary meeting: Draft guideline and powerpoint presentation; draft guideline: Quality plan. Participants were provided a CD-rom with softcopies. Furthermore, a March 04 version of the BDP Archive was distributed.
- (ii) BDP Phase 2: A preliminary proposal has been prepared. Danida has agreed in principle to provide funds for BDP Phase 2. Sida has shown interest in supporting two riparian experts (linked to the BDP process) as part of Sida's 'core support' to MRC.
- (iii) Staffing: A riparian from Viet Nam will join the BDP team from July 04. Candidates for the senior advisor position have been identified. The decision on the BDP team leader position lies with the MRCS senior management. There is sufficient budget to hire additional consultants for BDP. AusAID will fund a modeller to assist BDP in utilising the DSF and to carry out training to NMC staff on applying DSF for BDP.
- (iv) Donor review: Two issues might be considered further, namely DSA and public participation. Donors recommended MRC to re-establish a DSA system based on government DSA for national travel and 70% of UN rates for regional travel in MRC countries. Regarding public participation (PP), donors recommended BDP to implement stakeholder involvement as agreed among four countries and as outlined in PP guidelines. Sub-area forums should include provincial and non-government stakeholders. Furthermore, public participation initiatives should be emphasised in upcoming BDP progress reports.
- (v) Three BDP papers will be discussed at national consultations during May-July. These are 'Strategic framework for BDP, executive summary'; 'Selection criteria for short listing'; and '36 examples of project ideas'. The 'strategic framework' presented to the JC meeting in March is a proposed way of structuring the BDP, while the 'LMB strategy' is a key output of the BDP.
- (vi) BDP implementation by NMCs: Planning process, workshops and meetings, reporting, training, staffing, upcoming activities.
- (vii) National PIPs: The agreed time schedule should be applied as far as possible. However, some flexibility can be maintained based on the revised milestone scheme presented to the JC meeting on 25-26 March 2004. Information from sub-area studies and transboundary meetings can be integrated into the basin wide planning continuously even during the beginning of 2005.
- (viii) Budgets required for BDP implementation by country for 2004 are: CNMC: USD 135,882; LNMC: USD 157,200; TNMC: USD 120,600; VNMC: USD 172,700.

- (ix) NMCs were requested to inform MRCS when transboundary issues have been identified and transboundary meetings can be conducted.
- (x) Two national consultations are recommended: #1 to discuss the three BDP papers, which were presented to the JC in March 2004; and #2 to discuss BDP Phase 2 and the draft LMB strategy.
- (xi) BDP Phase 2: The preliminary draft proposal has been submitted to donors to the NMCs. The proposal was requested by Danida during the joint donor review mission in Jan/Feb 04. Danida has agreed in principle to support BDP phase two for three years (2005-2008) and has requested MRC to prepare a project document ready for appraisal 9-12 months before the finalisation of phase 1. An appraisal mission is tentatively scheduled for October 2004. Sida has shown interest in supporting two riparian experts (linked to the BDP process). PLD Director informed that SDC has indicated continued interest in BDP. JICA will support a Japanese River Expert position for additional two years, and ADB considers funding one GMS expert attached to MRC. Furthermore, Koica (Korean International Cooperation Agency) has indicated interest in supporting MRC. Potential donor support for BDP phase 2 will be explored further at the informal donor meeting in connection with the 20th meeting of the JC in August. The objectives of BDP phase two are to consolidate the basin planning process and to update and agree on the basin development plan. BDP will not involve itself in project implementation. Identified short-listed projects are likely to be implemented by MRC sector programmes, regional donors, national agencies, etc. BDP MRCS recommended NMCs to conduct national consultations on the draft LMB strategy and draft proposal for BDP Phase 2 before mid July in order to revise the documents before the JC meeting in August. In this regard, the BDP MRCS also proposed a regional meeting tentatively in connection with the next BDP coordination meeting in late July to synchronize comments from the national consultations.
- (xii) Consultation with international organisations: The JC has recommended the BDP to consult with interested international organisations to cater for investment projects and compatibility of the BDP with other planning processes and information on river basin related issues. The process has been initiated already through meetings last week between BDP MRCS and representatives from ADB and the World Bank. Both organisations indicated strong support to BDP phase two. ADB expects investments projects as part of BDP long-list for potential funding. The NMCs were encouraged to maintain a close contact to international organisations to promote BDP and to discuss potential ideas for long-list projects. It was recommended to invite relevant international organisations for selected upcoming BDP regional meetings.
- (xiii) BDP guidelines and working papers: These are considered “live” documents. All BDP documents considered relevant must be approved by the JC at the end of BDP phase 1, as supporting documents for the first BDP plan. BDP MRCS requested NMCs to provide comments on the indicative list of proposed BDP guidelines and working papers, and to provide comments on “old” BDP papers taking into consideration gained experience in BDP implementation.
- (xiv) Transboundary issues: A draft note on sub-area transboundary meetings (15 May 04) and a power point presentation was handed out. It was noted that transboundary issues for BDP are complementary to the work previously carried out by WUP and presently by EP through the IBFM programme. The note on sub-area transboundary meetings is presented as “initial thoughts”, and further consultation will take place with NMCs and WUP/EP. The main objectives of the sub-area transboundary meetings are to create a common understanding of transboundary issues, to share information across borders to understand the full sub-area hydrological unit, and to set up a framework for dealing with sub-area transboundary issues within BDP. BDP will focus on sub-area related transboundary issues, whereas transboundary issues in WUP and EP have a larger regional scope. Notably, transboundary issues within BDP will include potential project identification and development collaboration across borders. BDP MRCS recommended the NMCs to schedule transboundary meetings tentatively during July 2004. BDP MRCS will assist NMCs in setting up and conducting the sub-area transboundary meetings, and Ministry of Land Infrastructure and Transport, Japan, through IDI, will provide the funding. CNMC proposed that criteria are developed for common identification of

transboundary issues. LNMC requested an updated map of sub-areas to be provided by BDP MRCS.

- (vx) Quality plan: A BDP (draft) Quality Plan was handed out. It has been prepared as a response to requirements from the donors, who recommended implementation of QA procedures for BDP MRCS work and to extend the process to the work of NMCs.
- (xvi) Capacity building is one of three core activities for the implementation of BDP. Furthermore, donors recommended that training needs are identified and filled through a formal training programme. A strategy for transfer of capacity from international to riparian staff should be implemented to ensure sustainability of knowledge and institutional memory.
- (xvii) BDP MRCS briefly introduced the consultancy report on social impact assessment (SIA). It is a framework for considering social issues in BDP. It is the intention that SIA will be applied for scenario assessment, strategy formulation and criteria for project listing. The tool will be applied at basin level, but should be understood and agreed by NMCs.
- (xviii) LNMC and CNMC proposed MRCS and MDBC to develop a training curriculum based on the four MDBC/MRC training modules. CNMC has requested MDBC if a training certificate could be issued for participants. MRCS was requested to follow up on these issues. CNMC proposed to include visits to Ton Le Sap and Yunnan in potential future study touring.
- (xix) VNMC requested BDP MRCS to distribute relevant BDP documents to NMCs as early as possible. VNMC requested transparency on the status of the overall BDP budget. Furthermore, with reference to the MDBC study tour conducted in May, VNMC requested BDP MRCS to organise BDP issues directly with VNMC.

12th Coordination Meeting, Bangkok, 12 August 2004

- (i) An Appraisal Mission led by Danida for supporting BDP phase 2 is tentatively scheduled for October 2004. ADB and The World Bank have indicated interest in supporting BDP Phase 2. LNMC suggested MRCS BDP to involve the Australian Embassy in Vientiane on upcoming activities under AusAID/MDBC.
- (ii) RAOM: The RAOM combines hydrological and water-use data to model how water resources in the LMB can be allocated among various water-dependent activities and environmental functions. However, there are strengths and weaknesses of the model. The strength is that the RAOM explicitly links water usage to economic outcomes unlike any other tools currently available at MRC. Furthermore, the model allows users to examine a basin-wide optimal allocation of water between sub-areas and among sectors and to identify potential water-use trade-offs between countries. Weaknesses include that the model is not well suited to sub-area scenario analysis, and at present still not very user friendly. If results from initial runs of RAOM can prove its value as a planning tool, then steps should be taken to improve the user interface.
- (iii) Staffing: Dr. Vu Van Tuan is the new Team Leader, and Mr. Manfred Staab will join the MRCS BDP team by September 2004. Mr. Yoichi Iwami joined the MRCS BDP team in June 2004, replacing Mr. Kamoto who finished his mission at MRC the end of May. Consultants will support the MRCS BDP team on various issues including: developing scenario for hydropower development; implementation of Social Impact Assessment procedures; to prepare outline of the final BDP Document; and to editing final BDP documents.
- (iv) Regional Consultation Meeting on 19-21 July 2004: BDP papers will be revised after comments have been provided by JC and Donors in late August. Subsequently, papers will be submitted to NMCs for national consultations before submission of final drafts to JC in March 2005. Further comments on current drafts of LMB Development Strategy and BDP Phase 2 Proposal are requested by the end of August 2004. It is expected that more project ideas will be raised in connection with finalisation of sub-area Studies by the end of October 2004.
- (v) Milestones: For the JC meeting, a presentation will focus on the linkage between scenarios and the LMB Development Strategy. For the Dialogue Meeting, an example on hydropower dam

- scenarios will be presented; and for the Informal Donor Meeting emphasis will be on BDP progress, the extension of BDP phase 1 until July 2005, BDP phase 2 and budget issues.
- (vi) LNMC proposed MRCS BDP to make a clear distinction between ‘Strategic Framework’ and ‘LMB Development Strategy’ and ‘Project Ideas’ and ‘Project Long-list’. The PLD Director noted that the Strategic Framework was prepared as a basis for the formulation of the LMB Development Strategy.
 - (vii) Update on SEA and SIA frameworks.
 - (viii) PIN format for project identification: It was decided to use the so-called PIN format for project long listing, as used in the past by MRCS and the NMCs. CNMC recommended that NMCs screen national project ideas before submission to MRCS, and that NMCs are involved in drafting the long-list.
 - (ix) BDP implementation by NMCs: Working sessions, national consultations, sub-area forums, regional consultation in Lao PDR 19-21 July 04, training, data management, upcoming transboundary meetings. The PLD Director proposed the countries to revise their PIPs for 2004 and budget allocation as necessary in order to speed up the implementation of BDP.
 - (x) BDP phase 2: NMCs were requested to provide additional comments (if any) to the draft proposal, together with some bullet points on lessons learnt. More comments can be provided later - even until the end of the inception phase of BDP phase 2. SIDA has already committed to supporting two riparian BDP positions through their core support. VNMC noted that the BDP phase 2 should set up a mechanism for implementing short-listed projects. The chairman proposed that BDP phase 2 would include funds for implementation of spearhead projects in order to provide tangible outcomes. VNMC recommended that BDP phase 2 is implemented by an international consultancy company – potentially from the donor country; BDP phase 2 should emphasise on developing project implementation plans and identifying potential donors. These should be more emphasis on training.
 - (xi) Transboundary meetings: According to the draft guideline five transboundary meetings have been proposed. 1L & 2T, 3T & 4L, 6L & 6C, 7C&7L&7V, 10C&10V. The meetings should produce some good project ideas for the long-list.

13th Coordination Meeting, Vientiane, 5-6 October 2004

- (i) The new BDP team leader, Dr. Vu, opened the meeting and welcomed the new MRCS PLD director, Mr. Boriboun Sanasisane and the NMC delegations. The PLD director welcomed the participants and requested the meeting to pay attention to BDP milestones and to address the preparation of BDP Phase 2.
- (ii) Project ideas are still lacking from the sub-area studies. Such information would significantly strengthen the LMB scenarios and the second draft LMB Development Strategy.
- (iii) Milestones: According to the minutes of the 20th MRC JC meeting, 3 milestone outputs should be presented for the next JC meeting: #1 LMB Development Strategy; #2 BDP planning cycle; and #3 Revised long-list and initial short-list. The proposal for BDP phase 2 should be submitted to the next MRC Council meeting.
- (iv) Project database: It was recommended to the NMCs to prepare a database for national BDP projects ideas.
- (v) The World Bank is in the process of developing a Mekong Water Resources Assistance Strategy. Collaboration has been established with MRC, and BDP has been assigned as a focal point of liaison. A MRCS task force has been established to assist on the linkage between MRC and WB. A part of the WB exercise is testing scenarios for the LMB.
- (vi) The final BDP document has been proposed to include three sections: #1 The resource setting and dynamics, and development requirements; #2 the LMB Development Strategy; and #3 proposed project ideas.

- (vii) Discussion about basinwide and sub-area/sub-basin strategy formulation and their linkages and purposes. The sub-area strategies would be more short-term and output oriented while the overall LMB strategy would be idealistic, long-term and less implementation oriented. The rolling plan with the short-list, on the other hand, will be short-term and highly output oriented. At this stage, the countries agree on most issues, and there is a substantial support to the Strategy. A BDP strategy, if agreed by the four riparian countries, is a powerful instrument for promotion of projects to donors and investment banks.
- (viii): BDP implementation by NMCs: Sub-area activities, including Forum 2; working sessions; training; 'lessons learnt'; adjustments of national PIPs; upcoming activities. Transboundary meetings should be before end of November.
- (ix) BDP phase 2: A second draft has been prepared, with comments from the NMCs. More emphasis has been put on: National capacity building; promotion and implementation of priority projects; implementation of fast-track projects; and monitoring and evaluation. More details are provided on the justification for phase 2, and the budget for national training has been increased significantly. CNMC proposed that transboundary issues should be emphasised. Project implementation mechanisms should be emphasised (also mentioned by VNMC). VNMC proposed that implementation of projects should be an output under immediate objective 2. CNMC would prefer more involvement and guidance from the donors during BDP phase 2. LNMC commented that it is very important to proceed with the BDP phase 2 proposal as quick as possible to keep the involvement of Danida, and to keep the BDP process up running. Other donors can be included later. This was backed by VNMC. Proposal to be submitted to MRC Council in December.
- (x) The PLD director informed on three issues relating to BDP discussed at the Senior Staff Meeting: #1 The World Bank documents are being prepared and their mission to MRCS is being planned for October; #2 WB scenario reports will be submitted for information to the MRC Council in December; #3 sector experts should assist BDP on preparing the BDP development strategy.
- (xi) Transboundary meetings: CNMC recommended that the scope for the upcoming sub-area transboundary meetings, which is only a part of the overall BDP, should be cross-border sub-area issues. The Meeting agreed in principle. The meetings should be looked at from a positive, development-oriented perspective. A key objective of the meetings is to identify development opportunities, project ideas and mitigation solutions of negative impacts. VNMC enquired whether existing projects should be discussed at the TM or only potential development projects. MRCS suggested that all issues should be discussed in an open and transparent manner; if existing projects are considered to have negative impacts across the border, mitigation projects could be considered. The Chairman commented that MRCS should make sure that the guideline refers to existing as well as to planned projects.
- (xii) Scenario analyses: The baseline scenario for year 2000 is a starting point for comparison. However, it may be necessary to discuss baseline year later due to considerable difference between year 2000 and 2003. Model runs provide information on hydrological change. Other tools and information are needed to assess environmental, social and economic impacts. RAM, SEA and SIA are being developed.
- (xiii) The World Bank is in the process of developing a Mekong Water Resources Assistance Strategy. In that connection, WB aims at testing a range of scenarios in collaboration with WUP and BDP. The WB scenarios are compatible with BDP scenarios. Therefore, BDP will use the WB scenarios, improve them and integrate information from sub-areas.
- (xiv) The Resource Allocation Model (RAM). The "optimiser" part of the RAOM model was found to be unstable. It does not work well in an unconstrained and macro-scale system. Therefore, it has been removed. The RAM is conceptually identical to the RAOM, except that water allocations are made manually. RAM meets all the original objectives. The model now runs on basic MS Excel software, not using the 'What's Best?' software. In hydrological terms, the RAM scenarios will illustrate changes in water availability and flows. In valuation terms, the RAM will illustrate cost and benefits of allocation choices. The RAM is now working reliably, but will continue to develop

for some time with more data becoming available. It provides a quantitative assessment of water allocation trade-offs and offers a means for evaluating alternative development scenarios.

14th Coordination Meeting, HCMC, 5-6 January 2005

- (i) BDP has collaborated with the World Bank to prepare its Mekong Water Resources Assistance Strategy including the testing of 6 development scenarios.
- (ii) BDP is setting up a “LMB project database” and a GIS based “BDP planning atlas”. It is expected that initial versions of these products will be submitted to the JC meeting in March for information and comments.
- (iii) 69 joint project proposals in simple PIN format have been produced during the five transboundary sub-area meetings. Additional national projects in simple PIN format include 127 projects from Cambodia, 84 projects from Lao PDR, and 7 projects from Thailand.
- (iv) Milestones for the March 04 JC meeting are: #1 IWRD strategy for the LMB; #2 planning cycle and selection criteria; #3 sample of priority projects and/or initial project database; and #4 the BDP phase 2 programme document. Related national consultations and a regional consultation to be conducted in January and February.
- (v) BDP implementation by NMCs: Working sessions, national consultations, sub-area forums and studies, project ideas, training, data management, transboundary meetings. LNMC is consulting with international organisations in Lao PDR on identification of additional project ideas.
- (vi) Discussion about BDP work-plan, budget and PIP. More monitoring will be necessary for BDP Phase 2. VNMC referred to the MRC programme manual, and stated that a “standardised system” should be applied generally in MRC. A need for quality assurance has been emphasised by the donors and should be implemented at MRCS as well as at NMCs.
- (vii) Project database: The project database will include all projects identified in different formats (simple PIN and full PIN). From the database different groups of projects can be selected and reviewed based on selection criteria applied to the database. It is expected that the project database will be linked to and available for all NMCs during BDP phase 2. The project database will allow reports on location; sector; funding amount; beneficiaries; category and submitting agency. It will, among other things, provide an overview of priorities regarding development objectives and types, sector developments and geographical areas. The database is built in Access with a link to GIS/ArcView.
- (viii) Priority projects for developing full PIN formats: It was decided that the 69 joint projects identified during the transboundary meetings have high priority for developing the full PIN format. National priority projects should be developed in full PIN format by each country.
- (ix) The IWRM Strategy for LMB: The draft Strategy will be discussed at an in-house MRCS meeting on 13 January 05 and will most likely be revised. A round of national and regional consultations should be conducted after the revision and before the submission to the JC in March. VNMC and TNMC proposed the inclusion of an “action plan” as part of the Strategy.
- (x) The planning cycle and selection criteria guideline will be discussed at national and regional consultations before submission to the JC. Only minor changes have been made compared to the former version - and mainly on terminology.
- (xi) BDP Phase 2 Programme Document will be discussed at national and regional consultations before submission to the JC in March 05. Emphasis is on strengthening national institutions and promotion of development. Minor changes have been made compared to the version submitted to the Council, including: (a) The preface of the Document includes comments from the ADB made on the first version; (b) the budget has been reduced; and (c) there is less emphasis on investment and project implementation.
- (xii) BDP scenarios: The purpose of running BDP scenarios is to enhance the understanding of the complex interaction between developments, changes in water flow and environmental and social

impacts – to reach the overall aim of improving regional planning based on informed decision-making. THE scenarios will provide (A) an improved understanding of water availability, current and future water demands and associated flow changes; and (b) preliminary assessments of economic, environmental and social impacts of flow changes. In comparison, the World Bank scenarios are mainly focusing on hydrological dynamics.

- (xiii): Hydropower database: The initial version was provided to each NMC on CD-Rom. NMCs were requested to check the data provided in the tables and fill in the blanks. Some specific questions were provided in the handout to the NMCs for their response to MRCS.

15th Coordination Meeting, Cha Am, 26 April 2005

- (i) Dr. Vu Van Tuan briefly reported the progress/achievements, planned activities and events of BDP. Handouts and three CDs were provided.
- (ii) Immediate objective 1 (Planning process): More than 230 institutions and agencies are actively involved in the national BDP Sub-Committees and working groups; BDP documents are now posted on the MekongInfo platform. The DSF is successfully applied for basin-wide scenario analysis; the project database is being updated; the BDP Planning Atlas is completed for SA 4; the LMB hydropower database is in progress. Curriculum has been developed for 8 training modules on Integrated River Basin Planning (IRBP).
- (iii) Immediate Objective 2: Final sub-area reports have been prepared by the NMCs; six 20-years development scenarios were formulated under World Bank supporting programme. A draft IWRM strategy for LMB has been prepared; it was presented and discussed at the recent Regional Consultation Meeting, and the strategy formulation team is now working at MRCS. The project data base has been developed and is operational; the 69 joint projects are regarded as a priority; 40 of which have been discussed and ranked by the NMCs. One project is being upgraded to full PIN for possible implementation. Cooperation proceeds with NMCs and line agencies.
- (iv) A second extension of BDP Phase 1 will proceed until end of March 2006. A bridging phase is planned for April to July 2006; and BDP phase 2 is hoped to begin in August 2006.
- (v) The IWRM strategy for LMB will link with the MRC Strategic Plan (2006-2010), the first draft of which is in preparation.
- (vi) The BDP Phase 2 Programme Documents will be reviewed by consultant during the bridging phase.
- (vii) Final report for Phase 1: will be prepared before end of the second extension.
- (viii) Budget (as per February 2005): Approved budget: USD 5,117,325, spent: USD 4,449,742, unliquidated obligations: USD 134,476, balance: USD 667,582, balance (including currency gain): USD 1,451, 975
- (ix) BDP implementation by NMCs: Working sessions, national consultations, sub-area forums and studies, transboundary meetings, project ideas, PIN preparation, training, data management. PIPs for 2005.
- (x) General discussion about (a) the new MRC Strategy (2006-2010) and the involvement of the NMCs in its preparation; (b) the 40 priority projects; (c) criteria for moving projects from the long-list to the shortlist; (d) donor support from Japan and Australia; (e) activities, staffing and budgets for the 2nd extension; (f) final BDP publications.

16th Coordination Meeting, Sihanoukville, 14 July 2005

- (i) In his opening remarks, the Dty SG of CNMC observed that the BDP has to prove to the donors the achievement of the following milestones as a condition for their support to BDP2: IWRM strategic directions; draft short-list; and a BDP2 document. He also reported on a recent visit by CNMC to VNMC for comprehensive cooperation, and the high value gained from this visit.

- (ii) The BDP Team Leader briefly reported about the achievements of BDP since the previous coordination meeting and about planned activities. The BDP archive (on CD-ROM) now contains 281 documents. A Regional Working Session was held in Hua Hin on 26 - 27 May 2005. Collaboration with other MRC programmes and divisions has been strengthened. 7 national investment projects have been identified as requested by CEO.
- (iii) IWRM Strategic Directions: National and the 1st regional consultation have been held. A draft has been forwarded to the NMCs and donors for comments.
- (iv) It has been agreed with Danida that there will be no bridging phase. Phase 1 will be extended until July 2006 within the original budget.
- (v) Staffing: Dr. Robyn Johnston will stop on 31 July 05, mr. Claus Aagaard Pedersen on 4 July 05, and ms. Petrina Rowcroft, mr. Phet Sokhavuthea (JRP) and ms. Kanha Doeuk on 30 June 05. Ms. Nalinthone is the new BDP Secretary from 15 June 05. Dr. An Pich Hatda is completing his contract with CNMC, and mr. Buree is completing his contract with TNMC.
- (vi) Budget by June 2005: Approved budget: 5,956,715 USD, spent to date 4,708,919 USD, unliquidated obligations: 62,113 / 170,000 USD (TSD, ST, OPD), balance: 1,185,683 / 1,015,683 USD. Discussion about how to prioritize the work and best distribute the funds until completion of Phase 1.
- (vii) The process from long- to short-list: (a) The projects database / long-list will be continuously updated, and will gradually contain all projects in the LMB; (b) negotiation by joint meetings; regional working sessions are convened regularly to agree on the list of projects to be screened; (c) screening of projects by applying the 5 criteria in Planning Cycle and Screening toolkits (Social, environmental and economic screening of these projects) by BDP MRCS and through sector expertise (in MRCS, NMCs, others); (d) classification of these projects leads to the draft shortlist prepared by BDP MRCS; (e) review and endorsement by NMCs, then revision by BDP MRCS; (f) submission of the draft shortlist to JC; (g) JC decision on the shortlist, and follow-up on JC decisions.
- (viii) BDP Phase 2 document: (a) Prepare draft document by consultant; (b) national consultations; (c) regional consultation; (d) revise document by consultant; (e) submit to JC (Oct 05), Council (Dec 05) and donors (Jan 06).
- (ix) Planning Atlas: (a) comments for 4 SAs (SA 4, 3, 9 and 7); (b) revise CDs and make final version; (c) complete the remaining SAs (SA 1, 2, 5, 6, 8 and 10); (d) circulate to NMCs for comments; (e) revise and make the final version (CDs and hard copies).
- (x) BDP implementation by NMCs (completed and planned): Working sessions, national consultations, sub-area planning, project database, PIN preparation, review of lessons learnt during Phase 1, training, data management, PIPs.
- (xi) All countries understood the situation of the BDP and budget. They agreed on the extension period, but were willing to finish everything by March 2005; and the preparation of PIP will be for the period July 2005-March 2006, and the total expenses around \$40,000-50,000. The BDP Team Leader will discuss the National PIP on country basis with each coordinator right after the meeting ends.
- (xii) Dr Solieng presented the draft short-list projects (1st Batch) and a handout was circulated to the NMCs for feedback. The BDP Team requested the NMCs to indicate implementing agencies for the 9 screened projects.
- (xiii) The hydropower database collection was presented by mr Iwami. The NMCs were requested to (a) check the accuracy; (b) check whether there are any restrictions regarding users; and (c) provide metadata (national consultants, TNMC). The NMCs suggested that for users restriction, the BDP Team can refer to the MRC data sharing rules.

17th Coordination Meeting, MRCS, Vientiane, 9 January 2006

- (i) In his opening remarks, the CEO observed that #1 the BDP teams from the NMCs and MRCS have made great efforts towards a successful BDP1; #2 the PINs are an important outcome and need quality improvement; #3 it is important to integrate the BDP into the national planning.
- (ii) The meeting proceeded with the report on the progress of the BDP implementation at both regional and national levels, followed by a discussion on the final outputs for BDP1, lessons learnt from BDP1, revised PIP for Jan-Mar 2006, and key issues to be raised to the Donor Appraisal Mission for BDP2.
- (iii) The final BDP2 document was approved by the MRC Council on 1 December 05.
- (iv) The Sub-area Planning Atlas has been completed for 5 sub-areas (SA 1, 3, 4, 7 and 9). Two more (SA 2 and 10) will be completed in January 2006.
- (v) The Hydropower Concept Note (prepared jointly with the Operations Division) was endorsed by the JC on 22 August 05.
- (vi) In collaboration with HRD, an IRBP Training Course has been held for JRPs and others to test the training modules
- (vii) Screening toolkit: A Regional Orientation was held in Vientiane on 24-25 October 05.
- (viii) 7 PINs on national irrigation projects (in Cambodia and Lao PDR) have been prepared for the Thai Trust Fund; one of them (Lao Nam Souang Irrigation) was selected for further consideration.
- (ix) Staffing: Ms. Muanpong Juntopas stopped on 31 October 05 and Mr. Manfred Staab on 31 December 05. Mr. Oulavanh Keovilignavong (junior development economist) joined on 20 July 05, and Mr. Suparek Janprasart (junior sociologist / social planner) on 12 December 05.
- (x) Recent progress is significant: The key BDP working papers are completed, and the MRC Council approved the IWRM Strategic Direction for the LMB, the initial screening process resulting to 1st batch of shortlist, and the BDP 2 Programme Document .
- (xi) BDP Budget (by Dec 2005): Approved budget: 5,824,467 USD, spent 5,310,523 USD, unliquidated obligations: 2,680 & 65,958 USD (11%), balance: 445,306 USD
- (xii) Suggested activities for the NMCs in (Jan-Mar 06) comprise training; preparation of full PINs; data management; and sub-area scenarios. The PINs for national and joint projects should be improved.
- (xiii) BDP implementation by NMCs (completed and planned): Working sessions, national consultations, sub-area planning, project database, PIN preparation, review of lessons learnt during Phase 1, training, data management, PIPs. CNMC and LNMC will integrate the BDP into their national socio-economic plans. TNMC is integrating the BDP into WSM and IWRM, while focussing on the 7 group projects, and will apply the IWRM concept at community level.
- (xiv) Detailed discussion about PIPs
- (xv) The meeting was joined by the BDP2 Appraisal Team with representatives from Danida (Kurt Mork Jensen, Hanne Bach, Jens Christian Refsgaard, and Torkil Jønch-Clausen) and AusAid (Brian Haisman). (Next week, the team will be expanded with SIDA, the French Agency for Development, The World Bank and ADB).
- (xvi) The Appraisal Team asked questions related to whether the BDP is needed by the 4 riparian states, its benefits, how the planning process at sub-areas/national level unfolded, achievement made and how the outputs will be used further, with a particular focus on the formulation and use of the BDP scenarios and planning tools.
- (xvii) VNMC: Explained the history on why MRC needs the BDP. Back to old time, during the Mekong River Committee, we had the indicative plan. After 1975, the revised indicative plan, then master plans and selected priority projects for implementation. The reasons why we need BDP were that BDP compromises to manage the water resources under optimal matter and

protect the environment. Therefore for first time, we have BDP: It is value added to MRC. So the BDP1 is very important. However, why we continue to implement the projects in the tributaries? We just continue to follow the previous master plans, because we cannot wait for the BDP outputs. But we also put in the scenario analysis. Another value added by BDP is the suggestion by the Prime Minister of Vietnam to take into account the upstream river in the IWRM in Culong Delta. (When VNMC attended the meeting on IWRM in Culong Delta, the Prime Minister suggested that the upper stream issues should be taken into account. VNMC prepared a document for this purpose, without which the IWRM project in Culong would have not been approved. This is another importance on how BDP contributes to the National Strategy. Also VNMC has asked the Ministry of Industry to plan with consideration of development in downstream sites. In the previous week, VNMC had meeting for plans in the Central Highland to submit to the Prime Minister. We consider the transboundary water resource management in the plan. So scenarios knowledge and use must be improved –use and application- linkage of WUP and BDP is important. Exchange of data and information is important. We need in-depth analysis. The BDP expertise is important, we wish that BDP2 can provide more advice on the economic analysis. It would be very useful as the country does not have enough experts in this aspect.

- (xviii) BDP should be the umbrella of all programmes in MRC. BDP can use sector, EP's Transboundary guideline for the projects. WUP and BDP can improve scenarios analysis. Other institutions also can involve e.g. WB, ADB, etc. Regarding facilitation for investment, this should be defined carefully. This means doing technical justification, and facilitation for balancing development and environment. So if the Appraisal Team can advise on a role in project facilitation would be helpful.
- (xix) The Appraisal Team asked about the status for BDP guidelines and their actual use. VNMC explained that the use is still limited, due to time constraints. The guidelines will be improved in parallel with their use at national and sub-area level. They are seen as important for BDP2. MRC-BDP observed a scope for further consolidation of exchange of data and information.
- (xx) The Appraisal Team asked about the longlisting and shortlisting procedures. have the 351 projects emerged through the same process? And how to short-list them? MRC-BDP provided clarification. TNMC explained that identification of national projects has taken place individually by each country through the sub-area analysis; next, the joint transboundary projects were identified; and after applying the process of projects prioritization and classification we came up with 9 first priority projects. The Appraisal team would discuss these points in detail with each country.
- (xxi) Discussion about the donors' position that MRC should not involve itself in feasibility studies. The Appraisal team explained that donors feel that the huge knowledge available with MRC should be applied into the basin. The BDP priority would be scenarios plus identification of projects. This leads to funding of feasibility studies. Involvement of the BDP in feasibility studies is a big concern, because it would divert the energy of MRC away from the 1995 Mekong Agreement. Discussion about balancing the project screening with feasibility assessments.
- (xxii) MRC BDP suggested that there should be no long gap between BDP1 and BDP2, because it will loose the momentum, the established, functional framework will deteriorate, and donors will waste the resources invested for BDP1.

Appendix 4: Quality plan

This appendix is the Quality Plan, vesion 6 February 2004.

Contents

Acronyms and Abbreviations

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Enclosures

- 1 BDP mandate and guiding principles
- 2 The BDP organization
- 3 Guideline to authors
- 4 Check list for document review
- 5 Glossary

Acronyms and abbreviations

BDP	:	Basin Development Plan
CEO	:	Chief Executive Officer (of the Mekong River Commission Secretariat)
CNMC	:	Cambodian National Mekong Committee
ENV	:	Environment Division (of the Mekong River Commission Secretariat)
EP	:	The Environment Programme (of the Mekong River Commission)
JC	:	Joint Committee (of the Mekong River Commission)
LMB	:	Lower Mekong Basin (parts of Cambodia, Laos, Thailand and Vietnam)
LNMC	:	Laotian National Mekong Committee
MRC	:	Mekong River Commission
MRCS	:	Mekong River Commission Secretariat
NMC	:	National Mekong Committee
OIC	:	Officer-in-Charge
PCG	:	Programme Coordination Group
PLD	:	Natural Resources Development Planning Division (of the MRC Secretariat)
SC, S/C	:	Sub-Committee
TL	:	Team Leader
TNMC	:	Thai National Mekong Committee
ToR	:	Terms of Reference
VNMC	:	Vietnamese National Mekong Committee
WUP	:	Water Utilisation Programme (of the Mekong River Commission)

1 Introduction

1.1 Origin of this document

This document has been drafted by the BDP team in response to a suggestion made by Danida during a review in late 2002.

1.2 Purpose and scope of the Quality Plan

The Plan describes procedures to be applied by the BDP Team during the work, in order to ensure the quality of the products, a clear identification of documents, and an orderly distribution of documents.

The Plan is intended for internal use by the BDP team at MRCS. It may serve as an example for BDP-related work by the NMCs and others.

The Plan is intended as a supplement to the MRC Programming Manual (June 2002). Any inconsistencies are unintended and will be sorted out, once identified.

The present '*draft outline*' is intended for pilot implementation within the BDP Team.

1.3 Revision of the Quality Plan

Any suggestions and ideas are most welcome from anyone. Please send them to the BDP Team Leader, who is in charge of revisions as per demand.

1.4 Distribution

The Plan is distributed by the BDP Team Leader.

2 Organisation and management

3.1 Participants in the BDP preparation

(Please refer to the BDP Inception Report)

3.2 BDP organisation and management

(Please refer to the BDP Inception Report)

3.3 Communication

'External' means beyond the BDP Team. (Communication with other MRC programmes, and with the NMCs, is regarded as external)

'Formal' communication includes (i) future or existing commitments or agreements; (ii) procurement; (iii) accept of external services; and (iv) any communication outside of MRCS and the NMCs, except for trivial routine communication

External formal communication is undertaken or approved beforehand by the Team Leader, who will decide on whether endorsement at higher level is required according to normal MRCS routines.

Communication within the BDP Team, and informal external communication, is undertaken directly by the involved BDP Team Member(s). The Team Leader must be duly informed according to normal MRCS routines.

The Team Leader must be informed about (i) meeting schedules; (ii) deviations from work plans; (iii) uncertainties, disputes, capacity bottlenecks etc.; and (iv) anything else that affects the orderly progress of the work.

3.4 BDP reports

A distinction is made between the following categories:

- Administrative reports
- Discussion papers
- Working papers
- Guidelines

Please refer to Enclosure 5 (Glossary) for descriptions.

3.5 Identification of reports

All BDP reports should have

- (i) A cover with title, date, type of document, and '*MRC Basin Development Plan*'
- (ii) An inner cover with author(s)/contact person(s); type of document; and status (for example 1st draft, final draft, final)

The introduction should contain a clarification of '*origin of this document*' (possibly as a separate sub-section). Here, it should be mentioned if the report has been submitted to external review, or if an external review has been completed. Also, it should be mentioned if the report builds comprehensively on other work (within or outside the BDP).

Also, the introduction should contain a clarification of '*purpose of this document*' (possibly as a separate sub-section): Why the document was prepared, and what it can be used for.

3.6 Review and status of reports

Internal and external review

Normally, all BDP reports, without exception, should be reviewed by a person other than the one who prepared it, prior to any circulation outside of the BDP Team.

Important documents should be reviewed (initially) by the Team Leader or by a person assigned by the Team Leader; and (next) by the Division Director and the CEO, as per the MRCS routing slip. This is the case for all documents that are intended for eventual submission to the JC and/or MRC Council.

A check list for review of documents is given in Enclosure 4.

	Drafts reviewed by Division Director and CEO	Drafts reviewed by NMCs	Final drafts reviewed by JC and/or MRC Council
Administrative reports	As relevant	As relevant	As relevant
Discussion papers	Normally not	As relevant	Normally not
Working papers	As relevant	As relevant	Normally not
Guidelines	As relevant	Yes	As relevant

Status

A report may from case to case proceed through various stages of finalisation:

Preliminary draft, intended for circulation within the BDP Team;

draft version 1, 2, 3..., intended for circulation outside the BDP Team (and, possibly, for review by the Division Director, CEO, NMCs and/or other MRC programmes);

final draft, intended for submission to JC and/or MRC Council; and

final, as approved by the JC and/or the MRC Council.

Hereby, some reports will remain as drafts throughout their lifetime (if they have not been approved by the JC).

3.7 Formal approval of reports

Some reports have been formally approved by the JC and/or the MRC Council, or by the NMC. If so, it should clearly be mentioned in the introduction.

Documents that have not been formally approved by the JC and/or the MRC Council, or by the NMC, should in most cases contain a small disclaimer - please refer to Enclosure 3.

3.8 Distribution and filing

Normally, all reports produced by the BDP Team are circulated by the BDP Team Leader to the PLD Director and to all BDP Team Members.

Circulation can take place as an e-mail notice that the document has been placed on the shared drive.

Reports are filed according to the Team Leader's instructions. Filing takes place electronically on the shared drive, either as one single file (wherever practical), or as one sub-directory (if the document by necessity consists of several files).

A copy in PDF format may be filed together with the source text, to prepare for software incompatibilities. If a document is stored as a set of several source files, a single PDF file will highly facilitate retrieval.

Please select a file name that identifies the particular version of the document (for example BDP-QA-Plan-01a.doc).

The first and the latest version are always filed. Interim versions are filed if they have been distributed externally. Otherwise, they can be discarded.

3.9 Documents other than reports

Documents other than reports can be printed or electronic; they comprise papers, letters, memos and e-mails, as well as overhead presentations.

The following procedures apply:

- All documents should be identified by a header or title, a date, by the name or initials of the author (and preferable by the author's e-mail address)
- All documents of any significance should be forwarded via the Team Leader, or copied to the Team Leader
- Wherever practical, any document should be reviewed by a person other than the author prior to circulation outside the BDP team

3 References and related literature

MRC (June 2002): MRC Programming Manual. Final updated working document, 14 June 2002

MRC-BDP (July 2002): Basin Development Plan, Inception Report

Enclosure 1: BDP mandate and guiding principles

Basis

Mandate from the 1995 Mekong Agreement, as detailed by subsequent MRC Council decisions, for example by approval of the Programme Implementation Plan, the Inception Report, and various revised work plans

Full compliance with national development policies and strategies

Full compliance with WUP rules for flow and water quality, and other agreed regional provisions, development policies and strategies

Institutional framework

Implemented by the JC

Building on existing institutions, notably the MRC Council, JC and the NMCs

Coordination, knowledge-sharing, and willingness to active collaboration with relevant regional and national institutions, organizations, development agencies, universities and knowledge-centres

Via the NMCs, coordination, knowledge-sharing, and willingness to active collaboration with existing as well as forthcoming River Basin Committees or Organizations

Seamless interfaces with other MRC programmes

Scope

Proactive support to regional or transboundary water-related development in the LMB

Observation of balance between economic, social and environmental aspects; between national interests; between upstream/downstream interests; and between sectors

Promotion of the long-term goal of regional optimization of water allocation by demonstrating its potential and advantages

Production of a *'live'* shortlist of agreed, bankable development projects and programmes, suited for implementation both within and outside of the MRC framework, as appropriate from case to case

Approach

Process-oriented, and strongly participatory

Holistic (integrated) approach, covering 8 sectors and 4 themes

Analysis at sub-area level, national level, and regional level

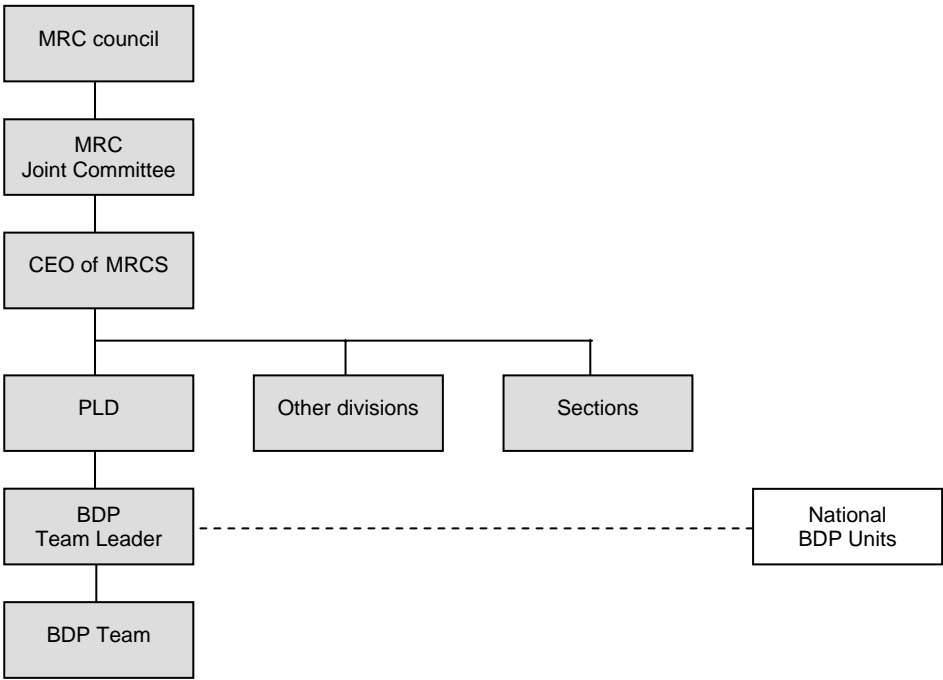
Building on consensus about shared values, reflected in an *'LMB Strategy'* (to be produced, to serve as a reference for identification and ranking of projects and schemes)

Promotion of synergies and added value relative to national development and sector development

Due observation of opportunities, priorities, assets, trends, threats, and risks, both within and beyond control of the decision-makers

Decisions on physical interventions to be based on the *'best available knowledge'*, with due regard to *'full value and costs'* (within the MRC member countries), considering immediate as well as long-term economic, social, cultural and environmental benefits and effects, including cumulative effects. Actual implementation of physical interventions subject to an adequate decision basis

Enclosure 2: The BDP organization



(For details and task allocations, please refer to the BDP Inception Report)³

³ MRC-BDP (July 2002), Chapter 7 and Annex C

Enclosure 3: Guideline to authors

Contents, as relevant form case to case:

- a Title, prepared by/for MRC BDP or NMC, date
- b An inner cover, as exemplified in the present document, with author(s)/contact person(s); type of document (for example discussion paper, working paper, guideline); status (for example 1st draft, final draft, final); and a disclaimer ⁴
- c A map
- d List of acronyms and abbreviations
- e List of contents
- f A summary (if the report is more than a few pages)
- g Introduction, normally including a description of origin and purpose of the document
- h The text itself, divided into chapters and sections
- i References and related literature
- j Appendices - possibly including a glossary

General advice, as relevant from case to case:

- In general, people don't read lengthy documents. Write as short and crisp as possible. Use appendices for lengthy descriptions, analyses, data summaries etc.
- Use figures, diagrams, photos, maps, text boxes, as much as body text
- Explain terminology (in text boxes, or in a separate glossary). The BDP Glossary (included in the Inception Report) can serve as a starting point
- Most BDP studies build on secondary data. Beware of the documentation. Include all references in the reference list, and use footnotes⁵ (or brackets) for identifying the origin of data, information and illustrations
- Keep assumptions and findings clearly apart. Make it clear to the reader whether a statement is an observation, an assumption, some information obtained from elsewhere, an idea, or a recommendation. This can (for example) be done by locating various categories of statements in separate (sub-)sections. Key assumptions should be highlighted and should be included in the summary (if any)
- Quotations should be clearly marked, 'for example like this', and should be identified by an accurate reference with page number

Layout

Please keep adequate margins all around the text and figures

In case of colour maps, diagrams, and photos, please assure that these make sense also if copied in black-and-white

Avoid the Particular MRCS habit of using Upper-case and lower-case letters at Random

Try to maintain a reasonable file size of reports and overhead presentations - by proper pre-processing of maps and pictures

⁴ Example of disclaimer: This document has been prepared for internal use within the BDP. It presents opinions of the author(s) and not those of MRC or the NMC(s)

⁵ (with title and page number, or name of the agency/person and a date)

Enclosure 4: Check list for document review

Structure of document: Clear, logical

Specifications (ToR, if available): Compliance; justification for deviations (as relevant)

Cover: Text as per Quality Plan; no spelling mistakes; nice appearance

Title page: As per Quality Plan

List of contents: Preferably on one page

Key map: Often a good idea

Introduction: As per Quality Plan, explaining purpose and origin of document, etc.

General appearance: Suitable length; few redundancies

A summary: Should be provided if the document is more than a few pages

Data basis: Adequacy, accuracy, validity. Data coverage or quality may well be less than ideal, but shortcomings and their significance should always be explained to the reader

Terminology: Consistency; intelligibility (whether it is easy to understand) - if not so, a glossary (or explanatory text boxes) should be provided

Intelligible: Being easy to understand

Redundant (words or paragraphs or even chapters): Not necessary (for example a (literal or logical) duplication, or not required in the context, or not required for the purpose of the document)

Analysis: Clear, logical; summary of rationale given (if required); adequate documentation given for methodology (if required) (perhaps as references)

Flow charts: Sometimes, a simple flow chart, diagram or table can clarify a complex methodology or line of thought

Illustrations, graphs, maps: Clear to read; fully self-explanatory, with legends, units, scales, etc.

Assumptions, findings, recommendations, suggestions: Clearly identified, without risk that the reader mistake one category for another

References: Clearly identified

Appendices: Long background texts, data tables, background documentation may be presented in appendices, in order to make the text easier to read

Enclosure 5: Glossary

The objective of the glossary is to support a consistent terminology and to reduce the risk of misunderstandings in connection with the work.

Administrative reports: Inception report, progress reports, and other documents describing the management, progress, resource utilisation, and various administrative implications and practicalities

BDP Team: The MRCS staff members who are employed under the BDP for the purpose of developing the BDP

BDP Team Leader (or Officer-in-Charge): The Head of the BDP Team, responsible to the PLD Director for (among others) over-all programme implementation, internal resource allocation, detailed planning, and day-to-day internal and external communication

BDP report: An administrative report, discussion paper, working paper, guideline, or technical report

Consistent (terminology or approach or logics): Uniform; fitting with each other; unchanged over time or from one report to another

Disclaimer: A short statement that a document does not reflect the official opinions of MRC or an NMC

Discussion Paper: Under the BDP, a '*Discussion Paper*' is an internal and, sometimes, provisional document, which mainly serves the purpose of communication within the BDP organization and network. Often, it will present ideas and suggestions, or internal recommendations. A Discussion Paper can be 'upgraded' to a Working Paper if so desired. A Discussion Paper is normally not reviewed by anyone except the author(s)

Documents: Can be printed or electronic; can comprise various types of reports, papers, letters, memos, and e-mails, as well as overhead presentations

Guideline: Under the BDP, a '*Guideline*' is a tool for coordination of the work. It can contain detailed step-by-step procedures, and/or conceptual outlines of aspects to consider and aspects to disregard. Guidelines are submitted as drafts and 'final' versions. The 'final' versions can be revised according to needs. Guidelines should reflect a joint understanding among the participants in the BDP process. A (final draft or final) Guideline has normally been reviewed within the BDP Team and by the NMCs

Quality: The compliance between an actual and a specified or desired property (or set of properties) (for example the actual contents of a report as compared with the specified or desired contents)

Routing slip: A form used by MRCS to assure that a document is passing the right desks in an orderly way

Working Paper: Under the BDP, a '*Working Paper*' is regarded as an internal and, sometimes, provisional document, which mainly serves the purpose of communication within the BDP organization and network. Sometimes, it will be much shorter than the comprehensive working papers prepared under WUP. It can present summary descriptions of 'facts', or open ideas and suggestions, or recommendations. Recommendations, when made, may not in all cases reflect a consensus among the participants in the BDP formulation. A (final draft or final) Working Paper has normally been reviewed within the BDP team

Appendix 5: BDP publications

The following publications are available on the '*BDP library*' CD:

BDP core library

- MRC-BDP (2006): The BDP planning process. BDP Library Volume 1. Mekong River Commission, Basin Development Plan. May 2005 (revised January 2006)
- MRC-BDP (2006): Sub-area analysis and transboundary planning. BDP Library Volume 2. Mekong River Commission, Basin Development Plan. December 2004 (revised January 2006)
- MRC-BDP (2006): Sub-area reports. BDP Library Volume 3. Mekong River Commission, Basin Development Plan. In preparation
- MRC-BDP (2005): Scenarios for strategic planning. BDP Library Volume 4. Mekong River Commission, Basin Development Plan. March 2005 (revised November 2005)
- MRC-BDP (2005): Stakeholder participation. BDP Library Volume 5. Mekong River Commission, Basin Development Plan. July 2004, revised November 2005
- MRC-BDP (2005): Data system and knowledge base. BDP Library Volume 6. Mekong River Commission, Basin Development Plan. March 2005, revised December 2005
- MRC-BDP (2005): MRCS Decision Support Framework (DSF) and BDP applications. BDP Library Volume 7. Mekong River Commission, Basin Development Plan. March 2005, revised September 2005
- MRC-BDP (2005): Economic valuation of water resources (RAM Applications). BDP Library Volume 8. Mekong River Commission, Basin Development Plan. June 2005, revised December 2005
- MRC-BDP (2005): Social and environmental issues and assessments (SIA, SEA). BDP Library Volume 9. Mekong River Commission, Basin Development Plan. July 2004, revised December 2005
- MRC-BDP (2005): IWRM strategy for the Lower Mekong Basin. BDP Library Volume 10. Mekong River Commission, Basin Development Plan. December 2005
- MRC-BDP (2005): Monographs. BDP Library Volume 11. Mekong River Commission, Basin Development Plan. March 2005, revised December 2005
- MRC-BDP (2006): Project implementation and Quality Plan. BDP Library Volume 12. Mekong River Commission, Basin Development Plan, January 2006
- MRC-BDP (2005): National sector reviews. BDP Library Volume 13. Mekong River Commission, Basin Development Plan. October 2004, revised November 2005
- MRC-BDP (2005): Regional sector overviews. BDP Library Volume 14. Mekong River Commission, Basin Development Plan. November 2002, revised September 2005
- MRC-BDP (2005): Training. BDP Library Volume 15. Mekong River Commission, Basin Development Plan. December 2004, revised December 2005

Other BDP reports and publications

- Beecham, Richard (2004): Developing inputs for Resource Allocation and Optimisation Model. Technical Report 1, February 2004. Mekong River Commission, Basin Development Plan
- Beecham, Richard (Mar 04): Analysis of alternate baseline conditions. MRC BDP Working Paper
- Beecham, Richard (May 04): Modelling support for Basin Development Plan (with analysis of Chinese dam cascade). MRC BDP Working Paper
- Beecham, Richard and Hugh Cross (Mar 05): Modelled impacts of scoping development scenarios in the Lower Mekong Basin. MRC-BDP Working Paper
- Chaudhry, Peter and Muanpong Juntopas (Jan 05): Water, poverty and livelihoods in the Lower Mekong Basin. Mekong River Commission, Vientiane, Lao PDR
- CNMC (Sep 03): Integrated water resources management in Cambodia, national sector review. Basin Development Plan Programme. Phnom Penh, Cambodia

Cross, Hugh (Jun 04): Hydrologic analysis for basin planning using the MRC DSF: Spatial flood relationships to river flows, dai fish catches and inundated populations. MRC BDP Working Paper

Cross, Hugh (Mar 04): DSF outputs from ISIS model simulations for basin planning. MRC BDP Working Paper

Cross, Hugh (Mar 05): A report on likely infrastructure developments on the Mekong floodplain in Cambodia and their significance in changing flow patterns. MRC BDP Working Paper

Haisman, Brian (Dec 03): Hydrology simulation modeling in river basin planning - an introduction for non-hydrologists. MRC, BDP, MDBC Training Module 3

Haisman, Brian (Sep 03): Draft guideline on sub-area scenario formulation. MRC-BDP discussion paper

LNMC (Feb 04): Basin Development Plan, national sector overviews. Vientiane, Lao PDR

MDBC (Jan 03a): Background Paper 1 - Evolution of the Murray-Darling Basin Commission. Mekong River Commission - Murray-Darling Basin Commission Strategic Liaison Programme Phase II

MDBC (Jan 03b): Background Paper 2 – Lower and Upper Basin case studies. Mekong River Commission - Murray-Darling Basin Commission Strategic Liaison Programme Phase II

MDBC (Jan 03c): Background Paper 3 - Scenario formulation and assessment in river basin planning. Mekong River Commission - Murray-Darling Basin Commission Strategic Liaison Programme Phase II

MDBC (Oct 03): Principles of basin planning – application of basin planning principles. Murray-Darling Basin Commission – Mekong River Commission Strategic Liaison Program Phase II

MDBC and MRC (Dec 04): Tour report. Basin Development Planning - Tonle Sap Great Lake study tour 13-15 December 2004. Mekong River Commission - Murray-Darling Basin Commission Strategic Liaison Programme Phase II

MDBC and MRC (May 04): Tour report. Basin Development Planning - Mekong River Basin study tour 2-11 May 2004. Mekong River Commission - Murray-Darling Basin Commission Strategic Liaison Programme Phase II

MRC-BDP (2003): Development of Resource Allocation and Optimisation Model. Final report on the development of the BDP RAOM. Prepared by Halcrow Group Ltd., October 2003. Mekong River Commission, Basin Development Plan

MRC-BDP (Dec 02): Training needs assessment & BDP indicative training plan for Cambodia and Lao PDR. Prepared by Sucht Katima for Cambodia National Mekong Committee, Laos National Mekong Committee, and Mekong River Commission Secretariat under the MRC Basin Development Plan

MRC-BDP (Jul 02): Report on BDP workshop on scenario formulation, Phnom Penh, 24-25 July 2002, with contributions by Brian Haisman, Mingsarn Kaosa-ard, and Malcolm Wallace

MRC-BDP (Jul 03): Sub-area Forum 2: Approach and process for stakeholder participation. BDP Stakeholder Participation Working Paper # 4

MRC-BDP (Jun 03): Assessment framework for the BDP. Discussion Paper

MRC-BDP (Jun 03a): Framework for stakeholder participation in the formulation of the Basin Development Plan. BDP Stakeholder Participation Working Paper # 1

MRC-BDP (Jun 03b): Sub-area Forum 1: Approach & process for stakeholder participation in sub-area analysis. BDP Stakeholder Participation Working Paper # 3, revised July 2004

MRC-BDP (Mar 03): Scenario formulation and assessment. Discussion Paper

MRC-BDP (Mar 05): BDP Projects Database, Version 1.2 (listings as at 11 March 2005)

MRC-BDP (Nov 02a): Regional sector overviews, executive summary. Working paper

MRC-BDP (Nov 02b): Regional sector overviews, fisheries. Working paper

MRC-BDP (Nov 02c): Regional sector overviews, tourism development. Working paper

MRC-BDP (Nov 02d): Regional sector overviews, agriculture and irrigation. Working paper

MRC-BDP (Nov 02e): Regional sector overviews, watershed management. Working paper

MRC-BDP (Nov 02f): Regional sector overviews, hydropower. Working paper

MRC-BDP (Nov 02g): Regional sector overviews, navigation. Working paper

MRC-BDP (Nov 02h): Regional sector overviews, domestic water and sanitation. Working paper

MRC-BDP (Nov 02i): Regional sector overviews, industrial water use. Working paper

- MRC-BDP (Nov 02j): Regional sector overviews, flood management and mitigation. Working paper
- MRC-BDP (Sep 02): BDP Data System. (i) Summary; (ii) draft guidelines on data sharing; (iii) draft guidelines on national data management; and (iv) information needs assessment and information held by MRCS
- Nesbitt, H.J. (Feb 05): Lower Mekong Basin: Future trends in agricultural production. Mekong River Commission, Vientiane, Lao PDR
- Nesbitt, H.J. (Mar 05): Water used for agriculture in the Lower Mekong Basin. Mekong River Commission, Vientiane, Lao PDR
- Rowcroft, Petrina (2004): The application of the Resource Allocation and Optimisation Model to economic analysis of water-use trade offs within the Basin Development Plan. Resource document. February 2004. Mekong River Commission, Basin Development Plan
- Rowcroft, Petrina (2005a): Resource Allocation Model (RAM), user guide. 21 June 2005. Mekong River Commission, Basin Development Plan
- Rowcroft, Petrina (2005b): Methodologies and sources for valuation of water resource demands in the Lower Mekong Basin. 27 June 2005. Mekong River Commission, Basin Development Plan
- Rowcroft, Petrina (2005c): Economic dimensions of water resource planning in the Lower Mekong Basin: An initial analysis based on the Resource Allocation Model (RAM). 29 June 2005. Mekong River Commission, Basin Development Plan
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