

REQUIREMENTS FOR REPORTING

MUNICIPAL PARTNERSHIP

Steering Group

The following requirements for reporting of funds granted within the scope of a Municipal Partnership are applicable pursuant to the agreement between Sida and the International Center for Local Democracy (ICLD).

1 In General

The Steering Group, which falls within the Municipal Partnerships Program financed with funds from Sida and overseen by ICLD, must be reported on before funds are paid out to the Swedish party, which has carried out the work.

The report must follow both the instructions below and the approved budget, which was included in the final decision.

2 Content of the Report

1. Reference number and participating parties. Refer, in all correspondence, to the project reference number given by ICLD.

2014-0063

2. Coordinator for both partners - State name, address, telephone number, fax number and e-mail address.

Projectleader an coordinator until 2017-07-31

Gerd Sävenstedt Kommunledningskontoret Stadshuset, 945 85

Phone; +46(0)911 696941 majl gerd.savenstedt@pitea.se

Projectleader and coordinator from 2017-08-01

Bo Wiberg Utbildningsförvaltningen, Grans Naturbruksgymnasium, 943 28 Öjebyn

Phone; +46(0)911 697804 majl bo.wiberg@pitea.se

The counterpart in Vietnam:

Pham Ngoc Xuan – Director of An Giang – Sweden PMU - Local project leader.

Address; 159 Pho Duc Chinh street, Binh Duc ward, Long Xuyen city, An Giang province, Vietnam

Tel: (+84) 919 108 234 Email: phamngocxuanag@gmail.com

3. Summary in English and Swedish – About 15 lines on the Steering Group's activities purpose and results. NOTE! The summary in English and Swedish must also be sent electronically in a format in which the ICLD can copy text, for example MS Word, to ICLD by e-mail to partnership@icld.se

Styrgrupprna har inte förändrats under projekttiden annat än att Gerd Sävenstedt slutat som projektledare och koordinator 2017-07-31 och Bo Wiberg övertog projektledningen från 2017-08-01.

Möten har genomförts enligt plan två gånger per år, en i vardera land. Det har varit en tydlig ledning och styrning utifrån uppföljningsrapporter från projektgrupperna. Representanter från projektgrupperna har alltid i olika omfattning deltagit i styrgruppsmötena. Under mötena i An Giang har det varit en bredare uppslutning av främst politiker men även andra tjänstemän vilket har varit väldigt bra. Främst genom att det ökat medvetenheten om och delaktigheten i projektet.

Medlemmar i styrgrupperna har även aktivt deltagit i projektgruppernas möten och aktiviteter.

Gott samarbete och beslutsamhet har präglat styrgruppernas sammanträden.

The steering groups has not changed over the duration of the project other than Gerd Sävenstedt has retired as project leader and coordinator 2017-07-31 and Bo Wiberg took over the project from 2017-08-01.

Meetings have been carried out according to the plan twice a year, one in each country. There has been a clear leadership and management based on follow-up reports from the project teams. Representatives from the project teams always in varying degrees have attended steering group meetings. During the meetings in An Giang, there has been a wider attendance of mainly politicians and other officials, which has been very good. Mainly by the increased awareness of and participation in the project. Members of the steering groups has also actively participated in the meetings and activities of the project teams.

Good cooperation and decision-making activities have characterized the Steering Group meetings.

4. Background – Must relate to the background text which was written in the application.

Piteå Municipality and An Giang Province have been cooperating since 2011 when we carried out an inception phase, which led to “Piteå An Giang- sustainable municipalities (Dnr. 2011-0110 + 2011. The base for the ongoing project is the district of Chau Thanh where one part is to make a “Rice waste to energy plan”. In meetings with the target groups at both provincial and district levels in the ongoing project, lack of an activity plan was often mentioned. The main problem in our application comes from an urgent need where our project can contribute to turn An Giang into a Green province, as there is no master plan on biomass energy at the provincial level.

There are several activities in Chau Thanh district such as i) capacity building on rice husk to energy; ii) survey the cultivation model and energy use demand from farmer – rice mills, rice dryer; and iii) acknowledgement of different stakeholders including local authorities and communities on biomass energy. However, there is no action plan focus on turning rice waste to energy. An action plan, which will contribute to how rice by-products can improve the life quality of poor rice communities and directions for the organization level to implement the action plan.

5. Internal anchoring and participation – Describe how the internal anchoring work has proceeded. Who in the municipalities has been involved, how has knowledge of the partnership been spread, who has made decisions within the partnership, which sections of the municipality are involved in the partnership?

Internalizing and acceptance of the project

After the first project “Piteå An Giang- sustainable municipalities”, a project idea developed by An Giang and Piteå was presented, accepted and approved by the chief executive committee in Piteå and People’s Committee in An Giang. Each one of them also decided to set aside a sum equivalent to 50.000 s-crowns yearly to cover the costs not covered by the ICLD budget.

The project has been described at a common website, at <http://angiang-sweden.com/>, in the staff magazine, in news spots at the local radio station and in the local newspapers. People’s Committee of An Giang is the managing agency. People’s Committee of An Giang manage the project through Department of Natural Resources and Environment, which is one of assisting Departments of People’s Committee of An Giang.

The An Giang – Sweden Project Management Unit, PMU, has directly implemented the project according to Decision No. 523/QD-UBND, dated in 2013, March 27. It was consolidated in Decision No. 1062/QD-UBND the following year on July 10, 2014 of the People’s Committee of An Giang Province on establishment to implement all cooperative projects with Sweden, under control of Departments of natural resources and Environment. Besides the project, Monitoring Committee there has also been a local committee with an overall responsibility for the Swedish-An Giang cooperation and has during the project helped Project Management Unit, PMU to solve difficulties. An Giang – Sweden PMU have a responsibility for following project progress and advising higher level unit about mechanism if necessary.

Leaders and officials from different Departments in An Giang province have participated in Monitoring Committees, advisory board and assisting team to support PMU carry out project activities.

Natural Resources and Environment Ministry, MONRE provide good conditions and actively support for the implementation of the program. MONRE has the knowledge on issues related to energy efficiency and renewable energy, which focuses on bio energy in the region. However, MONRE requires the support for strengthening the development capacity of the project. Therefore, MONRE also directly benefit from the project.

6. External anchoring and participation – Describe whether, and if so how, other actors (organisations, the public, businesses, etc.) in the municipality have been informed about, involved and/or assisted with the partnership.

External participation

From the start of the first project both Luleå Tehniccal University, LTU, and different business in the Municipality have been involved, hosts for different study visits and also as lecturers at seminars, focusing on a Triple Helix perspective and renewable energy. It has been Smurfit Kappa, Solander Science Park, ETC, SunPine, Biogas associations, farmers etc. Besides that one of the project members is a superintendent for the agricultural schools in the county, headed by NLL, Norrbottens Läns landsting. We have also had training in their premises, where the participants also were boarded during a week of training. In this new

project, NLL has become a partner and will contribute the superintendent as an expert project member.

In addition, LTU has been part of the project. From the start of the project, we had one assistant professor participating and since 2012 a professor from LTU who became a member of the Monitoring committee. Even in the Vietnamese project group, we have an associative professor from a University in HCMC and the connection between these two groups seem to become a base for a research cooperation.

An Giang

To deploy the project following the implementation schedule, there is close cooperation of the agencies and departments concerned from the province to districts and communes in the whole process of formulation, appraisal, approval, and implementation and put the results into use. Experts from Universities have been also involved in the project as members of Monitoring Committee and advisers.

7. The Steering Group – Describe the Steering Group's work - how many meetings have been held, who has participated, what has been discussed, and so forth. Attach the notes/minutes from these meetings.

Monitoring Committee

Members of Monitoring Committee include:

Piteå:

Peter Roslund Mayor

Brith Fäldt, Opposition leader

Gerd Sävenstedt - project leader until 2017-07-31

Bo Wiberg – project leader from 2017-08-01

Jan Dahl; professor LTU

An Giang:

Mr. Hồ Việt Hiệp – Head of Internal Affairs of Party Committee of An Giang Province

Mrs. Đinh Thị Việt Huỳnh – Director of An Giang Department of Science and Technology

Mrs. Phạm Ngọc Xuân - Vice Director of Environmental Protection Fund Agency of An Giang province - Local project leader

Mrs. Nguyễn Thị Vân Hà – Dean of Environment Faculty, HoChiMinh city University of Natural resources and Environment

The common steering group has had two formal meetings yearly, one in each country. In Sweden only formal members have participated in the meetings but in Vietnam there have been many more participants who also have contributed to internalizing and acceptance of the project.

The Monitoring group has been chaired by the Swedish chairman in Sweden and the Vietnamese in Vietnam. The hosting country has also been responsible for the minutes of the meeting.

The Role and Mandate for the Monitoring Committee:

The committee work should be based on an overall perspective and show trust to the working groups.

The MC should focus on strategic discussions, important decisions making, establish guidelines to the working groups as well as the working group framework for the coming yearly period.

The MC shall also identify potential risks within the project.

The project leader shall, twice a year, report from the working groups to the MC about the status of the groups work. The MC shall follow up the work done by a number of chosen indicators.

The MC shall also control so the budget for the project is conform to the project plan.

Both parts in the MC (Vietnamese and Swedish side) shall also try to find new funding to be able to extend the project with new issues, which will be identified throughout the project.

The MC group has has been following up at each meeting the progress of the project and new things that have occurred, been able to address obstacles and find solutions.

In connection with the MC meetings there have always been programs linked to the meeting.

During the project, An Giang side had 1 formal meeting in People's Committee and a lot of informal meetings. Participants are members in Steering Committee, Monitoring Committee Advisory board and assisting team. They discussed on activity plan of the project and give decision for the best solutions to achieve project goals, gave comments on results of each activity to see what is good and what is not good to improve, support PMU for mechanisms of working. They also have built project web sites used for dissemination.

8. Role of the Coordinators - Describe how the coordinators in the respective countries have worked in relation to the Steering Group.

On the Swedish side:

The project leader plays a role as coordinator having specific responsibilities as following:

- Plan for and Coordinate activities in Sweden,
- Lead the work of the project group
- Gather and store information, original documents related to the project
- Have regular contacts with Vietnamese partners to keep all participants updated
- Have contacts with other Swedish stakeholders in Vietnamese cooperation
- Information – internal and external
- To plan for and coordinate different activities and meetings during the visits of the MC group
- Plan for formal MC meetings together with the chairman
- Have a responsibility to make reports, progress, financial etc..
- To use the Swedish part of the MC as a speaking partner when it comes to issues which needs to be addressed
- To coordinate activities and meetings both internal and with the Vietnamese partners with the Vietnamese partners

On Vietnamese side:

Local project leader is director of Project management unit as well as a member of Steering group so she plays a role as coordinator having specific responsibilities as following:

- Build project plan including master plans and annual detailed plan, inform it to all members in MC/Steering committee and make sure that all targets of the project are carried out.
- Submit to the Chairman of the Provincial People's Committee for consideration and approval of documents related to the project.
- Aggregate and make report disbursement schedule (for both aid capital and counterpart funds).
- Gather and storing all information, original documents related to the project and the Project Management Unit.
- Monitor, evaluate and report on project implementation and activities.
- Periodically and extraordinarily report the implementation progress of project for the Provincial People's Committee and the related Departments.
- Take acceptance test and handover of completed projects to receiving unit to operate and exploit.
- Coordinate other Swedish projects
- Have regular contacts with Swedish partners to keep all participants updated
- Make reports completion of the project according to regulations.

9. Climate of partnership - Describe how you experienced the climate of partnership. Describe also the division of roles and responsibilities between the partners.

Good working climate with a very open atmosphere. We described it in the project and the same goes for the MC cooperation.

Overall planning during the process has been done in cooperation between the Swedish and the Vietnamese partners. However, on a more detailed level each coordinator has had the main responsibility for preparing and to see that the activities are carried out due to the plan and decisions taken.

10. Economic Report - In relation to the approved budget and the activities carried out - report on the outcome of the various items, respectively. Use the approved budget, and fill in the outcome in the designated column.

Verifications are not to be sent to ICLD, but are to be available in the municipality's accounts for any later audit. **The costs must be verified by reviewing excerpts from the accounting records or equivalent, and be signed by the chief financial officer or the equivalent.**

- o The costs must be reported exclusive of VAT.
- o Costs of salaries and wages must be reported in the following way: Hourly rate=monthly salary/165+(social security contribution). Use the designated form for reporting of costs of salaries and wages.

All funds which have been granted must be reviewed by an auditor before the report is sent to ICLD. A certificate of audit must be included with the report.

12. Partner contribution - State what resources - personnel, collateral costs such as offices, interpreters, transportation, room and board, etc. the partner has contributed within the scope of the management and coordination work.

In An Giang, we do not separate budget to project activities and Steering group. We have common budget at the beginning of each year to implement the project.

13. Partner approval of the final report and economic report - The partner must approve the report by signing the final report and the economic report, which the Swedish party will then send to ICLD.

14. Continued partnership - Is it likely that the partners will continue to collaborate? If so, do you have a project area and/or a time frame? Do you plan to put forward any new applications during the coming year?

We have applied for a new partnership project and it's approved.

-Coordination of implementation of actionplan 2018 2020, Piteå Kommun – An Giang Province, Vietnam, dnr 2017-0044,

-Implementation of actionplan for a sustainable An Giang province, Piteå Kommun – An Giang Province, Vietnam, dnr 2017-0045,

15. Contact with ICLD. Describe how you have experienced contact with ICLD. Is there anything that you think could be improved or perhaps something that was especially valuable?

Being a new project leader in Piteå, I do not have much to comment other than I have received the support that I need.

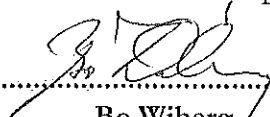
The report is to be sent by mail to:


ICLD, Box 1125, 621 22 Visby

NOTE! The summary in English and Swedish must also to be sent electronically in a format in which the ICLD can copy text, for example MS Word, to ICLD by e-mail to partnership@icld.se

For questions about the report contact ICLD, see www.icld.se

This report is submitted to and approved by


Bo Wiberg
Project leader


Pham Ngoc Xuan
Local project leader