**MEETING MINUTE**

**KOICA – VNMAC – UNDP Trilateral Meeting**

Time: 9.30 a.m – 11., Monday 4 July 2022

Venue: BOMICEN, 290 Lac Long Quan Str., Hanoi

**Participants:**

KOICA: Ms. Mira Han, Ms. Nguyen, Ms. Soyoung Ji

VNMAC: Mr. Phuc, Mr. Hung, Mr. Thuy

UNDP: Mr. Patrick, Ms. Diana, Mr. Lam, Ms. Joanna, Ms. Van Anh

**Action points:**

* In the meeting w MOND, Patrick and Mira will mention ROD issues: content of ROD are the same for all projects of KOICA in Vietnam, it is not compulsory procedure for Vietnamese side to sign the ROD, but it is compulsory for KOICA to reimburse the fund.

**Discussion:**

1. ROD signing for MOND:

* Last week, KOICA sent a letter to VNMAC to suggest signing by exchange of document, KOICA hopes that ROD can be signed within July as KOICA received questions from headquarter about the progress.
* In order to sign the ROD,VNMAC worked many times w MOND agencies and MPI, however, there are two issues: (i) content of ROD, several words is sensitive to Vietnamese agencies (for ex: human rights, human security, project area, safety area), therefore, in the meeting w MOND in 7th July 2022, Patrick can propose the RODs use the same language and templates for all IPs and SDGs have been agreed on internationally; (ii) procedure: this is not a compulsory procedure in Vietnam, so the authorities do not see the importance of this document, suggest Patrick to raise at the meeting w MOND that this is a compulsory procedure for KOICA to reimburse the fund.
* About the ROD signing by exchanging of doc: MOND does not agree, they need to approve the content before signing.

VNMAC received the said letter from KOICA, the letter has been forwarded to MOND, however, MOND did not response.

* It is suggested that in the meeting, Patrick also should mention the role of UNDP in the project is to overall management, QA and technical assistance, and these have been approved by KOICA.
* Mira suggests KOICA to attend the meeting between UNDP and KOICA. After consulting w officer of the Bilateral Division of the Foreign Relations, MOND, they agreed for KOICA to attend the meeting. VNMAC worries that attending the meeting is not decision-making level, so it is difficult to reach anything.
* UNDP RBAP Director is having official visit to Vietnam late July and UNDP has proposed meeting w MOND and may include the content of the KVPVP in the meeting.
* VNMAC suggests KOICA to have another meeting w MOND later. Mira suggests that it is urgent, KOICA proposes to join the same meeting.
* MOND requests VNMAC to adjust the ROD on wording; this afternoon, VNMAC will work and discuss w KOICA (for ex: Vietnamese translation to avoid the sensitive words). VNMAC will address the difference of the first proposal sent to MPI before which mentioned 33 million USD project. After that VNMAC will submit the final version of ROD.

1. Government approval process:

* 3 provinces have progresses in the approval process and the project in QN will be approved in Aug this year, other two province will get approval within this year, mine action does not have any progress. KOICA budget has been planned for 2022, and if it is not disbursed in time, it will be transferred to another project in Vietnam, KOICA hopes that VNMAC will expedite government internal process to get the project approved.
* ProDoc has been mostly completed, approval doc to be submitted to the Government has been completed; however, the ROD has not been approved by MOND, VNMAC suggest addressing the two points of the ROD said above so that ROD can be approved by MOND. UNDP will discuss this terminology in the ROD at the meeting w MOND, VNMAC will submit again to MOND after getting the result of that meeting.
* ROD for KVMAP has been signed before, the two templates can be compared to persuade the MOND. It is also the same template with other projects w other Vietnamese agencies.

1. Regional conference:

* Concept Note and draft agenda has been sent to VNMAC in Apr. Due to Covid-19, the plan is postponed. This is a very important event to KOICA in mine action, it is meaningful to organize such an event, also to end the KVMAP. UNDP has prepared estimates for the event.
* VNMAC sees that if KOICA hosts the event, that should be great. VNMAC will support about logistics: guests, time (beginning Aug is good). If KOICA hosts, the permission will be much easier than VNMAC, KOICA needs to work w MOFA only. VNMAC cannot decide a date, there is no MOND agency directly working w KOICA, and depends on leaders’ schedule. Suggests to call the event a meeting, not a workshop (in Vietnamese) to facilitate the permission procedure. Participants are from MOND, other ministries (MPI, MOF…) and provincial authorities (old and new project). VNMAC and UNDP will cooperate to organize the event, it is just nominal that KOICA is the host.
* It is suggested that VNMAC hosts the event, as this is a project by the Government of Vietnam, but now VNMAC suggests that idea, UNDP and KOICA will discuss the most convenient way.

1. Other issues:

* UNDP suggests that preparation for the project: site selection, procurement of equipment can be proceeded in advance.
* Meeting can be organized monthly among three sides for better coordination.
* Workplan for the project has been decided in June and July: work with provinces on location, areas, procurement of equipment. But now the process is late.