



ADB Loan 8271-CAM (SCF) / 3007-CAM (SF)  
ADB Grant 0350-CAM (SCF)



**CLIMATE RESILIENT RICE  
COMMERCIALIZATION SECTOR  
DEVELOPMENT PROGRAM**

**PIC MONTHLY REPORT**

**November 2016**

MEF/PMO  
12/22/2016

## ACRONYMS AND ABBREVIATIONS

AC	Agricultural Cooperative
ADB	Asian Development Bank
CALMIS	Commune Agro-ecosystems Analysis and Land-use Management Information System
CARDI	Cambodia Agricultural Research and Development Institute
CARM	Cambodia Resident Mission
CLUP	Commune Land Use Planning
DTL	Deputy Team Leader
ECCE	Environment and Climate Change Expert
FS	Feasibility Study
GDA	General Directorate of Agriculture
IIED	International Institute for Environment and Development
ISS	Implementation Support Specialist
JICA	Japan International Cooperation Agency
MAFF	Ministry of Agriculture, Forestry and Fisheries
MLMUPC	Ministry of Land Management, Urban Planning and Construction
MOH	Ministry of Health
MOWRAM	Ministry of Water Resources and Meteorology
NIO	National Implementation Office
PIC	Project Implementation Consultant
PIO	Provincial Implementation Office
PMO	Program Management Office
SNEC	Supreme National Economic Council
TIP	Technology Implementation Procedures
TL	Team Leader

## A. INTRODUCTION

1. The main achievements were as follows:
  - ✓ The TL and national Gender and Social Specialist (GSS) attended the AWPB planning workshops in KPT and PVG provinces and went to BTB province although there was no workshop organised due to the absence of the Program Director on a Study Tour to Thailand and no Implementation Support Specialist (ISS) had yet been deployed.
  - ✓ The Implementation Support Specialists (ISSs) in KPT and PVG provinces rendered assistance to the PIOs for the preparation of the supporting documents for the AWPB and especially the budget plans.
  - ✓ The TL and National GSS joined meetings with each NIO to discuss their AWPB and seek clarification on some items in the budget.
  - ✓ The Quarterly Progress Report for Q3 was completed and submitted to the PMO for review. The completion was delayed due to the late submission of the financial reports by MOWRAM/NIO.
  - ✓ The TL assisted the PMO in the preparation of a Concept Paper on the procedure for implementation of the Paddy Drying and Storage (PDS) facilities. In addition, the advertisement for the invitation of Expressions of Interest was drafted and reviewed by the PMO and a Khmer version was also produced.
  - ✓ The international Post Harvest Specialist attended the international Workshop on Rice Harvesting Mechanisation at CARDI and facilitated the Study Tour to modern milling installations in Cambodia and Thailand together with senior project management staff from PMO, NIOs and PIOs.
  - ✓ The international and national GSSs prepared a Concept Note on Gender Training and Awareness Raising for incorporation into the AWPB for 2017, and updated the Gender Action Plan format in consultation with the Gender Experts in ADB/CARM.
  - ✓ Gender check-lists were prepared for the main activity areas of the Rice SDP and the need for further training of the Gender Focal Points (GFPs) on their application was identified.
  - ✓ The results from the survey of 20 Agricultural Cooperatives/Rice Seed Producer Groups were summarised prior to analysis and the production of a report identifying the needs for upgrading of their capacity. Plans were prepared for follow up meetings in each province to clarify missing or unclear information in the survey results.
  - ✓ There were initial discussions on the concept of establishing modern seed processing facilities at each Agriculture Station to provide services to the ACs for drying and processing of the rice certified seed that is produced by them.
  - ✓ Field visit to the proposed sites for the Agriculture Station in BTB province were made by the TL and assessment of each site submitted to the MAFF/NIO for consideration.
  - ✓ There were further discussions on the content of the Rice Seed Action Plan that was drafted with the assistance of consultant hired by IRRI.
  - ✓ A report on the GIS Training for MAFF/NO was completed and the preparation of the training materials for the CLUP Training to be conducted in BTBV province was completed.

- ✓ A training on GIS techniques for the MAFF/GDA staff was completed and due to the high level of interest from the trainees a further training was requested to be conducted in December.
  - ✓ The ISSs in PVG and KPT provided guidance to the PDAs and PDWRAMs in the preparation of the Letters of Agreement (LoAs) for supporting the strengthening of ACs, conduct of extension activities and the establishment of the Farmer Water User Communities (FWUCs).
2. Further details of the activities of the PIC team members during this month can be found in the attached individual Monthly Reports.

#### **B. PIC MONTHLY TEAM MEETING**

3. The PIC Monthly Meeting for November was deferred to next month.

#### **C. ISSUES AND RECOMMENDATIONS**

4. Some constraining factors have emerged which can be documented as follows:
- The absence of an ISS in BTB province continues to have a severe impact on the progress of field activities.
  - The additional vehicle which has been purchase by the PMO and is available for use by the PIC team does not have a driver.
  - Continuing uncertainty regarding the future mobilisation schedules in 2017 is adversely affecting the PIC performance.

## D. INPUT UTILISATION

5. During the month of November 2016, the PIC Team worked for a total of 8.59 months, comprising 1.27 months of international and 6.59 months of national consultant input. The table below shows a summary of the inputs (in person months) during this month:

No.	Name	Designation	Duty Station	Total Input (CV1)	Total Input (CV3)	Utilized to October 2016	Utilized November 2016	Balance
<b>International</b>								
1	David Moles	Team Leader/Bus. Dev. & Commercialization Specialist	SNEC	32.00	34.32	13.23	0.82	20.27
2	Michael Turner	Seed Specialist	MAFF	8.00	6.00	3.18	0.00	2.82
3	Iain Craig	Extension Specialist	MAFF	8.00	6.00	2.86	0.00	3.14
4	Paul Gager	Land Use Planning and GIS Specialist	MLMUPC	8.00	6.00	4.05	0.00	1.95
5	Irene Villapando	MS/Database Specialist	SNEC	9.27	12.00	5.82	0.00	6.18
6	Jock Struthers	Business Financing and Credit Specialist	MAFF	5.00	5.00	2.00	0.00	3.00
7	Colleen McGinn	Gender and Social Specialist	SNEC	5.23	4.00	2.86	0.05	1.09
8	Tony MacDonald	Environment and Climate Change Specialist	SNEC	9.82	10.00	1.59	0.00	8.41
9	Ruben Salgado	Procurement Specialist	SNEC	22.00	16.00	7.77	0.00	8.23
10	Gerard Blondet	PPP Specialist	MAFF	12.00	20.00	5.41	0.00	14.59
11	Francesco Goletti	Policy Development Specialist	MAFF	8.00	8.00	7.18	0.00	0.82
12	Yingyod Yingyuenyong	Post-Harvest Specialist	MAFF	12.00	12.00	5.73	0.40	5.86
<b>Total (International)</b>				<b>141</b>	<b>141.00</b>	<b>63.36</b>	<b>1.27</b>	<b>77.64</b>
<b>National</b>								
1	Leng Sothat	Seed Certification Specialist	MAFF	54.00	54	20.82	1.00	33.18
2	Phai Sokheng	Rural Infrastructure Expert	MOWRAM	14.45	14.45	3.54	0.00	11.00
3	Sok Moniroth	Marketing Specialist	MAFF	8.00	8.00	0.00	0.00	8.00
4	Ly Kaylane	Community Mobilization Specialist	MOWRAM	8.82	8.82	0.82	0.00	8.00

No.	Name	Designation	Duty Station	Total Input (CV1)	Total Input (CV3)	Utilized to October 2016	Utilized November 2016	Balance
5	Chin Bunlong	Land Use Planning Specialist	MLMUPC	42.00	42.00	16.77	1.00	25.23
6	Pong Limsan	MIS/Database Specialist	SNEC	33.00	33.00	19.41	0.00	13.59
7	Sam Sokhom	Business Finance Advisory Specialist	MAFF	15.00	15.00	1.09	0.00	13.91
8	Up Topseeda	Social and Gender Specialist	SNEC	24.00	24.00	5.77	1.00	18.23
9	Long Sona	Environment and Climate Change Expert	SNEC	27.00	27.00	13.27	0.00	13.73
10	Mel Sophana	Resettlement Specialist	MOWRAM	5.68	5.68	1.68	0.00	4.00
11	Seng Thuy	Business and Commercialisation Specialist	MAFF	57.00	57.00	10.09	0.00	46.91
12	Men Sarom	Policy Development Specialist	MAFF	20.64	20.64	14.00	0.00	6.64
13	Phan Sin	Land Policy Specialist	MAFF	0.00	3.32	0.00	0.00	3.32
14	Pen Vuth	Plant Protection and Phyto-sanitary Specialist	MAFF	0.00	3.32	0.00	0.68	3.32
15	TBD	Implementation Support Specialist - 1	BTB	33.00	33.00	5.23	0.00	27.77
16	Khieu Sam Oeurn	Implementation Support Specialist - 2	KPT	32.00	32.00	11.50	0.91	20.50
17	Sok Chea	Implementation Support Specialist - 3	PVG	33.00	33.00	19.55	1.00	13.45
18	Oeurn Sophat	Post-Harvest Engineering Specialist	MAFF	12.00	12.00	11.59	1.00	0.41
<b>Total (National)</b>				<b>422.00</b>	<b>422.00</b>	<b>158.46</b>	<b>6.59</b>	<b>256.95</b>

**CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PROGRAM  
CONSULTANTS MONTHLY REPORT**

**Month/Year: November 2016**

**Name: David Moles**

**Position: Team Leader**

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Not working	(Australia)	-	1 - 6	-	
Support for preparation of 2017 AWPB	Various	10	7 - 30	<b>Completed</b> Attended the PIO Planning Workshop in each province and the NIO planning meetings to discuss the draft work plans and budgets. Attended supplementary meetings with MAFF/NIO to clarify many issues concerning the budget preparation. Consolidated the budgets for all IAs and PMO into overall annual budget for presentation in the National Planning Worksop.	Achieving a participatory approach in the planning process is very difficult given that the IAs tend to operate very independently of one another. BTB province is in urgent need of support of the ISS. National Planning Workshop was deferred to 2 <sup>nd</sup> December.
Complete preparation of the Q3 QPR for submission by PMO to ADB	PMO	4	14, 15, 16, 21	<b>Completed</b> Consolidated Q3 QPR was submitted to the PMO for review prior to submission to ADB/CARM.	Long delay in receiving the financial reports from MOWRAM/NIO.
Preparation of Concept Note and Advertisement for PDS facilities	PMO	2	11 & 13	<b>Completed</b> In response to request from the PMO a Concept Note was prepared describing the agreed procedure for implementation of the PDS facilities. The advertisement for Eols from rice millers was also drafted. Khmer translations of both were also prepared and submitted to the PMO for review.	-
Project management support to the PMO and NIOs	PMO & NIOs	2	7 - 30	<b>Completed</b> Project management advisory services were provided as requested including review of documents submitted by CVs for NIRAS for.	-
<b>Total</b>			<b>18</b>		

**CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PLAN  
CONSULTANTS MONTHLY REPORT**

**Month/Year: November 2016**

**Name: Yingyod Yingyuenyong**

**Position: Post-Harvest Specialist**

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues / Recommendations
Workshop for international mechanization	CARDI	1	2	<b>Completed:</b> - Shared knowledge on post-harvest technology - Indicated the future research direction, policies, and development strategies for mechanized crops	
Prepared for international study tour	GDA	1	3	<b>Completed:</b> - Rescheduled the study tour and arranged for more compatible time	
International study tour	PNH	1	4	<b>Completed:</b> - visited DSC at Kampong Cham - visited Sek Meas Rice at Kampong Cham - visited Lim Heng Leap at Kampong Thom	
International study tour	THAILAND	5	5-9	<b>Completed:</b> - visited Kantharalak AC at Si Saket - visited Tang Sae Yiang rice mill at Si Saket - visited Thai PFA at Ubon Ratchathani - visited Seed Production Plant at Ubon Ratchathani - visited Gold Quality Mill at Ubon Ratchathani - visited Tra Karn Phuet Phon AC at Ubon Ratchathani - visited Khlong Luang AC at Pathumthani - visited Agricultural Engineering Department at Pathumthani - visited Talat Thai Market at Pathumthani - visited President of Thai Rice Exporter Association at Bangna	



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**CONSULTANTS MONTHLY REPORT**

**Month/Year: November 2016**

**Name: Colleen McGinn**

**Position: GSS Specialist**

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
<ul style="list-style-type: none"><li>• Reporting</li><li>• Review and update GAP</li><li>• Prepare training plans</li><li>• Contribute to Q3 progress report</li></ul>	Phnom Penh	1	4 November	<ul style="list-style-type: none"><li>• Training concept note and other supporting documents</li><li>• Monthly report</li><li>• GAP report</li><li>• Q3 progress report</li></ul>	

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**CONSULTANTS MONTHLY REPORT**

**Month/Year: 01-30 November 2016**

**Name: UK Toptosseda**

**Position: Gender Specialist**

Activity	Outputs Achieved	Issues/ Recommendations
<p>Finalized all the Gender Check-lists which is used as a guidance for all Gender Officer at NIOs and PIOs to implement the Gender Action Plan. It's done both English and Khmer version.</p>	<p>By the end of Oct., there're 6 specific gender check-lists have been developed, including:</p> <ol style="list-style-type: none"> <li>1. Gender Check-list for infrastructure and construction (Irrigation rehabilitation, rice mill and drying store construction...)</li> <li>2. Gender Check-list for FWUC, Leadership and Management Training</li> <li>3. Gender Check-list for the employment in Rice Mill, Rice Drying Storage Facilities, and Seed Production Facilities...)</li> <li>4. Gender Check-list for Farmer's Cooperative/Farmer Field Schools.</li> <li>5. Agriculture Extension Training and TOT Training, Training Materials and Mass Media</li> <li>6. Pilot Insurance Scheme</li> </ol>	<ul style="list-style-type: none"> <li>- Back up training/progress meeting should conducted once in every quarter to monitor on the progress of GAP and Gender check-list to ensure the implementation process are smooth implementation.</li> </ul>
<p>Joined provincial annual work plan and budget preparation at all PIOs and NIOs. Presented the Overall Rice-SDP Gender Action Plan (GAP) and Gender Check-list to all the related program staffs and Gender Officers at all PIOs.</p>	<p>Each related PIO staffs and Gender Officers at PIO level understand the overall GAP of the program and using the Gender Check-list as a guideline for GAP implementation.</p>	<ul style="list-style-type: none"> <li>- As the Rice-SDP's GAP has been asleep and did not bring for implementation for a period of time since the former Gender Specialist left, so there are many gender related activities have not been considered to include into the implementation process. So regular follow up on the implementation process on GAP is needed. The follow up has to be done regularly at least once in every quarter.</li> <li>- GAP implementation is needed to be actively involved from the other related technical officers and the Gender Officers need to be active and proactive on this work.</li> <li>- In all the related program's meeting should give a chance to the Gender Officers from all level, NIO and PIO level, to join and share they progress on GAP implementation. The meeting agenda should always include Gender Progress.</li> <li>- In each monthly and quarterly report must include the progress of the Gender Action Plan progressing into it.</li> <li>- Should encourage the MLMUPC-NIO to assign someone to responsible for the Gender Work (as Gender Officer) otherwise there's no progress on GAP implementation in this ministry.</li> </ul>
<p>Face to face mentoring to Gender Officer at MAFF-NIO and MOWRAM-NIO.on how to use the Gender Check-lists.</p>	<p>Both gender officer from MAFF-NIO and MOWRAM-NIO are well understand on how to use those gender check-lists and bring it for implementation.</p>	

**CLIMATE RESILIENT RICE COMMERCIALISATION SECTOR DEVELOPMENT PLAN  
CONSULTANTS MONTHLY REPORT**

**Month/Year: November 2016**

**Name: Leng Sothat**

**Position: National Seed Certification Specialist**

Activity/Location	Location	No of working days	Dates	Outputs achieved	Issues/Recommendations
<ul style="list-style-type: none"> <li>- Assist MAFF NIO in preparing report on assessment of RSPGs/ACs.</li> <li>- Consult PICs and NIO on Rice Seed Action Plan.</li> <li>- Consult NIO, TL and coordinate with PICs for project activities related to agriculture.</li> </ul>	GDA/MAFF NIO	18	November 1,2,3,4 7,8,10,11 16,17,18 21,22,23,25 28,29,30	<ul style="list-style-type: none"> <li>- There are 20 ACs/RSPGs have been organized for meeting to interview followed the key questions in the assessment forms.</li> <li>- The data collected from survey are entering into computer for analysis.</li> <li>- The data are grouped into table for computerizing.</li> <li>- The keys finding from the Assessment are to know the Seed Production Capacity, Annual Registered Seed requirement by ACs/RSPGs and the needs of Foundation Seed for Agricultural Station of each target province.</li> <li>- A draft summary report has been developed and shared to stakeholders.</li> <li>- The discussion on Rice Seed Action Plan following the Agreed Actions of Aide Memoire is ongoing.</li> <li>- The Concept idea of establishment of a Modern Seed Processing Center for each target province was proposed and agreed among the team members.</li> <li>- The proposed upgrading of three Provincial Agriculture Stations was discussed and confirmed by PIOs except BTB will need to decide which station to be upgraded.</li> <li>- Monthly Report and timesheet was prepared.</li> </ul>	<ul style="list-style-type: none"> <li>- There are some missing data/ unclear information collected for Assessment of ACs/RSPGs. It is suggested to clarify with Liaison Officers in charge of Agriculture in each PIO.</li> <li>- It is proposed to visit BTB after receiving confirmation of which station will be upgraded.</li> </ul>

Activity/Location	Location	No of working days	Dates	Outputs achieved	Issues/Recommendations
<ul style="list-style-type: none"> <li>- Prepare PIC monthly report and time sheet</li> <li>- Prepare PIC Monthly Work Plan</li> </ul>				<ul style="list-style-type: none"> <li>- Work Plan for December 2016 prepared.</li> </ul>	
<ul style="list-style-type: none"> <li>- Attend NIO Meeting on AWPB 2017</li> </ul>	GDA/MAFF NIO	1	November 24	<ul style="list-style-type: none"> <li>- MAFF NIO Technical Team and PICs has met to review the AWPB 2017.</li> <li>- The draft budget for 2017 has been discussed based on components related to agriculture.</li> </ul>	
<ul style="list-style-type: none"> <li>- National Holidays</li> </ul>		3	November 9, 14, 15	<ul style="list-style-type: none"> <li>- Independent Day</li> <li>- Water festival Holidays</li> </ul>	

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**CONSULTANTS MONTHLY REPORT**

**Month/Year: November, 2016**

**Name: Chhun Bunlong**

**Position: Land Use Planning/Geographic Information System**

Activity/Location	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
-Support screening consultant & prepare CLUP training material. -Support report GIS training with MAFF-NIO staff and preparing CLUP training presentation.	ML-MAFF	4	1-4	-Completed GIS training report (MAFF-NIO) -Under doing presentation document for CLUP training	
-Continue presentation for CLUP training and support any documents and submit concept note to ADB. -Revision GIS training document and printed out for present to GDA staff.	ML-MAFF	5	7-11	Completed GIS training material and under doing presentation document for CLUP training	
-Continue prepare CLUP training material and follow submission to ADB. -Meeting with MLM-NIO on CLUP concept note no objection from ADB. -Report to NIO director on representative from GAFSP propose meeting. -Meeting with GAFSP on AWPB2017 and issue of MLM-NIO.	ML-NIO	5	14-18	-Under doing presentation document for CLUP training.	
-Support presentation for CLUP training. -Internal meeting with MLM-NIO review AWPB2016 and meeting with PIC and GAFSP on AWPB 2017. -Support preparation AWPB2017 for submission to PIC.	ML-NIO	5	21-25	-Completed CLUP presentation document for CLUP training. -Completed first draft AWPB 2017 and submitted to PIC.	
GIS training to GDA staff	MAFF	3	28-30	<b>Under teaching</b>	

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**Month/Year: November 2016**

**Name: SOK Chea**

**Position: Implementation Support Specialist, Prey Veng**

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Support PDWRAM Officer to prepare Activities Plan 2017	PVG	1	1	<b>Completed</b> o 2017 activity plan consulted and drafted	o
Assist PIO to prepare activities log Travel from PVG to PNH	PVG-PNH	1	2	<b>Completed</b> o Activities log prepared and sent out o Destination reached	o
Attend Coordination Meeting with PMO at SNEC	PNH-PVG	1	3	<b>Completed</b> o Issues raised and verified o Further actions take into account	o Since, LLL subproject was recently transferred from MAFF-NIO to implement and response by PIOs, this activity could not be started whilst FWUC formation is being postponing.
Assist PIO to prepare decision letter on logistic supply Prepare mission report	PVG	1	4	<b>Completed</b> o PIO memo on logistic support official issued o Report properly prepared	o
Assist PIO to prepare Equipment Request to PMO	PVG	1	7	<b>Completed</b> o Request letter prepared and submitted to PMO	o
Prepare documents for discussion meeting with PIO	PVG	1	8	<b>Completed</b> o Meeting documents prepared for consultation	o
Coordinated meeting on AWPB 2017 workshop	PVG	1	10	<b>Completed</b> o Organizing team set & responsibility assigned	o
Prepare summary report 2016 for AWPB 2016 Workshop	PVG	1	11	<b>Completed</b> o Summary report prepared for presentation in WS	o
Assist PIO to prepare workshop documents	PVG	1	16	<b>Completed</b> o Workshop documents well-prepared	o
Coordinate meeting on 2017 AWPB workshop arrangement	PVG	1	17	<b>Completed</b> o Workshop organizing team consulted, ready WS	o
Coordinated provincial workshop on PIO 2017 AWPB	PVG	1	18	<b>Completed</b> o Workshop organized, 41 persons (9F) participated	o
Supported PDA officer in preparation of Activities 2017	PVG	1	21	<b>Completed</b> o Agricultural activities consulted and recorded	o
Discussed with PIO Director in drafting of 2017 AWPB	PVG	1	22	<b>Completed</b> o Drafted of 2017 AWPB, LoA procedure consulted	o

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Discussed with PDA, PDWRAM Director on LoA arrangement	PVG	1	23	<b>Completed</b> o Drafted docs presented, agreed by PD directors	o In term of well-implemented with LoA assignment, budget need to be transferred timely
Assist PIO in preparation of 2017 Activities Plan	PVG	1	24	<b>Completed</b> o PIO Activity plan discussed, prepared &submitted	o
Assist PIO in preparation of 2017 Budget Plan	PVG	1	25	<b>Completed</b> o PIO Budget plan discussed, prepared &submitted	o
Prepare monthly work plan for Dec, time sheet for Nov. 16	PVG	1	28	<b>Completed</b> o Time sheet work plan prepared &submitted	o
Prepare monthly report for November 2017	PVG	1	29	<b>Completed</b> o Monthly report prepared &submitted	o
Support PIO in drafting of LoA on Agriculture Extension	PVG	1	30	<b>Completed</b> o LoA documents drafted and sent out for comment	o Program need to be transferred to sub-accounts before agreement signed

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CONSULTANTS MONTHLY REPORT**

**Month/Year: November 2016**

**Name: KHIEU Sam Oeurn (Mr)**

**Position: Implementation Support Specialist, Kampong Thom**

Activity	Location	No. of working days	Dates	Outputs Achieved	Issues/ Recommendations
Drafted AWPB 2017 for PIO-KPT	KPT	2	1, 2	<b>Completed:</b> The AWPB 2017 was drafted and discussed with PIO team	-
Attended Meeting with PMO, NIOs, PIOs at SNEC to discuss about Paddy Rice Drying and Storage Facility and Laser Land Levelling	KPT-PNH	2	3, 4	<b>Completed:</b> Meeting was conducted and the mission report was made and distributed	-
Prepared meeting materials and coordinated monthly meeting and discussed on AWPB 2017	KPT	2	7, 8	<b>Completed:</b> The meeting materials were well prepared and the meeting was made with good results.	-
Public Holiday- Independence Day	-	1	9	-	-
Attended meeting with PIO, DIO, PIC TL, PIC Gender, and MOWRAM on AWPB2017 and revised AWPB 2017.	KPT	2	10, 11	<b>Completed:</b> The meeting was conducted and the draft of AWPB 2017 was discussed and reviewed	-
Public Holiday- Water Festival	-	2	14, 15	-	-
Developed and meeting discussion of the Letter of Agreements (LoAs) between PIO and PDWRAM, and PIO and PDA	KPT	4	16, 23, 24, 25	<b>Completed:</b> The LoAs were made and discussed proceeding for signatures	-
Prepared documents and coordinated meeting with PIO, PDA, PDLMUPC to discuss on Land Levelling	KPT	2	17, 18	<b>Completed:</b> The meeting was conducted and the steps of Laser Land Levelling were outlines.	-
Not working	-	-	21, 22	-	-
Meeting with PIO to finalise AWPB 2017 and submission to PIC TL	KPT	1	28	<b>Completed:</b> The final draft of AWPB 2017 was reviewed and submitted to PIC Team Leader	-
Writing monthly report and Workplan	KPT	1	29	<b>Completed:</b> Monthly Report and Workplan were made and submitted to PIC Team Leader.	-
Assisted PIO to review financial report and other expenditures	KPT	1	30	<b>Completed:</b> The financial report and other expenditures were reviewed and made	-
<b>Total</b>		<b>20</b>			