

INCEPTION REPORT

Project: Technical assistance for enhancement capacity of HFIC and project owners financed under AFD's credit line (HCE Project)

Bidding package: Program of improving actual methods on responsibility of social and environmental protection (HCE2 Package)

In accordance with the contract between HFIC and DWW, from 20th September 2010

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Abbreviations

AFD French Development Agency

DONRE Department of Natural Resources and Environment of Ho Chi Minh City

DWW Development Worldwide

EIA Environmental Impact Assessment

E&S Environmental and social

HCMC Ho Chi Minh City

HFIC Ho Chi Minh City Finance and Investment State-owned Company

WB World Bank

WWTP Waste Water Treatment Plant

Introduction/Background

In accordance with the Terms of Reference for HCE 2 bidding package (Program of improvement methods of social & environmental responsibilities) of the French Development Agency (AFD) Technical Assistant Project for enhancement capacity of HFIC and project owners financed under AFD's credit line, the overall objective of the program under HCE 2 is to improve the practices of environmental and social (E&S) responsibilities in HCMC.

The concrete objectives of the HCE 2 Package are:

- To improve the capacity of the City's authorities, HFIC's clients and HFIC itself, in managing and evaluating E&S effects of their projects through:
 - The provision of training courses and workshops: specific knowledge transfer in order to present the best international approaches on E&S assessment.
 - The identification of a methodology to be adapted to Vietnam;
 - The compilation of manuals/guidebooks for the concerned professionals, HFIC's clients, so as to increase the quality of projects.
- To encourage the entities funded by AFD's credit line to apply the best methods regarding the implementation of environmental quality standards (energy efficiency, water management, waste management, etc.) of their construction projects or of their operation (hospital, social housing, school), and those of the E&S management.
- To accompany environmental service companies to improve and enhance their practice through training courses in ISO 14000.

In order to achieve these objectives, the following activities will be carried out in line with the technical proposal approved by the contract:

- 1) Inception phase which include identifying specific needs and requirements to improve the beneficiaries' capabilities in E&S safety and related topics, preparation of the overview of relevant Vietnamese and international currently valid standards and of legislation in the area of E&S safety and related topics and dissemination of information about the project.
- 2) Training preparation and training of trainers
 - Development of training material for E&S safety policies for all beneficiaries based on the results of the inception phase.
 - Training of local trainers in E&S safety issues.
- 3) Trainings, workshops and local field trips for groups of defined beneficiaries (HFIC, HCMC authorities, hospitals, social housing companies and environmental service companies)
- 4) Case studies on ISO 14001 introduction based on Cleaner Production scheme
- 5) Concluding activities which cover mainly the finalization and translation of handbooks for each group of beneficiaries, and final consultation with beneficiaries to discuss potential follow-up activities to ensure continuous improvement in the field of E&S safety.
- 6) International study tour
- 7) Related Management, administration and reporting activities

Prior to awarding the contract, the negotiations of the contract conditions and technical proposal for the above listed activities has been conducted through emails and meetings from April 28, 2010 to July 8, 2010 between HFIC ("the Client") and DWW ("the Consultant"). Conclusion of these negotiations was agreed in the Minutes of contract negotiations, which are understood as amendment and/or clarification of the terms of references, technical proposal and contract conditions.

DWW received the email from HFIC with information about awarding the contract for the HCE 2 bidding package on 1. 9. 2010. Based on this information, the DWW team immediately prepared the 1st mission to HCMC to carry out the inception activities. During this preparation DWW kindly asked HFIC to organize meetings with all groups of beneficiaries in order to identify concrete needs and requirements to improve the beneficiaries' capabilities in E&S safety. The outcome of this mission is described in the following parts of this report.

The report also contains the proposal of the Detailed project schedule for period October – December 2010 and Project schedule for activities in 2011.

1 Identification of needs and requirements to improve the beneficiaries' capabilities in E&S safety

The mission to carry out Activity 1.1 (Identification of needs and requirements to improve the beneficiaries' capabilities in E&S safety) and preparation for Activity 7.3 (Organizational arrangement for trainings, workshops, site visits and international study tour) took place from 15 to 21 September 2010 in Ho Chi Minh City (Vietnam) and on 23 and 24 September in Jakarta (Indonesia).

Prior to the mission, the HFIC agreed to organize meetings with all groups of beneficiaries and the Consultant prepared a questionnaire for interviews with the beneficiaries.

Most of the meetings with beneficiaries took place in HFIC office on 33-39 Pasteur, Dist. 1. The DWW participants of the mission were:

- Jan Stejfa - Team leader, Training Specialist, ISO expert, Expert responsible for environmental service companies
- Monika Pribylova - Expert responsible for governmental agencies and financial institutions
- Simona Kosikova - Expert for strategic planning, project management, methods and tools
- Phung Thi Phuong Hien - Local project coordinator, translator

During this mission, meetings with all groups of beneficiaries took place as described further. DWW received the contract signed by HFIC at the end of this mission in Vietnam on 21. 9. 2010.

Following subchapters describe individual meetings with beneficiaries, identification of suitable training premises and communication on preparation of the international study tour to Indonesia.

1.1 Meeting with HFIC I

Date: 15. 9. 2010, 9:00-11:30 a.m.

Present:

HFIC: Mr. Duong The Vu, Mr. Lam Hoai Anh, Ms. Van Thi Hai Duong, Ms. Nguyen Ngoc Hoang Lan, Mrs. Hoang Thi Hong Nhung, Ms. Trinh Minh Hoang, Do Thi Hoai Anh, Bui Thi Hau,

DWW: Jan Stejfa, Phung Thi Phuong Hien, Monika Pribylova, Simona Kosikova

DONRE: Mrs. Do Thi Hoai Anh, Ms. Bui Thi Hau

At the beginning all participating organizations (HFIC, DONRE, and DWW) were introduced. The DWW briefly described the project and its goals and agenda for the meeting. DONRE pointed out that the DONRE has several internal divisions (Environmental management division, Solid waste Dept, Inspection division, Environmental license agency, and others) and subsidiary offices (branches) in each of the 24 HCMC districts. The training seems to be most relevant for the Environmental management Department and it is expected that 1-2 representatives from each other division shall be invited to the training and workshop.

Based on DONRE' introduction and raised questions on the activities of the project, the issues related to authorities' activities were opened (the scope, participants and logistics of the training and workshop). After a short discussion there was agreed that HFIC would invite DONRE representatives for another meeting and send them the questionnaire with proposed training topics; also the details of the training and workshop will be discussed at the special meeting with DONRE. This special meeting with DONRE was proposed for Tuesday, 21st September.

Furthermore, HFIC briefly introduced their activities, which consist in providing mainly loans to various public and private investors for infrastructure projects in HCMC with 0% interest rate. These projects require consideration of environmental and social issues. It was stated, that HFIC applies the relevant environmental requirements of the WB and national legislation.

It was agreed that the contact person from HFIC for the organization of the project is Ms. Nguyen Ngoc Hoang Lan.

As the last point, DWW presented questionnaire for the target groups in the frame of the HCE 2 project and it was agreed that relevant HFIC staff fill in the questionnaire till September 16.

1.2 Meeting with HFIC II

Date: 15. 9. 2010, 3 – 4 p.m.

Present:

HFIC: Mr. Ngyuen Ha Lam, Ms. Nguyen Ngoc Hoang Lan,

DWW: Jan Stejfa, Phung Thi Phuong Hien, Monika Pribylova, Simona Kosikova,

The aim of the meeting was to discuss the implementation of the HFIC projects financed by the World Bank with relation to the evaluation of environmental and social aspects.

Mr. Ngyuen Ha Lam is responsible for World Bank projects appraisal including ensuring environmental assessment. He introduced projects, which were implemented or which are currently in progress. These projects include construction of schools, social housing, hospitals, highway and ensuring waste management. It was also mentioned that the WB supports 10 kinds of infrastructure projects for which Vietnam is eligible. HFIC so far received funding for 5 types of projects listed above. Nevertheless, if there are sufficient grounds for other types of the eligible projects, HFIC would like to apply for the relevant funding.

All WB projects are divided into 3 groups (A, B, C) based on the World Bank classification of associated environmental risk. Also these projects are checked for environmental risks based on the national legislation. Projects with only low environmental risk, according to the WB criteria, follow the national legislation. Projects with higher risks have to fulfill the national legal requirements as well as the WB requirements for the environmental risk assessment. These assessments are prepared by external experts. In addition, the assessment of WB environmental criteria has to be verified by another external expert.

Mr. Nguyen emphasized that HFIC has no in-house experts for environmental issues, but in near future HFIC will be obliged to have its own experts for the environmental assessments.

External environmental expertise is currently used at the stage of the project development (EIA reports), however there is a need to take the environmental (and social safety) issues into account also during the project implementation. In the case of projects with “high environmental risks” the Client is responsible to control also the operation in practice (e.g. Waste management facility).

1.3 Meeting with HFIC III

Date: 16. 9. 2010, 3:30 p.m.

Present:

HFIC: Mr. Hoang Dinh Thang, Ms. Van Thi Hai Duong, Ms. Nguyen Noc Hoang Lan, Mrs. Hoang Thi Hong Nhung, Ms. Trinh Minh Hoang

DWW: Jan Stejfa, Phung Thi Phuong Hien, Monika Pribylova, Simona Kosikova

The meeting started with the overview and discussion of questionnaires filled by HFIC. From 104 employees of HFIC, the questionnaires were filled out by 47 staff members. Mr. Thang, head of the planning department stressed out that the key training topics for HFIC staff are: Management of projects and related procedures, Waste management, Sustainable Consumption and Production and Energy management.

Results of the statistical evaluation of questionnaires show that the most important topic for the HFIC respondents is the Project management, methods and tools, evaluation of environmental and social effects of projects. Other important topics include: Water Management, Corporate Social Responsibility, Waste Management, Best Available Techniques, Integrated Pollution and Prevention Control, Environmental Impact Assessment, Energy Management, Integration of environmental requirements into the design process - buildings construction and rehabilitation. The least important topics are voluntary tools and cleaner production.

From all questionnaires, there was only one which proposed extending the training topics by two new topics. These are: environmental protection legislation, environmental management. These topics are however already included in the proposed topics.

Also only one respondent proposed one theme for further activities or projects, which covers: training in management of risk during preparation and implementation of projects.

The annex to this report contains the table with evaluation of the importance of all proposed topics.

It was highlighted again that HFIC is a financial organization and they do not have (yet) in-house experts qualified in the environmental field; the staff need to have basic knowledge about the environmental protection and environmental management issues.

Concerning the support from external experts on environmental assessment, their assistance ends with the approval of the proposal and the start of the project implementation. HFIC needs in-house specialist which would be trained in environmental issues in order to supervise the project implementation.

Concerning the planning of trainings and workshops, HFIC informed that Mondays are generally not suitable for training activities as the managements of various organizations and institutions have their meetings.

General training and opening ceremony:

Number of participants was discussed – HFIC expects 70 – 100 participants including AFD and journalist.

The proposed date is 9th of November, morning – about 2 - 3 hours. The date has to be confirmed by both parties.

The Consultant prepares the proposal of the text of invitation and the program for the opening ceremony and general training (see the Annex 5) and the press release (will be prepared after confirmation of the program for general training and opening ceremony), and ensures the meeting room.

It was agreed that HFIC ensures list of proposed participants and sending out invitations. The invitees shall include all beneficiaries groups, AFD and journalists.

Organization issues related to HFIC training

- Number of participants – agreed the same as in the proposed plan (30).
- Topics of the training will be based on the results of the questionnaire survey. It shall cover mainly 4 topics listed above.
- Date: first half of January 2011, 2 days training with break of one day; timing 8.30-11:30 and 13:30-16:30.
- Consecutive Interpretation will be ensured by DWW.
- Guidance shall be prepared in Vietnamese for the training in order to allow for consultation by the participants.
- Form of training: presentations, case studies, interactive exercise and discussion.
- Training premises: HFIC proposed to use the meeting rooms in the nearby FIDEs Conference center.

Workshop:

- Number of participants – agreed the same as in the proposed plan (60)
- Date: preliminary in May 2011, half day workshop
- Form of workshop: panel discussion with wider participation of Vietnamese experts and participants.

1.4 Meeting with Environmental service companies

Date: 20. 9. 2010, 9:00 – 10:30 a.m.

Present:

HFIC: Mrs. Hoang Thi Hong Nhung, Ms. Nguyen Ngoc Hoang Lan,

DWW: Jan Stejfa, Phung Thi Phuong Hien, Monika Pribylova, Simona Kosikova,

Environmental service companies: Bui Trong Hieu and Phung Van Dong from HCMC Environmental Company, Chan Phuoc Minh and Tran Thai Vuong from Viet-Nhat company

The meeting was opened by DWW, Mr. Stejfa, who informed the representatives of environmental service companies about the aims of the projects and goals of the first mission and the meeting.

Following this, the representatives of Viet–Nhat and HCMC Environmental Company briefly presented activities of their companies and projects which have been financed from HFIC.

Viet–Nhat was established in 2007 as private Vietnamese – Japanese company. Its main activity is waste water management. The company is specialized for engineering, investments and consultation activities and technology supply. Viet–Nhat has 11 employees.

The first project which Viet–Nhat financed from HFIC loan is the waste water treatment facility in state stomatology clinics. The conditions of this HFIC loan are 0 % of interest rate for 7 years payback period.

Next two projects for two municipal hospitals are in progress (first children hospital with capacity of 1000 m³/day, second for gynecology hospital with similar capacity). These projects will be finished in December 2010.

HCMC Environmental Company was established in 1975. From 2007 the legal form is Ltd.

HCMC Environmental Company activities are:

- a) waste management including municipal, industrial and hospital waste treatment,
- b) funeral services, and
- c) waste water treatment including waste water sludge treatment

HCMC Environmental Company carries out landfill management on the landfill with capacity of 3000 t/day; (the landfill allows to dump both municipal and industrial waste, but the HCMC environmental services are responsible only for municipal waste land filling (about 50 % of the total waste), the remaining part of the municipal waste and the industrial waste is managed by another (US) firm.

The company has 300 waste collection trucks. Also the company operates two hospital & industrial waste incinerators with capacity of 8 t/day and 4 t/day and is preparing project for incinerator with capacity of 20 t/day. Furthermore, they own and operate two waste water treatment plants with capacity of 200 m³/day and 800 m³/day.

The construction of both waste water treatment plants and one incinerator were financed from HFIC (AFD) loans. Two more projects are under preparation (composting plant and landfill).

In total, HCMC environmental service company has 1700 employees including headquarters and five branch offices.

It is the biggest company in the city which is responsible for collection and transport of waste. Apart from this company, there are other municipal service companies which take care about the basic collection of municipal waste and clean streets in individual districts.

After this introduction, the representatives of environmental service companies filled the questionnaire with proposed training topics and the results were briefly discussed. Results of the questionnaires filled by four representatives show that the most important topics for this group are the Waste management and Water Management. Other important topic include: Project management, Methods and tools, Evaluation of

environmental and social effects of projects, Corporate Social Responsibility, Best Available Techniques, Integrated Pollution and Prevention Control, EMS, Air protection and Integrated management system. The least important topics are Voluntary tools, and Sustainable Consumption and Production. The annex to this report contains the table with evaluation of the importance of all proposed topics.

There were not proposed any additional topics in the questionnaires. Two respondents proposed topics for further activities or projects. These cover: further proposals of projects financed by HFIC, and waste water treatment for hospitals, housing and industrial zones.

Representatives of both environmental service companies indicated in the questionnaire that they are willing to help with organization of the field trip in their companies.

Mr. Stejfa then informed about the organization of the training and workshop.

Organization issues related to environmental service companies training

Date: first half of January 2011, 2 day training; timing 8.30-11:30 and 13:30- 16:30

Number of participants: Viet – Nhat proposed to send 5 participants, HCMC environmental company proposed 20 participants, HFIC informed that they plan to invite some other environmental companies for the training; the total number of participants agreed to be the same as in the proposed plan (35).

In order to ensure additional participants, HFIC will send more questionnaires to be filled by additional environmental service companies which shall be then invited to take part in training and workshop.

Consecutive Interpretation will be ensured by DWW.

Topics of the training will be based on the results of the questionnaire survey.

Guidance shall be prepared in Vietnamese for the training in order to allow for consultation by the participants.

Form of training: presentations, case studies, interactive exercise and discussion.

Training premises: premises in the city center.

Representatives of VN-Jap expressed interest to make presentation about waste water treatment in hospitals in the length of about 10 minutes.

Concerning topics of the training, the environmental service companies discussed with DWW the preparatory activities related to projects financed by HFIC. The companies are responsible for engineering including EIA documentation mainly based on the national legislation. If HFIC requires additional assessment, the companies have to ensure it. As they are environmental services companies, they are required to make EIA usually for all projects. The EIA is then carried out by external specialists with authorization.

Workshop:

Number of participants – agreed the same as in the proposed plan (60)

Date: preliminary in March 2011, half day workshop,

Form of workshop: panel discussion with wider participation of Vietnamese environmental service companies, experts and possibly also representatives from other beneficiaries groups.

Discussion on implementation of ISO 14001

Viet – Nhat is interested in implementation of ISO 14001. They had the training on ISO 9001, but they did not implement it.

HCMC Environmental Company has already implemented ISO 9001:2008 for some divisions. They are also interested in implementation of ISO 14001. It was proposed that within the project, preparation for ISO 14001 implementation could be arranged for one or two divisions of the company (potential division for industrial and hospital waste).

During the activity of ISO preparation, the participants could visit the relevant division of HCMC Environmental Company.

At the end DWW informed about next steps in the project – preparation of the general training and preparation of trainings based on the filled in questionnaires. The companies will be invited to general training by HFIC.

1.5 Meeting with Social housing construction companies

Date: 20. 9. 2010, 2:00 – 3:30 p.m.

Present:

HFIC: Ms. Van Thi Hai Duong, Ms. Nguyen Ngoc Hoang Lan, Mr. Lam Hoai Anh,

DWW: Jan Stejfa, Phung Thi Phuong Hien, Monika Pribylova, Simona Kosikova,

Social Construction companies: Truong Nam Hung from Binh Minh (state owned company), Vo Thi Anh Nguyet and Nguyen Quang Trung from District 10 (municipal construction company)

At the beginning, Mr. Stejfa informed about the aims of the project and goals of the meeting. Following this, the representatives of District 10 a Binh Minh Ltd. briefly presented activities of their companies and projects which have been financed from HFIC.

The activities of the construction company District 10 were introduced by the deputy director Mrs. Vo Thi Anh Nguyet. The company carries out four main activities: street cleaning + basic collection of waste, transport of municipal waste, maintenance and reconstruction of sewage, and buildings maintenance + construction. It also provides municipal services e.g. management of flats and houses, moving of citizens. The company is owned by HCMC - District 10. It has 350 employees. The company used HFIC loans mainly for the reconstruction of old municipal housing and partially also for waste management.

The company Binh Minh Ltd. is a state owned company under management of the city. It has 3 main activities: construction of municipal housing and industrial structures, reality estate, production of construction material. The company used HFIC loans mainly for the reconstruction of old municipal housing and partially also for waste management. The first project financed by HFIC was house with apartments. They are preparing further projects for construction of high storage apartment houses. They have 70 employees in the main office. The total number of employees covering also all branches is about 500.

Representative of HFIC informed that the 3rd social housing company which will be invited to the training is owned by the city and its main activities cover construction and reality estate. And the 4th company focuses on engineering of housing. HFIC plans to send the questionnaires to these companies in order to receive their input and invite them for the training and workshop.

The representatives of construction companies then filled the questionnaires with proposed training topics and the results were briefly discussed. Results of the questionnaires filled by three representatives show that the most important topics for this group are the Project management, methods and tools, Evaluation of environmental and social effects of projects, Integration of environmental requirements into the design process - buildings construction and rehabilitation, Best Available Techniques, Integrated Pollution and Prevention Control, and Integrated management system. Other important topic include: EMS, Environmental Impact Assessment, and Corporate Social Responsibility. The least important topics are Voluntary tools and Air protection. The annex to this report contains the table with evaluation of the importance of all proposed topics.

There was not proposed any additional topics or any topics for further activities or projects in the questionnaires.

Next DWW informed about the organization of the training, workshop and local field trip/excursion.

Organization issues related to construction service companies training

Date: Representatives of construction companies informed that they could not take part in training during January. Therefore the first half of March 2011 was suggested for the training date; the training will last 2 day; timing 8.30-11:30 and 13:30- 16:30.

Number of participants – HFIC proposed 3 - 5 people per company. The representatives of the construction companies agreed with this proposal. The planned total capacity is 30 participants.

HFIC will send more questionnaires to be filled by additional construction companies which shall be then invited to take part in training and workshop.

Consecutive interpretation will be ensured by DWW.

Topics of the training will be based on the results of the questionnaire survey.

Guidance shall be prepared in Vietnamese for the training in order to allow for consultation by the participants.

Form of training: presentations, case studies, interactive exercise and discussion

Training premises: premises in the city center.

Workshop:

Number of participants – agreed the same as in the proposed plan (50)

Date: preliminary in May 2011, half day workshop,

Form of workshop: panel discussion with wider participation of Vietnamese environmental service companies, experts and possibly also representatives from other beneficiaries groups.

Field trip – it would be good to visit some project financed by HFIC. It was proposed that HFIC shall select appropriate project for the field trip.

The representative of District 10 company indicated in the questionnaire that she is willing to help with organization of the field trip in the company.

1.6 Meeting with Hospitals

Date: 21. 9. 2010, 9:00 – 11:00

Present: Mr. Quach Tuan Khai from Hospital 115, Mr. Ton Van Tai from Cho Ray hospital

HFIC: Ms. Van Thi Hai Duong, Ms. Nguyen Ngoc Hoang Lan, Mr. Lam Hoai Anh,

DWW: Jan Stejfa, Phung Thi Phuong Hien, Monika Pribylova, Simona Kosikova,

The meeting was planned to be attended by three hospitals, but only two were present. At the beginning of the meeting HFIC informed that representatives of another hospital are on the way. Based on this information the DWW proposed to ask representatives of the present hospitals to give a brief overview about activities of their hospitals.

The representatives of the Hospital 115 briefly presented the hospital's activities and projects which have been financed from HFIC. Hospital 115 is located in District 10, it is owned by the municipality and subordinated to DONRE's health department. It provides general hospital service with 1600 (1900) bed. The hospital has further 2000 ambulant patients. From all the general departments, two departments are missing (children's care and gynecology). The hospital has 2100 employees.

Since 2002, they have run four projects financed from HFIC loans. The projects cover construction of the new building with 260 beds, purchase of different medical and diagnostic technologies.

They have their own waste water treatment plant (WWTP) with capacity of 500 m³ water per day. This capacity is insufficient, as they need to treat 2000 m³ per day. Operation of current WWTP is outsourced. The

management prepares a new project for additional WWTP with capacity of 1500 m³ per day. The application was sent to DONRE for approval and they already selected the supplier of the WWTP construction.

The hospital uses sterilization based on electricity, plasma and ethylene.

The waste from hospital operation is sorted to common and hazardous fractions and deposited in bags of different colors for transport. The transport and subsequent treatment of waste is carried out by an external company.

Cho Ray hospital is also general hospital which is subordinated to the Ministry of Health. It has 1800 (2000) beds. The hospital serves daily to 3500-4000 ambulant patients.

Since 2001, they have run five projects financed from HFIC loans. The projects cover the purchase of different medical and diagnostic technologies.

The hospital has very old system of sewerage and WWTP with capacity of 200 m³, whilst the needed capacity is 4000 m³ per day. The project for reaching the required capacity is under preparation and will be financed by the state. They operate sterilization centre powered by electricity. Laundry is outsourced to a German company. Also the waste management is arranged externally similarly like the Hospital 115.

Mr. Stejfa on behalf of DWW then informed briefly about the project and goals of the meeting. Then the representatives of hospitals filled the questionnaires with proposed training topics and the results were briefly discussed. Results of the questionnaires filled by two representatives show that the most important topics for this group are the Project management, Methods and tools, evaluation of environmental and social effects of projects, EMS, Environmental Impact Assessment, Water management, Air protection. Other important topic include: Integration of environmental requirements into the design process - buildings construction and rehabilitation, Best Available Techniques, Integrated Pollution and Prevention Control. The least important topic is the theme of Voluntary tools. The annex to this report contains the table with evaluation of the importance of all proposed topics. There was not proposed any additional topics or any topics for further activities or projects in the questionnaires.

DWW then informed about the organization of the training, workshop and field trip/excursion.

Organization issues related to hospitals' training

Date: first half of January 2011, 2 day training; timing 8.30-11:30 and 13:30- 16:30

Number of participants: both hospitals proposed 4 – 6 people per company. The planned total capacity is 40 participants. HFIC will send more questionnaires to be filled by other hospitals from the list (see annex 1) which shall be then invited to take part in training and workshop.

Interpretation will be ensured by DWW (consecutive).

Topics of the training will be based on the results of the questionnaire survey. Form of training: presentations, case studies, interactive exercise and discussion. Training premises: premises in the city center.

Workshop:

Number of participants – preliminary agreed the same as in the proposed plan (80)

Date: preliminary in March 2011, half day workshop,

Form of workshop: panel discussion with wider participation of Vietnamese environmental service companies, experts and possibly also representatives from other beneficiaries groups.

Field trip

DWW stated that it would be good to visit some hospital in HCMC or its vicinity with implemented project financed by HFIC. The place of the field trip remains opened. Representatives of both present hospitals indicated in the questionnaire that they are willing to help with organization of the field trip in their hospitals.

DWW then informed hospitals about the planned general meeting on the November 9th, where the detailed program of training and other related activities will be presented. With this information, the meeting was closed.

1.7 Meeting with DONRE

Date: 21. 9. 2010, 14:00 – 15:30, at the DONRE premises on Ly Tu Trong street

Present:

DONRE: Nguyen Van Phuoc – DONRE deputy director and director of Cleaner Production Revolving Fund, Le Thi Kim Oanh – inspection department, Do Thi Hoai Anh – deputy manager from planning department, Bui Thi Hau – planning department, Tran Nguyen Hun – manager of environmental protection department, Tran Manh Cuong – environmental protection agency, Vu Thing Linh – solid waste management department

HIFIC: Vuong Duc Hoang Quan - deputy of general director and project manager, Mr. Duong The Vu, Ms. Van Thi Hai Duong, Ms. Nguyen Ngoc Hoang Lan, Mr. Lam Hoai Anh

DWW: Jan Stejfa, Phung Thi Phuong Hien, Monika Pribylova, Simona Kosikova

Meeting was opened by Mr. Vuong Duc Hoang Quan, deputy general director of HFIC. He introduced the HCE Project, particularly the HCE 2 part, and beneficiaries of this project.

Mr. Nguyen Van Phuoc, DONRE deputy director, highlighted the importance of the project and asked for explanation of goals of the project.

Mr. Stejfa, DWW project manager introduced the project team and aim of the meeting.

Mr. Vuong Duc Hoang Quan stated that training in environmental and social safety is the condition for obtaining any loan from AFD. He also informed about previous cooperation between DONRE and HFIC and mentioned that DONRE is invited to every HFIC project as environmental supervisor.

Mr. Nguyen Van Phuoc underlined three main training themes: Environmental Management System EMS, Integrated Management System (EMS, QMS, OHSAS) and Energy Management.

Mrs. Bui Thi Hau proposed two additional training topics: tools for state project management and establishment of environmental monitoring system.

Mr. Vuong Duc Hoang Quan proposed another training theme: relation between loan provider and loan receiver - experience from developing countries – and its changes during the process of development.

There was also mentioned, that training of HFIC clients is important, but for improving of environmental conditions in HCMC, it is also needed to train local private companies.

The representatives of DONRE were kindly asked to fill in questionnaires with proposed training topics. DONRE suggested that the questionnaires shall be filled also by other people then those present at the meeting and requested delivery of more questionnaires. During the meeting, three questionnaires were filled in. Together they indicate the following results: the most important topics for DONRE are the Integrated management systems, Voluntary tools, EMS, Energy management. Other important topic include: Project management, Methods and tools, evaluation of environmental and social effects of projects, Best Available Techniques, Integrated Pollution and Prevention Control, Corporate Social Responsibility. The least important topics are Integration of environmental requirements into the design process - buildings construction and rehabilitation. The annex to this report contains the table with evaluation of the importance of all proposed topics.

One of the questionnaires proposed to invite additional participants for the training: Department of Trade and Industry from the regional office of the Ministry of Industry and Entrepreneurs' association from HCMC.

DWW informed DONRE about next steps in organization of the training project: General training and opening ceremony proposed on 9. 11. 2010

DONRE training planned for 2 days in March 2011, proposed number of participant from ToRs – 60; topics of the training will be based on the results of the questionnaire survey; form of training will be presentations, case studies, interactive exercise and discussion; training premises in the city center. DONRE asked to obtain detailed training program well in advance of the training to be able to comment it before the training starts. Half-day workshop planned few month after the training (May 2011); proposed number of participant according the ToRs – 80.

1.8 Identification of training premises

DWW made search for meeting, workshop and training premises based on the criteria of the location, capacity, price, services and technical equipment on 16.9. and 20.9. The available premises can be divided to three groups: hotel premises, specialized conference centre and college premises.

One of the options for college premises has been offered by Prof. Ton That Lang from the HCMC Natural Resources and Environment College. The suitable meeting room fits 30 people. The advantage of this option is low price. Disadvantages are distance from city center; refreshment would have to be arranged separately and potential noise during breaks from surrounding students.

HFIC recommended specialized conference centre FideS, which is located very near to HFIC office. This centre offers variety of meeting rooms which can accommodate any of the meetings and workshops planned during the project. The centre offers all necessary equipment for the meeting including use of projector. Upon request it can also arrange the equipment for simultaneous translation.

The prices are offered for half day or full day of room rent with possibility to add tea break or lunch.

There is a big selection of meeting rooms in city center hotels. Meeting rooms or ballrooms in hotel Rex and Caravelle, both 5-stars hotels fulfill requirements for the opening ceremony and general training event. The prices in these hotels are significantly higher compared to the above mentioned FideS center.

For the training and workshops the offer of meeting rooms is even bigger. The following hotels can be considered: Hotel Rex (5 stars), Hotel Caravelle (5 stars), Hotel Norfolk (4 stars) with max capacity of 80 people, Hotel Lavender (capacity up to 15-20 people).

After comparing the general prices and conditions of hotels, college and FideS centre, the best conditions and most professional service seems to be offered by the FideS centre. DWW will approach FideS center with request for concrete financial proposal for arranging all meetings in the centre.

1.9 Preparation of the overview of Vietnamese and international standards and legislation in the area of E&S safety

Preparation of the overview of Vietnamese and international standards and legislation in the area of E&S safety is in progress. As first step, Czech experts defined the scope of the analysis and prepared the basis for Vietnamese experts, which were asked to fulfill this task. The scope is in the Annex 6. Within the preparation of the overview of international standards are considered the following World Bank standards: Performance Standards on Social and Environmental Sustainability, and Environmental, Health and Safety General Guidelines, and sector specific guidelines.

1.10 Preparation of overseas study tour

The contact with the Ministry of Environment Republic of Indonesia was established on the workshop on Integrated Environmental Permit, which took place on 23 - 24 September in Jakarta. During this workshop the deputy minister Ilyas Asaad gave overview of the proposed integration of current environmental permits. Among many issues discussed during the workshop, important role played the Environmental impact assessment and its role in environmental permitting.

Monika Pribylova on behalf of DWW discussed with several representatives from the Ministry the possibility to organize the overseas study tour to Jakarta with possibility of having workshop with the Ministry of Environment about the experience with Environmental Impact Assessment, discussion with the Jakarta office of the Ministry about issuing environmental permits to infrastructure projects, experience with environmental performance and inspection on waste water treatment plant, waste management facility and possibly also in a hospital.

Also representatives of the Ministry mentioned that there are examples of good and bad practice in environmental management of hospitals, social housing and waste management services in Jakarta.

The contact people at the Ministry are:

- Ms. Rosa Vivien Ratnawati, Assistant Deputy for Civil Enforcement
- Mr. Yazid Nurhuda, Assistant to the Deputy for Development of Environmental Legislation and international Agreements
- Mr. Amrizal from Environmental monitoring and reporting department

2 Project planning

This part contains the detailed schedule of project activities for the next quarter and schedule of project phases during 2011. The annex 4 of the report contains the revised work plan with break down for all activities. The revised work plan is prepared on weekly basis.

2.1 Detailed project schedule for period October – December 2010

This part contains proposal of dates for activities which shall be carried out during the next quarter (October – December 2010). The schedule is proposed with regard to the time needed for approval of the inception report and to the need to ensure project objectives as agreed.

Activities during October – December 2010

Activities	Proposed date to finish/period/notes
Activity 1.1. Identification of needs and requirements to improve the beneficiaries' capabilities in E&S safety	October 15 – within this Inception report (if additional questionnaires will be received from HFIC, they will be taken into consideration during the training preparation and further reporting)
Activity 1.2: Preparation of the overview of Vietnamese and international standards and legislation in the area of E&S safety	October 7 – December 31, 2010
Activity 1.3: Dissemination of information about the project	Throughout the whole project Starts by press release on the opening ceremony.
Activity 2.1: Development of training materials for E&S safety policies (discussion on detailed training program and the first draft of training material with HFIC)	October – December 2010 November 2010 (depending on the approval of the inception report)
Activity 2.2: Training of trainers in E&S safety issues (will take place in Vietnam)	November 4 – 5, 2010 (depending on the approval of the inception report)
Activity 3.1: Opening ceremony a General training	November 9, 2010 (depending on the approval of the inception report it can be moved ahead) <i>See comments in the conclusion part of the report</i>
Activity 7.3: Organizational arrangement for trainings, workshops, site visits and international study tour (consultation with HFIC on the program of upcoming activities)	Ongoing November 2010 (depending on the approval of the inception report)
7.4: Reporting Inception report	October 13, 2010

2.2 Project schedule for activities in 2011

The following table contains activities to be carried out in 2011 and is based on the revised work plan attached in Annex 4.

Activities	Proposed period /date to finish/notes
Activity 3.2.1: Training of HIFU and financial institutions	1.-2. week in January 2011
Activity 3.2.2: Workshop for HIFU and financial institutions	2.-3. week in May 2011
Activity 3.3.1: Training of HCMC authorities and bodies (DONRE)	2.-3. week in March 2011
Activity 3.3.2: Workshop and field trip for HCMC authorities and bodies	2.-3. week in May 2011
Activity 3.4.1: Training of hospitals and health care institutions	Week 1 – 2 in January 2011
Activity 3.4.2: Workshop and field visit for hospitals and health care institutions	2.-3. week in March 2011
Activity 3.5.1: Training of social housing construction company	2.-3. week in March 2011
Activity 3.5.2: Workshop and field trip for social housing construction company	2.-3. week in May 2011
Activity 3.6.1: Training of environmental companies	week 1 – 2 in January 2011
Activity 3.6.2: Workshop for environmental companies	2.-3. week in May 2011
Activity 4.1: Case studies on ISO 14001 - First seminar – Initial review	3.–4. week in March 2011
Activity 4.2: Case studies on ISO 14001 -Second seminar - Implementation and operation	3.–4. week in May 2011
Activity 4.3: Case studies on ISO 14001 -Third seminar – Internal audits and Management review	2.-3. week in August 2011
Activity 5.1: Finalisation of handbooks and development of case studies reports	Will be carried out within one month after each of the trainings - First set of handbooks shall be finalized in the 3. week in February 2011 - Second set of handbooks shall be finalized in the 3. week in April 2011 - Case studies reports shall be finalized in 1 week in October
Activity 5.2: Final consultation with beneficiaries	4. week in October, 1.-2. week in November 2011
Activity 5.3: Concluding meeting	4. week in October, 1.-2. week in November 2011
Activity 6. 1: Overseas study tour	3.-4. week in September 2011
Activity 7.1: Management and coordination	Throughout the whole project period
Activity 7.2: Administration	Throughout the whole project period
Activity 7.3: Organizational arrangement for trainings, workshops and site visits	Ongoing – prior to trainings, workshops, field trips and study tour.
Activity 7.4: Reporting 1. Quarterly (interim progress) report = yearly report 2. Quarterly (interim progress) report 3. Quarterly (interim progress) report 4. Quarterly (interim progress) report Draft Final Report Final Report	Delivery by: January 15, 2011 April 15, 2011 July 15, 2011 October 15, 2011 October 30, 2011 December 18, 2011

3 Conclusions

The purpose of the 1st mission (identification of needs and requirements to improve the beneficiaries' capabilities in E&S safety) was fulfilled by meeting with beneficiaries during 15 – 21. 9. 2010. DWW team met in total with 23 representatives of the beneficiaries groups with whom the training themes and organization of trainings were discussed. Also, DWW received 59 filled in questionnaires, which were properly evaluated, as commented below.

Training themes

Generally, the themes proposed by DWW were agreed by all beneficiaries and were found relevant. Some of these themes were pointed out as significant (project management, waste and water management, EMS) some were appointed as least interesting (voluntary tools, cleaner production, air protection). The following table shows the most important and least important themes for each group of beneficiaries based on the statistical evaluation of the received filled questionnaires.

<i>Beneficiaries</i>	<i>Most important themes</i>	<i>Least important themes</i>
HFIC	Project management, methods and tools, evaluation of environmental and social effects of projects	voluntary tools
Environmental service companies	Waste management, Water Management	Voluntary tools, Sustainable Consumption and Production, Integration of environmental requirements into the design process - buildings construction and rehabilitation
Social housing companies	Project management, methods and tools, evaluation of environmental and social effects of projects	Voluntary tools, Air protection
Hospitals	Project management, Methods and tools, evaluation of environmental and social effects of projects, EMS, Environmental Impact Assessment, Water management, Air protection.	Voluntary tools
HCMC Authorities (DONRE)	Integrated management systems (EMS, QMS, OHSAS)	Integration of environmental requirements into the design process - buildings construction and rehabilitation

Detailed description of the priorities for each group of beneficiaries is listed in part 1 and Annex 3 to this report.

The priorities partially differ for each group of beneficiaries. The proposed training scheme allows to prepare tailor made program based on the priorities of each group. Themes which received the highest evaluation marks will be given the most attention and time in the individual training programs. Similarly themes which received the lowest evaluation marks will be given less attention in the training program.

During inception mission there were proposed following new training topics:

1. relation between loan provider and loan receiver - experience from developing countries – and its changes during the process of development.
2. tools for state project management
3. establishment of environmental monitoring system.
4. environmental protection legislation,
5. waste water treatment for hospitals, housing and industrial zones
6. environmental management.

Themes 2, 4, 5 and 6 are actually contained in the proposed topics.

Theme no. 1 will be added to already proposed themes. Theme no. 3 is very specific and it is not directly connected with projects already financed by HFIC. Nevertheless the basics about the establishment of environmental monitoring system will be added to program of DONRE training.

Also several following themes were proposed for further activities or projects:

- training in management of risk during preparation and implementation of projects,
- further proposals of projects financed by HFIC,
- waste water treatment for hospitals, housing and industrial zones.

There was also mentioned, that training of HFIC clients is important, but for improving of environmental conditions in HCMC, it is also needed to train local private companies. One of the questionnaires proposed to invite additional participants for next trainings: Department of Trade and Industry from the regional office of the Ministry of Industry and Entrepreneurs' association from HCMC. DWW will be searching for funding for the newly proposed activities and new beneficiaries.

On meetings with social housing companies, hospitals and HCMC authorities, representatives of HFIC proposed to provide additional questionnaires for identification of the training topics for these groups of beneficiaries. DWW expects to receive the additional questionnaires in order to adjust the prioritization of training themes which it the basis for the detailed training program.

The evaluation of the additionally filled questionnaires will be included in the next report (the 1st quarterly report).

Organization of trainings and workshops

Preliminary dates of trainings and workshops were agreed with individual groups. The proposed date for the general training and opening ceremony is 9th November 2010. The first group of trainings shall take place in January 2011, second group in March 2011 and workshops will be finished in May 2011. In the occasion of the opening ceremony, the program for the individual trainings and workshops will be presented to HFIC for discussion and/or comments.

Translation of all trainings and workshops will be ensured by interpreter specialized in environmental topics. The results of questionnaires show that majority of respondents understand English, therefore the consecutive translation trainings and workshops will be arranged in order to enable listening the original terminology in English as well as the Vietnamese interpretation.

Training premises for all trainings and workshops will be arranged in the city center. Based on the survey and comparison of the available premises described above in part 1.8, the best conditions and most professional service seems to be offered by the FideS centre. Therefore DWW approached the FideS center with request for concrete proposal for arranging all meetings in the center.

Field trips

In accordance with the agreed minutes of the contract negotiation (section 5 and schedule 2) the field trips for HCMC Authorities, hospitals and social housing construction companies will take place in HCMC or its vicinity. The schedule to the minutes specifies: "During the Program, these beneficiaries will take part in trainings, workshops and field trips as described in the original Technical Proposal submitted by DWW. These activities will be carried out in Vietnam, mostly in HCMC and neighboring provinces."

On meetings with the respective groups of beneficiaries, DWW recommended to visit some hospital or social housing with implemented project financed by HFIC. This recommendation is supported by the willingness of representatives from hospitals, social housing companies and environmental service companies to help with organization of the field trip in their organization.

Representatives of HCMC authorities will be invited to join either the field trip for hospitals or for social housing construction companies.

General training and Opening ceremony

The preparation of the General training and the Opening ceremony was discussed with HFIC on the above described meetings. The summary of the agreed tasks necessary for this event are as follows:

- DWW proposed the date of the event on 9. 11. 2010; HFIC proposed by telephone communication 22. 11. and also informed that the opening ceremony can take place only after the approval of the inception report by AFD; therefore DWW leaves the date opened and would like to ask HFIC to propose a suitable date at least 4 weeks in advance to allow for travel arrangement of the DWW project team.
- DWW arranges the premises and prepares draft invitation letter for the opening ceremony and general training including detailed program (see the Annex 5), prepares the materials and presentations for the general training including text of the press release (short information about the project, will be prepared after confirmation of the program for general training and opening ceremony)
- HFIC prepares a list of participants (incl. media) and distributes the invitations; (note: the representative of DONRE proposed to invite additional participants for the training: Department of Trade and Industry from the regional office of the Ministry of Industry and Entrepreneurs' association from HCMC).
- HFIC informs DWW about the number of invited participants and number of participants who confirm the invitation at the latest one or two weeks before the date of the opening ceremony

Proposal of the program for the opening ceremony and general training is attached in Annex 5.

Annexes

Annex 1: List of HFIC clients

Annex 2: Questionnaire for the target beneficiaries' groups within project HCE-2

Annex 3: Statistical evaluation of filled questionnaires

Annex 4: Revised work plan

Annex 5: Proposal of the text of invitation and the program for the opening ceremony and general training

Annex 6: Preparation of the overview of Vietnamese standards and legislation in the area of environmental and social safety

Annex 1: List of HFIC clients

I. Hospitals

1. Hospital Nguyen Trai
2. Hospital Trung Vuong
3. Hospital Gia Dinh
4. Hospital Cho Ray
5. Hospital 115
6. Hospital of cancer
7. Faculty hospital
8. Hospital Binh Dan
9. Hospital Thu Duc
10. Rehabilitation hospital
11. Hospital Sai Gon
12. Stomatology clinic
13. Hospital Hoc Mon
14. Hospital Binh Thach

II. Construction companies

1. Company Q 10
2. Company Sai Gon
3. Company Binh Minh
4. Company Thanh Nien

III. Environmental companies

1. HCMC Environmental Company
2. Company Ben Thanh

Annex 2 Questionnaire for the target beneficiaries' groups within project HCE-2

Groups of beneficiaries are:

- HFIC (HCMC Finance and Investment State-owned Company)
- HCMC authorities and bodies
- Hospitals and public health organisations
- Social housing construction companies
- Environmental service companies in HCMC

We kindly ask to fill in the questionnaire by the most representatives from each of the target group.

1. Evaluation of the importance of the training themes

The main part of the project HCE - 2 is the training of the target groups. There were proposed 14 training themes. In order to maximize the utilization of the training, the project team needs to know the importance of the individual training topics for the training's participants. The importance of the individual training's themes is evaluated in term of needs of the specific target group based on the scale from 0 to 5. 0 means the lowest importance, 5 means the highest importance. At the end of the table there is a possibility to add and evaluate additional themes.

No.	Training themes	Evaluation (0-5)
1	Cleaner Production Assessment Methodology	
2	Environmental Management System according ISO14001/EMAS	
3	Integrated Management System (Environmental Management System ISO 14001, Quality Management System ISO 9001, Occupational Safety and Health Management System OHSAS 18001)	
4	Voluntary tools (LCA - Life Cycle Assessment, Eco-design, Eco-labelling, EMA - Environmental Management Accountancy, EPD Environmental Product Declaration, etc.)	
5	Sustainable Consumption and Production	
6	Waste Management	
7	Energy Management	
8	Water Management	
9	Best Available Techniques, Integrated Pollution and Prevention Control	
10	Corporate Social Responsibility	
11	Integration of environmental requirements into the design process - buildings construction and rehabilitation	
12	Project management, methods and tools, evaluation of environmental and social effects of projects	
13	Environmental Impact Assessment	
14	Air protection	
15		
16		
17		



2. Information about the respondent

Beneficiaries group		<input type="checkbox"/> HFIC and other financial institutions <input type="checkbox"/> HCMC authorities <input type="checkbox"/> Hospitals and health care organizations <input type="checkbox"/> Social housing construction companies <input type="checkbox"/> Environmental service companies			
Name					
Name of organization /company					
Position in the organization /company					
Contact address					
Contact email					
Contact telephone					
English language knowledge (please cross the relevant level)	Speaking:	non	partially	good	Very good
	Writing:	non	partially	good	very good
Are you interested in active cooperation in organisation and logistic support of the project?					
Are you willing to help with organization of the field trip in your organization?					
Are you interested in presenting your experience to other participants during the training?					
What topics are you willing to present?					
Your prior presentation and lecturing experience (field or themes of former presentation and lecturing experience)					
Further comments and clarification					

Do you have a proposal for themes for further project/program/activity (out of the scope of this project?)

.....

.....

signature

Please write the information which does not fit in the table on an additional sheet.

Annex 3: Statistical evaluation of filled questionnaires

themes No.	Training themes	HFIC	Envi. Service	Social housing	Hospitals	HCMC Auth.
1	Cleaner Production	3,32	3,00	3,00	3,00	3,33
2	EMS - Environmental Management System - ISO14001 and Environmental Management and Audit Scheme	3,43	3,67	4,33	5,00	4,33
3	Integrated management systems (EMS - ISO 14001, QMS - Quality Management System - ISO 9001, OHSAS – Occupational Health and Safety Assessment Series - ISO 18001)	3,46	3,50	4,67	3,00	5,00
4	Voluntary tools: Life Cycle Assessment, Ecodesign, Ecolabelling, Environmental Management Accountancy, Environmental Product Declaration, ...	3,04	2,50	0,67	2,00	4,00
5	Sustainable Consumption and Production	3,41	2,50	0,33	3,00	3,33
6	Waste Management	3,81	4,75	3,00	5,00	3,00
7	Energy Management	3,64	2,75	0,33	3,00	4,33
8	Water Management	4,00	4,75	0,33	5,00	3,33
9	Best Available Techniques, Integrated Pollution and Prevention Control	3,72	3,50	4,67	4,50	3,67
10	Corporate Social Responsibility	3,89	3,50	3,33	2,50	4,00
11	Integration of environmental requirements into the design process - buildings construction and rehabilitation	3,53	2,50	4,67	4,50	2,00
12	Project management, methods and tools, evaluation of environmental and social effects of projects	4,38	3,50	5,00	5,00	3,67
13	Environmental Impact Assessment	3,70	3,00	3,67	5,00	3,33
14	Air protection	3,45	3,50	1,33	5,00	3,00

Note: The figures highlighted in red show the most prioritized topics, maximum evaluation mark is 5,00.



Annex 4: Revised work plan

Activity /weeks	2010																2011																																																				
	Septem				October				November				December				January				February				March				April				May				June				July				August				September				October				November				December								
1.1	37	38	39	39	40	40	41	42	41	43	44	42	45	46	43	47	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	
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Quarterly reports																																																																					
Yearly Report																																																																					
Draft Report																																																																					
Final Report																																																																					

Above listed activities are following:

Phase 1 – Inception phase

Activity 1.1: Identification of needs and requirements to improve the beneficiaries' capabilities in E&S safety

Activity 1.2: Preparation of the overview of Vietnamese and international standards and legislation in the area of E&S safety

Activity 1.3: Dissemination of information about the project

Phase 2 – Training preparation and training of trainers

Activity 2.1: Development of training materials for E&S safety policies

Activity 2.2: Training of trainers in E&S safety issues

Phase 3 – Training and workshops for defined interest groups

Activity 3.1: General Training on E&S safety

Activity 3.2.1: Training of HIFU and financial institutions

Activity 3.2.2: Workshop for HIFU and financial institutions

Activity 3.3.1: Training of HCMC authorities and bodies

Activity 3.3.1: Workshop and field trip for HCMC authorities and bodies

Activity 3.4.1: Training of hospitals and health care institutions

Activity 3.4.2: Workshop and field visit for hospitals and health care institutions

Activity 3.5.1: Training of social housing construction company

Activity 3.5.2: Workshop and field trip for social housing construction company

Activity 3.6.1: Training of environmental companies

Activity 3.6.2: Workshop for environmental companies

Phase 4 – Case studies on ISO 14001 introduction based on Cleaner Production

Activity 4.1: First seminar – Initial review

Activity 4.2: Second seminar - Implementation and operation

Activity 4.3: Third seminar – Internal audits and Management review

Phase 5 – Concluding activities

Activity 5.1: Finalization of handbooks and development of case studies reports

Activity 5.2: Final consultation with beneficiaries

Activity 5.3: Concluding meeting

Phase 6 – Overseas study tour

Activity 6.1: Overseas study tour

Back-up / Coordination

Activity 7.1: Management and coordination

Activity 7.2: Administration

Activity 7.3: Organizational arrangement for trainings, workshops and site visits

Activity 7.4: Reporting

Annex 5: Proposal of the text of invitation and the program for the opening ceremony and general training

Dear Ladies and Gentlemen,

We have the pleasure to invite you on the

opening ceremony and general training

in the frame of the Project Technical assistance for enhancement capacity of HFIC and project owners financed under AFD's credit line (HCE Project), Bidding package Program of improving actual methods on responsibility of social and environmental protection (HCE2 Package).

Date: 9. November, 2010, at 9:00 a.m.

Place: FIDECO TOWER on 81_85 Ham Nghi Boulevard, 19th floor, District 1, HCMC

By this opening ceremony the long-term project will be commenced. This project is financed by ADF (French Development Agency through HFIC and implemented by Czech civic organization DWW with cooperation of Vietnamese experts.

The project is focused on following beneficiaries in HCMC: HFIC, HCMC authorities, hospitals, social housing construction companies, and environmental service firms.

The project consists mainly of the following activities:

- specialized training programs focused on relevant environmental & social safety themes
- follow-up workshops and case studies on ISO 14001
- local field trips and overseas study tour

There will be prepared and published handbooks on important environmental & social safety issues during the project.

Please find enclosed invitation.

Date, in HCMC

.....

on behalf of HFIC

Program for the opening ceremony and general training

1. Opening speeches (35 minutes)

HFIC: (Mr. Vuong Duc Hoang Quan)

Introduction of AFD project HCE and HCE 2 Package, introduction of HFIC, its activities, its clients and projects

AFD: - - -

DWW: (Mr. Daniel Svoboda)

Introduction of DWW and DWW project team

2. HCE 2 project program (10 min)

DWW: Simona Kosikova

Description of project program (trainings, workshops, field trips, ISO)

3. Training topics for different groups of beneficiaries (15 minutes)

DWW: Monika Pribylova

Description of training topics based on the inception phase – questionnaires evaluation

Coffee break

4. Presentation of training materials (25 minutes)

DWW: Jan Stejfa

Presentation of handbooks and example of presentation

5. Experience with financing urban development project in Vietnam (15 minutes)

Mrs. Phung Thi Huong, VEPF, or Mrs. Nguyen Ngoc Ly

Experience with the VEPF or WB projects

6. Experience with financing environmental projects in the Czech Republic (20 minutes)

DWW: (Petr Honskus)

7. Conclusion

HFIC: (Mr. Vuong Duc Hoang Quan)

DWW: (Mr. Daniel Svoboda)

Annex 6: Preparation of the overview of Vietnamese standards and legislation in the area of Environmental and Social safety

Scope of the analysis (areas):

- Waste
- Water
- Air
- Chemical substances
- Public health
- Occupational health and safety
- Energy
- Land use planning and construction administrative procedures ?
- EIA

Basic questions for the following areas: Waste, Water, Air, Chemical substances, Public health, Occupational health and safety, Energy

- 1) List of legal acts (laws, decrees, regulation, ...)
- 2) List of permits and decisions
- 3) Permitting authorities
- 4) What is regulated? (substances with set threshold/emission limit values, if any)
- 5) Environmental reporting – frequency and scope of reporting

Basic questions for the Land use planning and construction administrative procedures

Prepare scheme/flow chart of procedures need for issuing land use, construction and operational permits. Please indicate where individual environmental permits, EIA and related administrative decisions are required. Also mark the relevant authorities.

Basic questions for the EIA

Differences from EU Directive on EIA in the following issues:

- Content of the EIA notification
- Content of the EIA report (full scope)
- Is the final EIA statement binding? (linked to some permit/decision)
- Any key difference in the procedures?
- Main differences between list of activities requiring EIA notification and EIA report