

Danish Cooperation for Environment and Development
(DANCED)

Environmental Conservation Department, Ministry of
Tourism Development, Environment, Science and
Technology, Sabah, Malaysia

Capacity Building of the Environmental Conservation Department, Sabah

Progress Report No. 1

December 1999-May 2000

August 2000

**Technical Assistance
COWI**

'This report contains restricted information and is for official use only'

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Abbreviations, Acronyms and Malay Terms

C&A	: Communication & Awareness
CEE	: Conservation of Environment Enactment, 1996
CTA	: Chief Technical Advisor
DANCED	: Danish Cooperation for Environment and Development
EA	: Environmental Assessment
ECD	: Environmental Conservation Department
EIA	: Environmental Impact Assessment
EIS	: Environmental Information System
GIS	: Geographical Information System
M&E	: Monitoring & Enforcement
MIS	: Management Information System
PSC	: Project Steering Committee

1 Introduction

The present Progress Report No. 1 for the ECD-CAB Project covers the first project period from December 1 1999 to May 31 2000. The Progress Report was prepared during the first weeks of May 2000.

The Progress Report has been read and discussed with staff in the Environmental Conservation Department.

This has been very busy six months, and we would like to thank all staff of the Environmental Conservation Department and key stakeholders in other departments, agencies and projects for their input and assistance during the first progress period.

When evaluating the progress of the project as presented in this report, it has to be remembered that the Department consists of only 30 officers and supporting staff. It also should be stressed that the project outputs described, only represent the development tasks of the Department, while the day-to-day administrative tasks, which have continued to increase during the same period, are not described in this report. With this in mind the Project Management Group is very satisfied with the project achievements.

We look forward to the continued implementation of this challenging project.

Kota Kinabalu, Sabah, May 2000

Yabi Yangkat, Project Director

Carsten Holl nder Laugesen, Chief Technical Advisor

PS / *Italic* is used in the report to indicate that the *italic* text has been transferred – unchanged – from the Inception Report.

2 Executive Summary

There have been no changes in the project objectives, outputs or organisation. A substantial number of key outputs and activities have been reached in the first reporting period. No changes have taken place in the planned inputs.

No change in objectives or outputs

The overall and immediate objectives of the Project remain unchanged.

The six project areas described in the Inception Report and listed below still comprise the main components of the project:

1. The Planning Area
2. The Environmental Assessment Area
3. The Monitoring & Enforcement Area
4. The Communication & Awareness Area
5. The Environmental Information System Area
6. The Administration Area.

These six areas closely link the project activities to the main task and responsibilities of ECD. The six areas cover all main functions of the ECD, and therefore the development activities of the project cover the main development areas for ECD during the project period. By focusing on the six areas, the role and responsibility of each department section will be clarified. At the same time, a series of environmental tools will be developed and a number of practical experience-based pilot and awareness activities implemented.

A total of 26 outputs are still planned for the six areas, see *Table 2.1*.

Table 2.1. Areas and Project Outputs

Area	Project Outputs
Planning	1. Sabah Environmental Indicator Report 1999 & 2002
	2. Proposal for a Sabah Environmental Policy
	3. Proposal for an overall Conservation Strategy, including inventory and environmental conservation recommendations for the 8 th Malaysia Plan
	4. A Human Resource-Plan for ECD, including an ECD 5-10 year Strategy
	5. A Review of the CEE, 1996
	6. A Research Strategy and Research Activities implemented
	7. An Environmental Planning Training Package implemented, incl. a study tour
EA	8. A General Handbook on EIA Policy & Procedures, Sabah
	9. Guidelines and Regulations for selected prescribed and non-prescribed activities
	10. A Manual on EIA Auditing Procedures and Techniques
	11. EIA Compliance Survey
	12. Guidelines for environmental screening of land alienation & development
	13. An EA Training Package implemented
M&E	14. A Monitoring & Enforcement Strategy and focused M&E activities implemented
	15. A Monitoring & Enforcement Manual
	16. A M&E Training Package implemented
C&A	17. A Communication & Awareness Strategy and focused C&A activities implemented
	18. Dissemination of Project Lessons Learned
	19. A C&A Training Package implemented
EIS	20. Establishment of a Management Information System
	21. Establishment of a Departmental home-page
	22. Establishment of GIS
	23. An EIS Training Package implemented
Admin.	24. An ISO 9000 certification
	25. An ECD environmental information resource centre
	26. An Organisational Development Training Package impl.

Development of the Project Approach

The initial project approach was based on training and networking. However, as the main aim of the project is to strengthen the planning, management and operational capacity within the ECD, and as the Department has only recently been established, special attention was paid to the development of strategies, action plans, manuals, guidelines and working procedures in the first progress period.

It was also found that training and networking could not be implemented before strategies, action plans, manuals, guidelines and working procedures had been developed and established. The refined project approach can therefore be summarised as:

Development of strategies, action plans, manuals, guidelines and working procedures for each section, and based upon these, to develop and implement specific training activities, networks, and pilot and awareness activities.

Networking, as a consequence of the above, has and will be implemented on a more gradual basis following the development of key environmental tools within the Department.

The training output has, as planned in the inception period, been integrated into each of the six areas, in order to strengthen relevance, participation in planning and execution, and appropriate timing. Apart from the specific and planned training, networking and pilot activities, the project will and has supported ad hoc training opportunities within the relevant fields.

Additional approaches applied include Organisational Development (linking project outputs to Department tasks) and 'Experiments' (implementation of experimental pilot and awareness activities). See also chapter 3 for an elaboration of the development of the project approach.

A summary list of formal training activities undertaken by the project is included in Annex 6.

No change in project organisation

There have been no changes in the established project organisation. The outputs have been carried out as planned through area management groups comprising area manager, section staff and international and local consultants. A network group has been initiated for the Monitoring & Enforcement Area.

Progress in output and activities

The specific progress for each of the six areas is described in chapter 4 and Annex 2. Due to the scope and importance of the activities implemented in the first progress period, a relatively comprehensive summary of outputs and activities carried out is provided below:

Planning Area

- Environmental conservation projects for the 8th Malaysia Plan have been identified, prioritised and submitted. The following four projects were identified and described: (i) East-Coast Shoreline Management Plan, (ii) Identification of Potential Protected Areas, (iii) Environmental Regional Land Use Plan for Kundasang, Ranau, and (iv) Environmental Indicators
- A short term HRD Plan has been drafted. Meetings have been held with all section heads. Each section head has assessed and prepared drafts on Human Resource requirements for their section. The section drafts will be integrated into a paper for submission to the Civil Services Department

- Two research activities have been supported through planning, technical comments and drafting. The two research activities are (i) development of bio-indicators for water quality, and (ii) correlation between protected areas and traditional water supply (gravity feed systems)
- Staff have participated in the following formal training activities; Training workshop on Planning & Design for Ecotourism (1 day), Integrated Environmental Planning & Management (30 days), International Business Conference (1 day)
- A proposal for an international study tour has been drafted.

Environmental Assessment (EA) Area

- A final draft version of The EIA Handbook has been prepared and is submitted as a Technical Report to the PSC. The Handbook has been prepared through draft preparations, internal presentations and discussions, consultation with international and local EIA consultants and local business associations (distribution of draft handbook for comments - a number of comments were received). Effort has been made to provide a Handbook that describes in a simple and practical way the procedural steps to be undertaken in Sabah for EIA preparation and approval
- The processing and administration of the established EIA system has been supported through: (i) Preparation of list of contents for EIA Scoping Notes and Terms of Reference, (ii) preparation of Draft Agreement of Environmental Conditions, (iii) three EIA site visits have been undertaken in order to assess the quality of the submitted EIA reports and the preparation of the Agreement of Environmental Conditions, (iv) participation in three EIA Review meetings
- A Guideline for River Sand and Stone Mining has been prepared, and is submitted as a Technical Report to the PSC. This guideline is the first guideline developed by the Department, and much effort has been put into making this guideline the 'example to be followed'. The guideline focuses on key environmental issues, mitigation measures and monitoring programmes. The guideline will be used for internal training and will later be discussed with relevant authorities and associations
- A Guideline for Forest Activities has been drafted. The guideline will be used for internal training and will later be discussed with relevant authorities and associations
- A Guideline for Hill cutting and construction of buildings for commercial or industrial purposes on hills with slopes having a gradient of 20 degrees or more has been initiated and will be finalised in the second progress period
- A Guideline for Oil Palm Plantations has been initiated and will be finalised in the second progress period

- In December 1999 the Environmental Conservation Department was requested to comment from an environmental management perspective on the proposed Penampang District Land Use Scheme. This activity was linked to two of the planned outputs under the ECD-CAB project: (i) Preparation of Guidelines for environmental screening of land alienation and development (output no. 12); and Establishment of GIS (output 22). It was decided to produce an Environmental Land Use Plan and accompanying Environmental Memorandum to be used in the preparation of the Penampang District Land Use Scheme. The output has been initiated ahead of the planned Inception Report schedule, and the following activities have been undertaken: (i) A Background Paper has been prepared, and is submitted to the PSC for reference, (ii) A working protocol with representatives from Regional Town and Country Planning Department and Penampang District Council has been established, (iii) A review of current administrative procedures required for land alienation and development plan approval has been initiated, (iv) an appropriate GIS for ECD was identified and procured, and 1:50,000 digital data for Penampang District and SPOT imagery has been purchased. Production of digital elevation model (DEM) has been initiated
- Staff have participated in the following formal training activities; EIA course (10 days), Workshop on EIA (5 days)
- Membership of the International Association for Impact Assessment (IAIA) has been obtained, and two officers will participate in the coming annual meeting in Hong Kong.

Monitoring and Enforcement (M&E) Area

- A draft Strategy and Action Plan has been prepared, and is presently under review in the Department. The Strategy & Action Plan will be finalised in the coming progress period
- An Environmental Investigation, Administrative Enforcement and Prosecution Manual has been drafted, and is submitted as a draft Technical Report to the PSC for reference. The draft manual focuses on establishing practical investigation and prosecution procedures for M&E officers in undertaking their duties. In order to make the guideline practical and useful, efforts have been placed on adjustments and re-adjustments of the manual in cooperation with the M&E officers. The adjustments will be continued in the coming progress period, when key stakeholders will be invited to comment on the draft
- A M&E training package - based on the draft Manual and the M&E Strategy & Action Plan - has been prepared. The description of the training packages has been submitted to the PSC for reference
- The staff have organised a 1-day kick-off interdepartmental networking seminar for M&E officers.

Communication and Awareness (C&A) Area

- A draft C&A strategy and action plan has been prepared. The plan will be finalised in the next progress period
- The ceremony for the launching of the ECD Homepage has been planned and implemented. The homepage was launched by the Minister for Ministry of Tourism Development, Environment, Science and Technology
- The general format and layout for all ECD materials have been designed and has been implemented upon all ECD and ECD-CAB reports, papers and C&A materials
- A CD-Rom presentation of ECD has been prepared and is submitted to the PSC for reference
- An ECD homepage pamphlet has been prepared and submitted to the PSC for reference
- ECD presentation folders and pamphlets have been prepared and will be distributed at the PSC meeting for reference
- An ECD-CAB pamphlet has been prepared and will be distributed at the PSC meeting for reference
- An ECD pamphlet for River Sand and Stone Mining has been prepared and will be distributed at the PSC meeting for reference
- ECD vests, caps and business cards have been designed and procured for all ECD officers
- The production of the ECD video was initiated and will be finalised in the forthcoming progress period
- Staff have participated in the following formal training activities: Environmental interpretation (4 days), Basic bird watching (1 day).

Environmental Information System (EIS) Area

- **Launching and uploading of the ECD Homepage, which included:** Application for Web Account on the Sabahnet (www.sabah.gov.my/jkas), preparation of contents/writing, choosing preferred structure, draft production, preparation of English and Bahasa Malaysia version, appointment of local specialist to finalise the format. The homepage consists of 8 sections, and makes key areas, like EA and planning issues, accessible to the public. All ECD-CAB developed reports and papers can be assessed and downloaded from the homepage
- IT infrastructure was established for the implementation of the MIS. This included allocation of 10 PCs (PIII) from State Computer Department, purchasing of 8 PCs (PIII), 2 printers, 1 scanner and 1 LCD projector, PCs dis-

tribution, PCs inventory, software installation, network cabling and server installation for LAN, installation of Sabahnet lease line, setup of Internet access and internal mailing. Training will be provided

- The development of a MIS database was initiated through area identification (complaints and enforcement, project screening and EIA, awareness, administration), data review, initiation of data needs, appointment of programmer/specialist
- The development of a GIS was initiated through visits to relevant departments, draft concept plan, purchasing of appropriate equipment (GIS workstation) and software (ArcView 3.2, ArcViewSpatial Analyst Extension, ArcView Image Analyst Extension, Surfer 7.0, R2V), initiation of the development of spatial plans and data collection for Penampang District by appointment of local programmer, procurement and analysis of satellite image for Penampang District
- Staff have participated in the following formal training activities: Computer security clinic (1day), GIS course (2 weeks), GIS attachment (2 days), Corel Draw (6 days).

Administration Area

- All ISO documentation materials have been developed for submission to SIRIM by late May. This includes (i) one Quality Manual and (ii) 16 Quality Procedures descriptions. Following a four months trial period, the Department will be audited for certification in October 2000
- The resource centre has been established in the new meeting room of ECD. A classification system for publications has been made established, and all publications have been keyed into the Departments database
- Relevant environmental books and materials have been procured
- Staff have participated in the following formal training activities: ISO 9000 (1 day), ISO 9000 (3 x 2 days).

No change in input

The total number of man-months for international and local consultants respectively is unchanged. Approximately 17,5 man-months of international and 11,5 man-month of local consultants have been used. In chapter 5 details of use of consultants are shown.

No change in the budget allocation has taken place. No changes have been made regarding the sub-ceilings of the Project Budget. No contingencies have been disbursed. It should however be mentioned that the project as of May 1 had **lost approximately 20 %** of its local purchasing power compared to the initial budget due to currency fluctuations.

Project inputs are reported in chapter 5 and financial status in chapter 6 and Annex 3. A list of purchased equipment is included in chapter 5.

The Project Implementation Plan

The Project Implementation Plan remains unchanged. The Project Management Group and the Director has assessed the timing of the outputs in order to suit the need and capacity of the Department. Based on this assessment have some of the outputs been implemented before schedule, while others have been postponed to later progress periods.

The project implementation schedule is further elaborated in chapter 7, and the adjusted schedule is included as Annex 4.

New opportunities

New opportunities encountered during the first progress period include:

- A strong ECD management commitment to the implementation of the Project expressed through for example
 - monthly progress meeting with the Director, the Project Management Group and the Area Management Group leaders
 - project output included in SKT plans (the Malaysian individual governmental performance and salary system) for all area group managers
 - bi-weekly after-work-hours Project Management Group meetings
 - a willingness to experiment, pilot test and implement new administrative procedures, for example expressed through the introduction of a substantial change in the EIA system and procedures in Malaysia through the implementation of the procedures described in the EIA Handbook developed in the first progress period
 - an acceptance of the ‘turbulence, confusion and planned and unplanned changes’ the initiation of an organisation development project always introduces into an organisation
- An excellent staff commitment to the implementation of the project activities expressed through team work, high workload and a willingness to experiment and pilot test
- The recruitment of four young motivated environmental assistant officers
- The inclusion of supporting staff in the implementation of project output and activities
- A valuable contribution from competent and committed local consultants.

Deviations and actions

The changes described in this Progress Report No. 1 do not alter the content or scope of the activities or outputs specified in the Revised Project Document. Therefore, there will be no need for adjustment of the Revised Project Document.

At present no major problems are envisaged that could affect the likely achievement of project objectives or outputs. However, the following possible constraints should be highlighted: (i) Changes in ECD management and staff, (ii) reduction in the number of ECD staff, (iii) difficulties in obtaining data for the environmental indicator report, (iv) the boundary and responsibilities between the State and Federal environmental authorities is not clearly defined, particularly concerning the Prescribed Activities and environmental standards.

Action to be taken in the second progress period therefore includes (i) development of relevant and challenging tasks and training opportunities for ECD staff in order to maintain the present staff, (ii) submission of short term HRD Plan in order to increase the number of staff, (iii) analysis of environmental data sharing possibilities, and (iv) support the continued clarification of responsibilities between the federal and state level.

Supplementary Reports The PMG have decided to distribute to the PSC members a number of Technical Reports, Background Papers, Project Reports and C&A materials to provide the Committee members with an opportunity to review, comment upon and if possible make use of the written outputs of the project.

A list of produced and distributed materials to the PSC is included in Annex 5.

3 Project Context

Development Objective	The Development Objective of the Project; <i>Sustainable environmental management in Sabah</i> , remains unchanged.
Immediate Objectives	The Immediate Objective of the Project; <i>Enhanced institutional and human resource capacity of the ECD and strengthened inter-departmental co-operation and commitment in the implementation and administration of the Conservation of Environment Enactment, 1996</i> , remains unchanged.
Development of the project approach	The six project areas and 26 outputs described in the Inception Report still make up the main project components. Implementation and development of the key project implementation approaches are assessed as follows.

Approach ‘linking project outputs to key departmental development activities’

The six areas link the project activities closely to the main task and responsibilities of ECD and this has so far proven to be an appropriate and effective **organisa-tional development approach** for the project. The six areas cover all main functions of the ECD, and the development activities of the project therefore cover the main development areas for ECD during the project period.

By focusing on the six areas, the role and responsibility of each section is clarified. At the same time, a series of environmental tools have been developed and practical experience-based pilot and awareness activities implemented. Assessed together, the activities will lead to a number of strategically important innovations, enhancing the environmental management capacity of ECD.

This approach has been the main focus for the first progress period, and within this approach achievement and **production of outputs** has been prioritised.

Approach ‘training and networking’

The training output has, as planned in the inception period, been integrated into each of the six areas, in order to strengthen relevance, participation in planning and execution, and appropriate timing. Apart from the planned training packages, networking and pilot activities, the project will and has supported ad hoc training opportunities within the relevant fields.

During the first progress period, it was found that training and networking could not be implemented before strategies, action plans, manuals, guidelines and working procedures had been developed (especially in a relatively new Department), and special attention was therefore paid to the development of these strategies, action plans, manuals, guidelines and working procedures in the first progress period. This links well to one of the main aim of the project, namely to strengthen the planning, management and operational capacity within the ECD.

The project approach to training and networking has therefore been refined and can now be summarised as:

Development of strategies, action plans, manuals, guidelines and working procedures for each section, and based upon these, to develop and implement specific training activities, networks, and pilot and awareness activities.

The first - and second - progress period will therefore place more focus on the development of strategies, action plans, manuals, etc. compared to training and networking. The latter will increase during the later periods of the project.

Networking, as a consequence of the above, has and will be implemented gradually following the development of the key environmental tools within the Department.

The 'go slowly strategy' to networking has furthermore been applied due to the Departments possibilities for sustaining an established network (few and new staff combined with many new administrative and development tasks sets the limits for how much 'networking' can be implemented).

The overall approach to networking is therefore the '**natural opportunities**' approach, which again is linked to the development of key environmental tools within the Department. So far the following 'opportunities' for networking have been pursued during the first progress period:

- Preparation of the EIA Handbook. The Handbook has been distributed to, and meetings held with, key external stakeholders, local EIA consultants and business associations
- Establishment of a Monitoring & Enforcement Network Group. The first kick-off Meeting has been held. The next step will be network sessions on the development of the M&E Manual
- The development of an Environmental Land Use Plan for Penampang District. A number of meetings have been held with the District Council, the

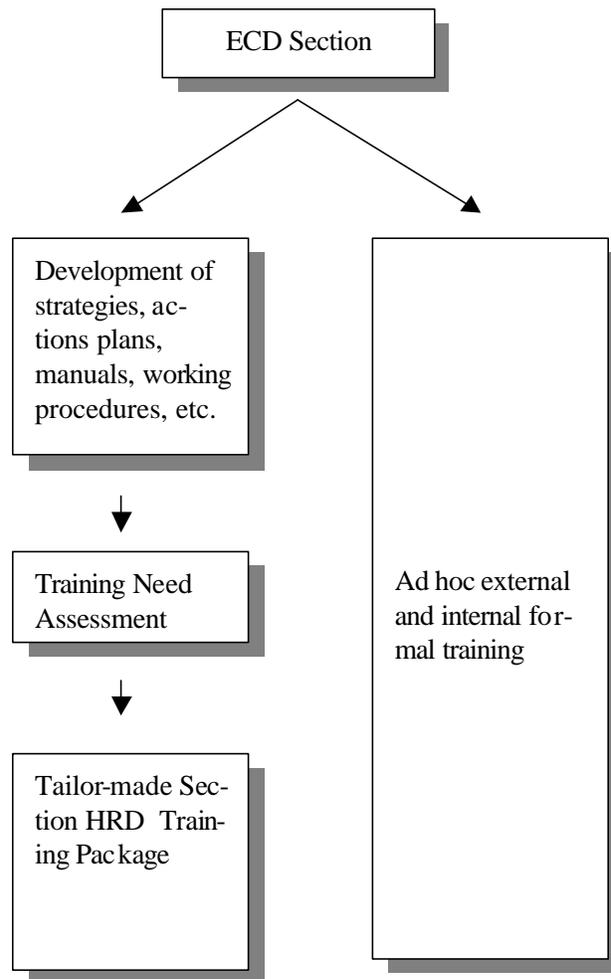
Regional Town and Country Planning Department, the Agricultural Department and a working protocol for the sub-project has been established

- The implementation of GIS. Visits were undertaken to Forestry and Fisheries Department in order to discuss experiences on the implementation and use of GIS.

In the following project periods it is foreseen that even more 'opportunities' will arise, based on the production of specific outputs and training activities from the project and on the projects' strong focus on team building and networking. A primary aim of the project remains to be the strengthening of linkages between ECD and other departments and key stakeholders concerned with environmental conservation and protection.

The specific training approach applied for developing professional skills and competencies for the officers in the Environmental Conservation Department are two-fold, as illustrated in Figure 3.1.

Figure 3.1. Training Approach for a specific ECD Section



The Training Approach applied to an Environmental Conservation Department section consists therefore of two main elements, namely (i) tailor-made HRD Section training packages, and (ii) ad hoc section training.

Tailor-made Section training packages: Based on the developed strategies, action plans, manuals and working procedures for the section, training need assessment will be undertaken. The training need assessment will specify the areas within the section that requires further upgrading of qualifications and skills. Based on the training need assessment, a tailored section training packages to suit the needs of the section will be developed and implemented.

During the first progress period, strategies, action plans, manuals and working procedures have been drafted, especially for the EA, M&E and C&A sections. A training need assessment has been undertaken for the M&E section, and based on this a tailor-made M&E training package has been developed, and submitted to the PSC for reference. This training package will be implemented in the following progress periods. The remaining sections will develop tailor-made training package when detailed structures and procedures have been established.

Ad hoc section training: Ad hoc section training is understood to take advantages of all relevant training opportunities within the sphere of the section, for example external courses, seminars, workshops, etc. Under the ECD-CAB project ECD officers will therefore be offered the opportunity to participate in available and relevant local, national and regional training courses.

In the first progress period ECD staff have participated in approximately 18 external training activities with a total duration of approximately 90 days. A summary list of external training activities is included in Annex 6.

Approach 'Pilot and Awareness Activities'

Another approach, besides the above-mentioned Organisational Development, Training and Networking approaches, applied by the ECD-CAB project is the implementation of specific pilot and awareness activities. This approach can be labelled **the experimental approach**, because the activities implemented under this approach will be experimental and pilot testing in nature.

The approach is mainly linked to the action plans developed through the project, for example the actions plans for the Monitoring & Enforcement and the Communication and Awareness sections. As these actions plans are still under development, and as these actions plans will lead to even more project outputs, new additional pilot and awareness activities have not been prioritised in the first progress period. During the coming progress periods, additional experimental pilot and awareness activities are envisaged, and will increase in importance.

In the first progress period the following pilot and awareness activities have been considered for implementation:

- A focused Monitoring & Enforcement programme directed towards a specific environmental issues or sectors. M&E programmes for oil palm plantations and construction on hill slopes. The programmes could include baseline mapping, issuing orders, systematic monitoring activities, purchasing of monitoring equipment, and awareness activities
- A systematic collection of baseline data for specific environmental issues. Baseline monitoring programmes for the water quality around Kota Kinabalu and for copper mining activities. The programmes could include systematic and continuous data collection, purchasing of monitoring equipment, and awareness activities
- Awareness activities directed toward schools or local communities using a decentralised fund approach.

Project Organisation Simplicity in project organisation is a key issue in the implementation of the project activities, and the following organisational entities have as planned been used in the first progress period.

The *Project Steering Committee* (PSC) has been called for the second PSC meeting.

The Project Management Group, consisting of the Project Director and the CTA have, apart from being in daily contact (offices right opposite each other), held bi-weekly evening meetings in order to secure an appropriate and effective implementation of the project activities.

Area Management Groups. For each of the six areas an Area Management Group has been established consisting of 1-2 ECD staff and the Project Management Group. A monthly meeting between the Director and the Area Management Group leaders have been held in order to secure progress, momentum and effectiveness in the implementation of the project outputs. The Area Management Group determines how each of the outputs linked to the area should be reached. Furthermore area/section outputs have been included in the Area Management Group leaders SKTs (individual plans) in order to create commitment, sustainability and focus.

Assumptions & Risks The first progress period has revealed only a few changes in the project context compared to the Revised Project Document.

Remaining assumptions, and of particular relevance to the Project outputs, include: (i) *Sufficient Government budget for ECD*, (ii) *sufficient staff employed in ECD*, (iii) *participation of key stakeholder in project activities*, (iv) *agreements on technical and policy matters can be reached*. An Assumption Monitoring Form has been prepared and is included in Annex 1.

It is considered that so far, none of these assumptions has had an adverse effect on project objectives or outputs.

New problems or opportunities

The following new factors that could affect the project outcome have been encountered in the first progress period:

- Unclear tasks and responsibilities between federal and state environmental authorities, particularly concerning prescribed activities and environmental standards. This may affect the implementation of the EIA Handbook procedures (output no. 8), the implementation of the M&E Strategy and Manual (output no. 14 and 15), and the achievements of the ISO 9000 certification (output no. 24)
- Changes in ECD management and staff could affect the present rapid and effective implementation of project outputs.

New **opportunities** encountered during the first progress period include:

- A strong ECD management commitment to the implementation of the Project expressed through for example
 - monthly progress meeting with the Director, the Project Management Group and the Area Management Group leaders concerning implementation status, problems encountered and how to overcome these problems
 - project outputs included in the SKT plans (the Malaysian individual governmental performance and salary system) for all area group managers
 - bi-weekly after-work-hours Project Management Group meetings
 - a willingness to experiment, pilot test and implement new administrative procedures, for example expressed through the introduction of a substantial change in the EIA system and procedures in Malaysia through the implementation of the procedures described in the EIA Handbook developed in the first progress period
 - an acceptance of the 'turbulence, confusion and planned and unplanned changes' the initiation of an organisation development project always introduces into an organisation
- An excellent staff commitment to the implementation of the project activities expressed through team work, high workload and a willingness to experiment and pilot test
- The recruitment of four young motivated environmental assistant officers
- Supporting staff included in the implementation of project activities
- A valuable contribution from competent and committed local consultants.

4 Project Outputs

In this chapter, objectives, outputs, activities and inputs are reviewed for the 6 areas. In the Inception Report planned objectives, outputs, activities and inputs were described in detail. These are listed below in *italics*, and status for each objective, output, activity and input is given

The PMG have chosen in the reporting below to be as specific as possible in order to provide an accurate account of undertaken activities and results. An Output Monitoring Form has been prepared and included in Annex 2.

4.1 The Planning Section

Objectives	The objective ' <i>To enhance the long-term environmental planning capacity of the Environmental Conservation Department</i> ' remains unchanged.
Outputs	No changes in planned outputs: <i>Project Output No. 1: Sabah Environmental Indicator Reports 1999 and 2002</i> <i>Project Output No. 2: Proposal for a Sabah Environmental Policy</i> <i>Project Output No. 3: Proposal for an overall Conservation Strategy, including inventory of conservation areas and environmental conservation recommendations for the 8th Malaysia Plan</i> <i>Project Output No. 4: A Human Resource-Plan for ECD, including an ECD 5-10 year Strategy</i> <i>Project Output No. 5: A Review of the CEE, 1996</i> <i>Project Output No. 6: A Research Strategy and research activities implemented</i> <i>Project Output No. 7: An Environmental Planning Training Package implemented, including an interdepartmental study tour.</i>

Activities

The implementation status for the planned outputs and activities are as follows:

Activity 1.1 Prepare the Environmental Indicators 1999 and 2002. This will include (i) Draft of proposed environmental parameters, (ii) Data availability workshop. (iii) Workshops to identify and develop data collation and standardisation procedures for ECD and participating stakeholders. (iv) Production, publication and dissemination of the report. (v) Repetition of the report in 2002.

- Will as planned be initiated in the second and third progress period.

Activity 1.2 Prepare a proposal for the Sabah Environmental Policy with reference to the National Biodiversity Policy and other National Environmental policies. This will include (i) initial definition of the Natural Resource base of Sabah and a description of environmental problems. (ii) Prepare a Draft Sabah Environmental Policy. (iii) Discussions with relevant stakeholders. (iv) Finalisation.

- This output was planned for the first progress period, but due to an overall assessment and re-prioritisation of the timing of the Project outputs, the output is rescheduled to the fourth progress period.

Activity 1.3 Propose an overall Conservation Strategy, including preparing an inventory of conservation areas and making environmental conservation recommendations for the 8th Malaysia Plan. This will include (i) establishment of a reference inventory of existing and proposed conservation areas. (ii) Review the existing conservation strategy of Sabah and identify areas of importance that have not been addressed viz a viz what has been achieved. (iii) Make a proposal for a strategy for Conservation Areas for Sabah. (iv) Identify and prioritise environmental conservation projects for recommendation for the 8th Malaysia Plan.

- Due to an overall assessment and re-prioritisation of the timing of the project outputs has the proposal for an overall conservation strategy been rescheduled to the third and fourth progress period
- Environmental conservation projects for the 8th Malaysia Plan have been identified, prioritised and submitted. The following four projects were identified and described: (i) East-Coast Shoreline Management Plan, (ii) Identification of Potential Protected Areas, (iii) Environmental Regional Land Use Plan for Kundasan, Ranau, and (iv) Environmental Indicators.

Activity 1.4 Formulate a Human Resource-Plan for ECD, including a proposal for an ECD 5-10 year strategy. This will include (i) a comparative study of functions and visions of other national Environmental Departments. (ii) Status of the Human Resources of ECD in relation to the mandate given under the CEE, 1996. (iii) Review of existing Human Resources of the Ministry of Tourism Development, Environment, Science and Technology and other environmental related agencies. (iv) A proposal on Human Resource needs for ECD under the 8th Malaysian Plan.

This output has been divided in two, namely (i) a short term Human Resource plan focusing on the immediate Human Resource needs of the Department, and (ii) a long term Human Resource Development Plan focusing on the strategies, vision, mission, and objective of the Department, and linked to this, to develop a Human Resource Development Plan including manpower and qualification needs.

- The first part has been initiated and will be finalised in the next progress period. Meetings have been held with all section heads. Each section head has assessed and prepared drafts on Human Resource requirements for the section. The section drafts will be integrated into one paper for submission for the Civil Service Department.

Activity 1.5 Review the CEE, 1996. Following the implementation of the CEE, 1996 (i) review the enactment and its rules and regulations with particular attention being paid to section 3 and section 22. (ii) Make recommendations for amendments to CEE, 1996. (iii) Review existing and planned enforcement mechanisms and incentive schemes. (iv) Make recommendations for new enforcement mechanisms and incentive schemes that improves the implementation of the CEE.

- As planned, will be initiated in the fifth progress period.

Activity 1.6 Prepare a Research Strategy and implement research activities. This will include (i) formulation of a departmental research strategy, (ii) support research within different prioritised research areas, e.g. bio-indicators for water quality, correlation between protected areas and traditional water supply systems and examinations of post-environmental impact assessment.

- Two research activities during the first progress period have been supported through planning, technical comments and drafting. The two activities are (i) development of bio-indicators for water quality, and (ii) correlation between protected areas and traditional water supply systems and examinations of post-environmental impact assessment. The two research activities are expected to be finalised during 2001.

Activity 1.7 Implement an Environmental Planning Training Package on e.g. environmental management, policy formulation, legislation, general planning and management, conflict resolution, organisational development, etc. The target group for the training activities will primarily be staff of the ECD, but will also include other relevant stakeholders. The package will include attachment programmes for ECD staff and an interdepartmental international study tour.

- Staff have participated in the following formal training activities; Training workshop on Planning & Design for Eco-tourism (1 day), Integrated Environmental Planning & Management (30 days), International Business Conference (1 day)
- A proposal for an interdepartmental international study tour has been drafted and is scheduled for implementation in the second and forth progress period.

Timing Timing for the outputs are shown in Table 4.1 (revisions in non-italic).

Table 4.1. Approx. timing

Outputs	Start	Completion
<i>Sabah Environmental Indicator Report 1999</i>	<i>Jun. 00</i>	May. 01
<i>Sabah Environmental Indicator Report 2002</i>	<i>Feb. 02</i>	Jul. 02
<i>Proposal for a Sabah Environmental Policy</i>	Jun. 01	Dec. 01
<i>Proposal for overall Conservation Strategy</i>	Jan. 01	Jun. 01
<i>Human Resource-Plan for ECD</i>	<i>Dec. 99</i>	Jun. 01
<i>A Review of the CEE, 1996</i>	<i>Apr. 02</i>	Jun. 02
<i>A Research Strategy</i>	Feb. 01	Jun. 01
<i>Research activities implemented</i>	<i>Ongoing</i>	
<i>An Planning Training Package</i>	<i>Ongoing</i>	
<i>Study tour</i>	<i>Jun. 00</i>	

Input The Area Management Group has as planned consisted of Jammy Gabriel and the Project Management Group.

Consultancy inputs from Carsten H. Laugesen, Tony Greer and Portia Jackson (trainee).

4.2 The Environmental Assessment Section

Objectives The objective 'To strengthen the Environmental Assessment (EA) capacity and Environmental Impact Assessment (EIA) compliance procedures of the Environmental Conservation Department (ECD)' remains unchanged.

Outputs No changes in planned outputs:

Project Output No. 8: A General Handbook on EIA Policy and Procedures for Sabah

Project Output No. 9: Guidelines and Regulations for selected prescribed and non-prescribed activities

Project Output No. 10: A Manual on EIA Auditing Procedures and Techniques

Project Output No. 11: EIA Compliance Survey

Project Output No. 12: Guidelines for environmental screening of land alienation & development

Project Output No. 13: An EA Training Package implemented.

Activities The implementation status for the planned outputs and activities are as follows:

Activity 2.1 Prepare a General Handbook on EIA Policy and Procedures. This will include (i) Draft preparation. (ii) Consultation with relevant resource persons. (iii) Finalisation and dissemination, including information programmes on ECD procedures, requirements, report preparation and standards expected for relevant stakeholders, e.g. registered EIA companies. (iv) Up-date the Handbook after 1-2 year of implementation.

- A final draft version of The EIA Handbook has been prepared and is submitted as a Technical Report to the PSC. The Handbook was prepared through draft preparations, internal presentations and discussions, consultation with international and local EIA consultants and local business associations (distribution of draft handbook for comments - a number of comments was received). Effort has been made to provide a Handbook that describes in a simple and practical way the procedural steps to be undertaken in Sabah for EIA preparation and approval
- List of contents for EIA Scoping Notes and Terms of Reference have been prepared for the Department
- Draft Agreement of Environmental Conditions have been made for a number of EIAs submitted to the Department
- Three EIA site visits have been undertaken in order to assess the quality of the submitted EIA reports and the preparation of the Agreement of Environmental Conditions
- Participation in three EIA Review meetings.

Activity 2.2 Select and produce Guidelines and Regulations for selected prescribed and non-prescribed activities. Guidelines and Regulations will be prioritised on pertinence and whether or not Department of Environment and the National Resource Environmental Board, Sarawak, have already produced guidelines. Preparation on the following guidelines is initially planned for the first project year: (i) River sand and stone extraction. (ii) Hill cutting and construction of buildings for commercial or industrial purposes on hills with slopes having gradient of 20 degrees or more. (iii) Forestry. (iv) Agriculture. (v) Livestock farming. (vi) Quarrying. Additional guidelines will be identified and described in the coming Progress Reports.

- A Guideline for River Sand and Stone mining has been prepared, and is submitted as a Technical Report to the PSC. This guideline is the first guideline developed by the Department, and as such much effort has been put into developing this guideline so that it can be an 'example to be followed'. The guideline focuses on key environmental issues, mitigation measures and monitoring programmes. The guideline will be used for internal training and will later be discussed with relevant authorities and associations

- A Guideline for Forest Activities has been drafted. The guideline will be used for internal training and will later be discussed with relevant authorities and associations
- A Guideline for Hill Cutting and Construction of Buildings for Commercial or Industrial purposes on hills with slopes having gradient of 20 degrees or more has been initiated and will be finalised in the second progress period
- A Guideline for Oil Palm Plantations has been initiated and will be finalised in the second progress period.

Activity 2.3 Prepare a Manual for EIA auditing procedures and techniques. The Manual will include e.g. checklists for auditing, compliance working procedures, methods for addressing cumulative impacts. This will include (i) draft preparation. (ii) Consultation with relevant resource persons. (iii) Finalisation and dissemination.

- Will as planned be initiated in the fourth progress period.

Activity 2.4 Undertake a compliance survey of the EIA system. The compliance analysis will be undertaken after 1-2 years of implementation of the EIA system in order to assess relevance and the need for adjustments.

- Will as planned be initiated in the fifth progress period.

Activity 2.5 Develop guideline for environmental screening of land alienation and development in order to improve the quality of land alienation and development plan applications. This will include (i) review of existing procedures. (ii) Selection of pilot districts, e.g. Tuaran, Penampang and Kota Kinabalu. (iii) Establish a working group with local authorities and district offices to develop and clarify procedures for land applications and development plans. (iv) Testing the guidelines, (v) Develop an environmental checklist for land use zoning.

In December 1999 the Environmental Conservation Department was requested to comment from an environmental management perspective on the *proposed Penampang District Land Use Scheme*. At the same time the Capacity Building of the Environmental Conservation Department (ECD-CAB) project was initiated and two of the planned outputs under this project are: (i) Preparation of *Guidelines for environmental screening of land alienation and development* (output no. 12); and *Establishment of GIS* (output 22). It became apparent that a link between the request and these two tasks of the Department could be established, and it was decided to proceed with the production of an Environmental Land Use Plan and accompanying Environmental Memorandum to be used in the preparation of the Penampang District Land Use Scheme. Thereby the activities of the ECD-CAB would compliment the existing duties of the Department and the proposed Penampang District Land Use Scheme would at the same time function as a case study and as such, provides focus for two of the ECD-CAB project outputs.

The output has been initiated ahead of the planned Inception Report schedule, and the following activities have been undertaken:

- A Background Paper has been prepared, and is submitted to the PSC for reference. The Background Paper describes the objectives, planned activities and concepts behind the efforts to develop an Environmental Land Use Plan for Penampang District and linked to this, develop Guidelines for Environmental Screening of Land Alienation and Development Plans. Preliminary analysis of issues, identification of needs and role of ECD *vis-à-vis* other stakeholders, and assessment of risks in terms of financial and time commitments has been undertaken in order to prepare the Background Paper
- A working protocol with representatives from Regional Town and Country Planning Department and Penampang District Council has been established
- A review of current administrative procedures required for land alienation and development plan approval has been initiated
- An appropriate Geographical Information System (GIS) within ECD has been identified, procured and established. 1:50,000 digital data for Penampang District (digitised by external consultant) and SPOT imagery (Date of proposed image - 14 April 2000) has been purchased. Production of digital elevation model (DEM) has been initiated.

Activity 2.6 Develop and implement EA Training package on EIA assessment and auditing. The target group for the training activities will primarily be ECD staff and core members of the EIA Network Group (see below), but may also include other relevant stakeholders. The Package will include attachment programmes for ECD staff.

- Staff have participated in the following formal training activities; EIA course (10 days), Workshop on EIA (5 days)
- Membership of the International Association for Impact Assessment (IAIA) has been obtained, and two officers will participate in the coming annual meeting in Hong Kong.

Timing

Timing for the outputs are shown in Table 4.2 (revisions in non-italic).

Table 4.2. Approx. timing

Outputs	Start	Completion
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<i>General Handbook on EIA Policy and Proc. Update of Handbook</i>	<i>Nov. 99 Jan. 02</i>	<i>Jan. 00 Feb. 02</i>
<i>Guidelines/regulations for selected prescribed & non-prescribed activities Additional guidelines</i>	<i>Dec. 99 Ongoing</i>	<i>Dec. 00</i>
<i>Manual on EIA Auditing Proc. & Techiq.</i>	<i>Oct. 01</i>	<i>Jan. 02</i>
<i>EIA Compliance Surveys Guidelines for environmental screening of land alienation & development</i>	<i>Jan. 02 Jun. 00</i>	<i>Feb. 02 Jun. 01</i>
<i>An EA Training Package implemented</i>	<i>Ongoing</i>	

Input The Area Management Group has as planned consisted of Vitalis J. Moduying and the Project Management Group.

Consultancy inputs from Carsten H. Laugesen, Tony Greer, Sinoh Mohammed, Richard Taumas, Beth Baikan, PC Chang, ChemSain Consult and L&L consult.

4.3 The Monitoring and Enforcement Section

Objectives The objective '*To strengthen the capacity of the Monitoring and Enforcement (M&E) section of the Environmental Conservation Department*' remains unchanged.

Outputs No changes in the planned outputs:

- Project Output No. 14: A Monitoring & Enforcement Strategy and M&E activities implemented*
- Project Output No. 15: A Monitoring & Enforcement manual*
- Project Output No. 16: A Monitoring & Enforcement Training Package implemented.*

Activities The implementation status for the planned outputs and activities are as follows:

Activity 3.1 Prepare a M&E strategy that outlines the areas and methods on which enforcement will focus. The following activities are envisaged (i) a number of workshops, (ii) draft strategy paper by ECD Monitoring & Enforcement officers and consultants, (iii) discussion of draft strategy paper with relevant stakeholders, (iv) finalisation of M&E Strategy Paper.

- A draft Strategy and Action Plan has been prepared, and is presently under review in the Department. The Strategy & Action Plan will be finalised in the coming progress period.

Activity 3.2 Implement focused M&E (hot spot) activities. This could include (i) selection of one or more environmental topics or hot spots, (ii) planning of inte-

grated inter-departmental M&E activities for the selected hot spots, (iii) implementation.

- The output is dependent on the draft Strategy and Action Plan output (activity 3.1) and will be initiated as soon as this has been finalised.

Activity 3.3 Prepare a M&E Manual that includes step by step procedures for e.g. inspection, investigation, environmental monitoring, sampling, legislation/prosecution. This will include e.g. (i) a draft manual by ECD Monitoring & Enforcement officers and consultants, (ii) discussion of draft manual with relevant stakeholders, (iii) during a one year period gathering of experience, methods, ideas, (iv) finalisation of M&E Manual.

- An Environmental Investigation, Administrative Enforcement and Prosecution Manual has been drafted and is submitted as a draft Technical Report to the PSC for reference. The draft manual focuses on establishing practical investigation and prosecution procedures for M&E officers in the undertaking of their duties. In order to make the guideline practical and useful, adjustments and re-adjustments of the manual in co-operation with the M&E officers have been undertaken. The adjustments will be continued in the coming progress period. Other stakeholders will also be invited to comment on the draft.

Activity 3.4 Develop and implement a M&E Training package on e.g. judicial procedures and legal strategies, representative sampling and monitoring programmes, monitoring, compliance and enforcement procedures. The target group for the training activities will primarily be ECD staff and core members of the M&E Network Group (see below), but may also include other relevant stakeholders. The Package will include attachment programmes for ECD staff.

- A draft M&E training package - based on the draft Manual and the M&E Strategy & Action Plan - has been prepared. The draft has been submitted to the PSC for reference
- A kick-off meeting for a M&E Network Group has been undertaken. M&E officers from Land & Survey Department, Drainage and Irrigation Department, Forestry Department, Department of Environment, Department of Fisheries, Sabah Parks, Wildlife Department, Veterinary Department were invited and more than 30 people participated.

Timing

Timing for the outputs is shown in Table 4.3 (revisions in non-italic).

Table 4.3. Approx. timing

Outputs	Start	Completion
<i>A M&E Strategy</i>	<i>Jan. 00</i>	Jan. 01
<i>M&E activities implemented</i>	<i>Ongoing</i>	

<i>A Monitoring & Enforcement Manual</i>	<i>May 00</i>	<i>Nov. 00</i>
<i>A M&E Training Package implemented</i>	<i>Ongoing</i>	

Input The Area Management Group has as planned consisted of Theodore Kinson and the Project Management Group.

Consultancy inputs from Carsten H. Laugesen, Tony Greer, Karsten Due Jensen, Sten Rønhave, Sinoh Mohamad and Darrel Leiking.

4.4 The Communication & Awareness Section

Objectives The objective *'To enhance the capacity for undertaking environmental awareness activities and to communicate effectively with the appropriate target groups'* remains unchanged.

Outputs No changes in the planned outputs:

Project Output No. 17: ECD Communication & Awareness (C&A) Strategy and C&A activities implemented

Project Output No. 18: Project Lessons Learned disseminated

Project Output No. 19: A C&A Training Package implemented.

Activities The implementation status for the planned outputs and activities are as follows:

Activity 4.1 Develop an ECD C&A strategy. This will include (i) Draft strategy. (ii) Consultation with relevant stakeholders. (iii) Finalisation.

- A draft C&A strategy and action plan has been prepared. The plan will be finalised in the next progress period.

Activity 4.2 Implement focused C&A activities. These C&A activities will be linked to development activities of the Planning, Environmental Assessment, Monitoring & Enforcement and Environmental Information System sections, e.g. (i) The development and dissemination of the Environmental Indicators Reports. (ii) The development and dissemination of EIA Handbook and Guidelines and EIA information activities. (iii) Focused Monitoring & Enforcement awareness activities. (iv) Launching of the ECD homepage.

- An ECD Homepage Launching Ceremony was implemented. The Minister for Ministry of Tourism Development, Environment, Science and Technology launched the homepage
- An ECD homepage pamphlet has been prepared and submitted to the PSC for reference.

Activity 4.3 Implement general Environmental Conservation C&A activities. This will include e.g. (i) road shows, (ii) proactive newspaper coverage, etc. Furthermore it will include development of relevant C&A material (i) Short presentation videos. (ii) Pamphlets. (iii) Exhibition materials. (iv) General format and layout of ECD materials. (v) Briefing Kit.

- The general format and layout for all ECD materials has been designed and implemented for all ECD and ECD-CAB reports, papers and C&A materials
- A CD-Rom presentation of ECD has been prepared and is submitted to the PSC for reference
- An ECD homepage pamphlet has been prepared and submitted to the PSC for reference
- ECD presentation folders and pamphlets have been prepared and will be distributed at the PSC meeting for reference
- An ECD-CAB pamphlet has been prepared and will be distributed at the PSC meeting for reference
- An ECD pamphlet for River Sand and Stone Mining has been prepared and will be distributed at the PSC meeting for reference
- ECD vests, caps and business cards have been designed and procured for all ECD officers
- The production of the ECD video was initiated and will be finalised in the forthcoming progress period.

Activity 4.4 Plan and implement project end dissemination activities. Project end dissemination activities will be planned to summarise lessons learnt and discuss the future perspectives of Environmental Conservation in Sabah and of the ECD.

- Will as planned be initiated in the sixth progress period.

Activity 4.5 Develop and implement a C&A Training package on e.g. C&A strategies, facilitation, team building, motivation, communication, presentation techniques, networking, and media coverage. The target group for the training activities will primarily be ECD staff and core members of the C&A Network Group (see below), but may also include other relevant stakeholders. The Package will include attachment programmes for ECD staff.

- Staff have participated in the following formal training activities: Environmental interpretation (4 days), Basic bird watching (1 day).

Timing

Timing for the outputs are shown in Table 4.4 (revisions in non-italic).

Table 4.4. Approx. timing

Outputs	Start	Completion
A C&A Strategy C&A activities implemented	Jan. 00 Ongoing	Dec. 00
Dissemination of Project Lessons Learned A C&A Training Package implemented	Jul. 2002 Ongoing	Aug. 02

Input The Area Management Group has as planned consisted of Ainon Salam and the Project Management Group.

Consultancy inputs from Carsten H. Laugesen and Portia Jackson (trainee).

4.5 The Environmental Information System Section

Objectives The objective 'To establish an Environmental Information System (EIS), providing the capacity to manage, store, process and utilise data relevant to good environmental decision making' remains unchanged.

Outputs No changes in planned outputs:

Project Output No. 20: Establishment of a Management Information System (MIS)

Project Output No. 21: Establishment of a departmental home-page

Project Output No. 22: Establishment of a Geographical Information System (GIS)

Project Output No. 23: An EIS Training Package implemented.

Activities The implementation status for the planned outputs and activities are as follows:

Activity 5.1 Design, construct and implement MIS. This will include (i) Definition of database needs for each area. (ii) Establishment of data dictionary, relations between databases, forms of entry, reporting. (iii) Implementation.

- **IT infrastructure** was established for the implementation of the MIS. This included allocation of 10 PCs (PIII) from State Computer Department, purchasing of 8 PCs (PIII), 2 printers, 1 scanner and 1 LCD projector, PCs distribution, PCs inventory, software installation, network cabling and server installation for LAN, installation of Sabahnet lease line, setup of Internet access and internal mailing
- **The development of a MIS database** was initiated through area identification (complaints and enforcement, project screening and EIA, awareness, administration), data review, initiation of data need, appointment of programmer/specialist for finalization of the format.

Activity 5.2 Design, construct and implement a homepage. This will include (i) Review needs and approach. (ii) Implementation.

- The homepage - www.sabah.gov.my/jkas - was launched 13 April. The development of the homepage included application for Web Account in the Sabahnet, preparation of contents/writing, choosing preferred structure, draft production, preparation of English and Bahasa Malaysia version, appointment of local specialist. The homepage consists of 8 sections, and allows key areas, i.e. EA and planning issues, accessible to the public. All ECD-CAB developed reports and information can be assessed and downloaded from the homepage.

Activity 5.3 Design, construct and implement GIS. This will include (i) Procure and install equipment. (ii) Establish spatial databases to be used for e.g. monitoring of cumulative impacts via geographic location of planned development, complaints and for supporting the environmental indicator reporting. (iii) Develop when needed appropriate thematic layers.

- The development of GIS was initiated through visits to relevant departments, draft concept plan, purchasing of appropriate equipment (GIS workstation) and software (Arc View 3.2, ArcViewSpatial Analyst Extension, ArcView Image Analyst Extension, Surfer 7.0, R2V), initiation of the development of spatial plans and data collection for Penampang District by appointment of local programmer, procurement and analysis of satellite image for Penampang District.

Activity 5.4 Implement EIS training. Training will be customised to both general and specialist requirements, and will e.g. contain (i) specialised training, (ii) introduction training, (iii) homepage training, (iv) Access/excell training, (v) GIS/remote sensing training.

- Staff have participated in the following external training activities: Computer Security Clinic (1day), GIS course (2 weeks), GIS Attachment (2 days), Corel Draw Training (6 days).

Timing

Timing for the outputs are shown in Table 4.5 (revisions in non-italic).

Table 4.5. Approx. timing

Outputs	Start	Completion
<i>Establishment of MIS</i>	<i>Nov. 99</i>	<i>Apr. 01</i>
<i>Establishment of a Homepage</i>	<i>Dec. 99</i>	<i>Jun. 00</i>
<i>Establishment of GIS</i>	<i>Jan. 00</i>	<i>Jun. 01</i>
<i>A EIS Training Package implemented</i>	<i>Ongoing</i>	

Input

The Area Management Group has as planned consisted of Frederick Soon and the Project Management Group.

Consultancy inputs from Carsten H. Laugesen, Tony Greer, Kim V. Jakobsen, SriComputer and PC Chang Computers.

4.6 The Administration Section

Objectives	The objective <i>'To strengthen administrative procedures that effectively support the main functions and responsibilities of the Environmental Conservation Department'</i> remains unchanged.
Outputs	<p>No changes in planned outputs:</p> <p><i>Project Output No. 24: An ISO 9000 certification</i> <i>Project Output No. 25: An ECD environmental information resource centre</i> <i>Project Output No. 26: An Organisational Development Training Package implemented.</i></p>
Activities	<p>The implementation status for the planned outputs and activities are as follows:</p> <p><i>Activity 6.1 Develop MS ISO 9000 documents. This will include (i) Establish a working group. (ii) Support documentation.</i></p> <ul style="list-style-type: none"> • All ISO documentation materials have been developed for submission to SIRIM by late May. This includes (i) one Quality Manual and (ii) 16 Quality Procedures descriptions. Following a 4 months trial period, the Department can be audited for certification in October 2000. <p><i>Activity 6.2 Design and develop a resource centre for the new ECD office. This will include (i) Assign and train clerical staff. (ii) Design of library classification system. (iii) Identification of relevant journals/reports and key publications for the centre.</i></p> <ul style="list-style-type: none"> • The resource centre has been established in the new meeting room of ECD. A classification system for publications has been established, and all publications have been keyed into the Departments database • Relevant environmental books and materials have been procured. <p><i>Activity 6.3 Implement an Organisational Development Training Package. This will e.g. include (i) departmental induction programmes, (ii) computer training, (iii) accounting/financial management, (iv) ad hoc training possibilities, (v) link when possible support staff and duties to project groups.</i></p> <ul style="list-style-type: none"> • Staff have participated in the following external training activities: ISO 9000 (1 day), ISO 9000 (3 x 2 days).
Timing	Timing for the outputs are shown in Table 4.6 (revisions in non-italic).

Table 4.6. Approx. timing

Outputs	Start	Completion
<i>An ISO 9000 certification</i>	<i>Jan. 00</i>	<i>Jan. 01</i>
<i>An ECD Environmental Resource Centre</i>	<i>Ongoing</i>	
<i>An Organisational Development Training Package implemented</i>	<i>Ongoing</i>	

Input

The Area Management Group has as planned consisted of Teresa A. Dainal, Anna Wong and the Project Management Group.

Consultancy inputs from Carsten H. Laugesen and Ismail Idris.

5 Project Inputs

5.1 National inputs

The following national inputs as stated in the Revised Project Document have been made available for project implementation:

1. Staff to be available on a part-time basis for the entire duration of the project: Project Director (Senior Environmental Officer) who will work with CTA and the Environmental Management Advisor. Secretarial assistance.

2. Staff to be available on a part-time basis for the duration of particular activities: 2 Environmental Officer for the preparation of the Planning Outputs, 2 Environmental Officers for the preparation of the EA Outputs, 2 Environmental Officers for the preparation of the M&E Outputs, 2 Environmental Officers for the preparation of the C&A Outputs, 1 Environmental Officers for the preparation of the EIS Outputs, 1 Environmental Officers for the preparation of the Administration Outputs, The Director of ECD is expected to assist in the preparation of selected Outputs.

3. Other inputs include: Office accommodation for visiting consultants and long-term TA (CTA/Environmental Management Advisor), Office and computer equipment, telephone, fax, photocopy, stationary, Training rooms and facilities, Per diem/subsistence costs for staff to attend seminars and training courses.

The ECD-CAB, together with the ECD, moved to new office facilities on January 2000, namely Wisma Budaya, Kota Kinabalu. The ECD-CAB supported the move and establishment of the new offices through, for example, design of office layout, office facilitates and establishment of the resource centre.

5.2 DANCED inputs

The total number of man-months for international and local consultants respectively remains unchanged, and no changes in staff or equipment input have taken place. However, it can be foreseen that the composition of international consultants may vary slightly during the project implementation period. Local consultants will be hired when appropriate.

Table 5.1 and Table 5.2 respectively, gives a summary overview of Danced input regarding consultants and equipment.

Table 5.1: International and local consultants in the first progress period.

Consultants	Task	Man-month in progress period	Man-month planned for next period	Remain-ing man-month
Local				
Richard Taumas	Forestry guideline	2,00	1,00	-
Sinoh Mohamad	Sand mining guideline	2,00	-	-
Beth Baikan	Env. Guideline	1,00	1,00	-
Lim Peng Siong	Hill slope guid eline	0,50	1,50	-
Zaffeer A. Kiprawi	Oil Palm guideline	0,50	1,50	-
Darrell Leiking	M&E Manual	2,00	-	-
Sinoh Mohamad	M&E Manual	2,00	-	-
Unspecified		-	-	4,50
<i>Subtotal</i>		<i>11,50</i>	<i>5,00</i>	<i>4,50</i>
International				
Carsten Laugesen	CTA	9,00	6,00	21,00
Tony Greer	Long Term Advisor	6,50	2,50	9,00
Karsten Due Jensen	M&E Manual	0,75	-	0,75
Sten Rønhave	M&E Manual	0,75		0,75
Kim V. Jacobsen	MIS support	0,25	-	-
Unspecified		-	1,00	29,00
<i>Subtotal</i>		<i>17,50</i>	<i>9,50</i>	<i>29,00</i>
<i>Total</i>		<i>29,00</i>	<i>14,50</i>	<i>77,00</i>

A trainee, Ms. Portia Jackson, was attached to the Project for three months during the first progress period.

Equipment purchased during the first progress period is shown in Table 5.2.

Table 5.2. Equipment purchased (main items)

Date	No	Item
29-09-99	1	Open Shelf Cabinet PB8880
29-09-99	2	4-Drawer Filing Cabinet
22-01-00	5	HP Laserjet 4000N Printer
28-01-00	6	Minolta Digital Copier DI181 S/N:214939
28-01-00	7	NEC LT84 Ultra Portable Projector
20-01-00	8	MAP Cabinet
20-01-00	9	Nyatoh Book shelve (Library)
20-01-00	10	White Board (12" x 3")
09-02-00	14	HP DESKJET 2500C Colour Printer(C2684A)
18-02-00	15	Suuno Clinometer Pm5/360PC
18-02-00	16	My20g Ranging Pole
09-03-00	18	3 Layer Magazine Rack
09-03-00	19	Magazine & Newspaper Rack
12-03-00	20	8 pcs. Ontel PIII 500 PC (50X Max)
13-03-00	21	CanoScan FB630P
07-04-00	22	Panaonic M9500 Video Camera, Battery and AC Adapter
07-04-00	23	Vellson D700 Tripoid
07-04-00	24	Vitan Video Spot Light c/w battery & charger

6 Financial Statement

No change in the budget allocation has taken place. No changes have been made regarding the sub-ceilings of the Project Budget. No contingencies have been disbursed. It should however be noted that the project has lost approximately 20 % of its purchasing power in Malaysia compared to the initial budget due to currency changes.

The financial status as per April 31, 2000 is included in Annex 3. As can be seen from the financial status, the project expenses are in line with the overall budget and the individual budget sub-ceilings.

7 Project Implementation Status

Problems and opportunities encountered during the progress period and not covered in the above sections, are described below.

Analysis of possible unintended impacts and suggestions for actions

At present no major problems are envisaged that could affect the likely achievement of project objectives or outputs. However, the following possible constraints should be highlighted: (i) Changes in ECD management and staff, (ii) reduction in the number of ECD staff, (iii) difficulties in obtaining data for the environmental indicator report, (iv) the boundary and responsibilities between the State and Federal environmental authorities is not clearly defined, particularly concerning the Prescribed Activities and the environmental standards.

Actions to be taken in the second progress period therefore include (i) develop relevant and challenging tasks and training opportunities to ECD staff in order to maintain the present staff, (ii) submit short term HRD Plan in order to increase the number of staff, (iii) analyse environmental data sharing possibilities, (iv) support continued clarification of responsibilities between the federal and state level.

Review of likelihood of achievements of project objectives

Project objectives are being pursued as planned and the likelihood of achievement of the overall objectives of the project is good.

Review of overall project strategy

The overall project strategy - *capacity building* of the Environmental Conservation Department - is being pursued as planned and is still regarded to be appropriate and relevant for environmental improvement in Sabah. The Project will undoubtedly create increased capacity both at the individual and structural level in the ECD.

Implementation of a large and diverse project like the ECD-CAB will, however, always create opportunities for improvements and lessons learned in relation to implementation of the overall project strategy. In the completion report a detailed analysis and discussion of these issues will be presented. Listed below are some of the issues considered to have an affect on the implementation of the project:

- To continuously develop the approaches applied, for example organisational development, training, networking and pilot & awareness activities, as discussed in chapter 3
- The location of the project office and staff in the same offices as the ECD has had a positive effect on the capacity building elements in the project
- Prioritising focus on external and internal information activities. The project has issued bi-monthly newsletters to all key stakeholders and is presented on the newly established homepage for the Department.

Analysis of project sustainability

The probability of overall sustainability of the project is still regarded as high. Even though it is too early to predict the sustainability for each of the areas, it is assessed that presently there are no main concerns regarding sustainability.

The Implementation Schedule

The Implementation Schedule has been revised in accordance with an overall assessment carried out by the Project Management Group, the ECD Director and the ECD officers. This has led to minor adjustments in the timing of the project outputs. The revised Implementation Schedule is enclosed in Annex 4.

Prioritised Outputs for the second Progress Period

Prioritised outputs for the coming half-year is shown in *Table 7.1*.

Table 7.1: The next 1/2 year

Area	Prioritised Outputs for the second progress period
<i>Planning</i>	<i>Sabah Environmental Indicator Report 1999 & 2002</i> <i>A Human Resource-Plan for ECD</i> <i>International Study tour</i>
<i>EA</i>	<i>EIA Guidelines and Regulations</i> <i>Guidelines for env. screening of land alienation & developm.</i> <i>An EA Training Package implemented</i>
<i>M&E</i>	<i>A M&E Strategy and focused M&E activities implemented</i> <i>A Monitoring & Enforcement Manual</i> <i>A M&E Training Package implemented</i>
<i>C&A</i>	<i>A C&A Strategy and focused C&A activities implemented</i>
<i>EIS</i>	<i>Establishment of a Management Information System</i> <i>Establishment of GIS</i>
<i>Admin</i>	<i>An ISO 9000 certification</i>

8 Revisions to Revised Project Document

Based on the achieved progress during the reporting period there is no need to make adjustments to the Revised Project Document. The changes reported in this Progress Report no. 1 do not alter the content or scope of the activities or output listed in the Revised Project Document.

9 Annexes

9.1 Annex 1: Assumptions Monitoring Form

The Assumptions Monitoring Form, Table 9.1, covers key assumptions correlated to project outputs.

Table 9.1. Assumptions Monitoring Form

<i>Assumptions</i>	<i>Comments</i>
<p><i>Sufficient Government budget and staff for ECD</i></p> <p>Changes in ECD management and staff could affect the present rapid and effective implementation of project outputs</p>	<p>Budget constraints not affecting project outputs. Action to be taken in the second progress period include submission of short term HRD Plan in order to increase the number of staff</p> <p>Action to be taken in the second progress period includes development of relevant and challenging tasks and training opportunities for ECD staff in order to maintain the present staff</p>
<p><i>Participation of key stakeholder in project activities</i></p>	<p>No constraints encountered Action to be taken in the second progress period includes analysis of environmental data sharing possibilities, establishment of network groups, and undertaking of a number of interdepartmental meetings</p>
<p>Unclear tasks and responsibilities between federal and state environmental authorities, particularly concerning prescribed activities and environmental standards. This may affect the implementation of the EIA Handbook procedures, the implementation of the M&E Strategy and Manual, and the achievements of the ISO 9000 certification</p>	<p>Action to be taken in the second progress period include support the continued clarification of responsibilities between the federal and state level</p>

9.2 Annex 2: Output Monitoring Form

Table 9.2 summarises planned, initiated (*italic*) and finalised (**bold**) outputs as described in chapter 4. Indicators, means of verification and due date are given

Area	Outputs	Indicators	Means of verify.	Due Date
Planning	Sabah Environmental Indicator Report 1999 & 2002	Reports produced	Reports	Aug 01/ 02
	Proposal for a Sabah Environmental Policy	Proposal produced	Policy proposal	Mar 02
	Overall Conservation Strategy Proposal, incl. Inventory and Env. Cons. Recom .to 8th Malaysia Plan	Proposal produced Recom. produced	Proposal report Recom. report	Oct 01 Aug 00
	<i>A HR-Plan for ECD, incl. ECD 5-10 year Strategy</i>	Plan produced	Plan report	Aug 01
	A Review of the CEE, 1996	Review produced	Review report	Jul 02
	<i>A Research Strategy and Research activities implemented</i>	Strategy produced Activities impl.	Strategy report Progress reports	Jul 01 Aug 02
	An Env. Planning Training Package impl., incl. Study tour	Activities impl. Study tour impl.	Progress reports Eval. report	Aug 02 Aug 01
	EA	Handbook on EIA Policy and Procedures for Sabah	Handbook produced	Handbook
<i>Guidelines/Regulations for non/prescribed activities</i>		Guidelines produced	Guidelines	Aug 02
EIA Assessment/Auditing Manual		Manual produced	Manual	Mar 02
EIA Compliance Surveys		Survey conducted	Survey report	Aug 02
<i>Guidelines for screening of alienation/development plans</i>		Guideline produced	Gudieline	Aug 01
An EA Training Package implemented		Activities impl.	Progress reports	Aug 02
M&E	<i>M&E Strategy and Focused M&E activities implemented</i>	Stategy produced Activities impl.	Strategy report Progress reports	Dec 00 Aug 02
	<i>A Monitoring & Enforcement Manual</i>	Manual produced	Manual	Oct 00
	<i>A M&E Training Package implemented</i>	Activities impl.	Progress reports	Aug 02
C&A	<i>A Communication & Awareness Strategy and Focused C&A activities implemented</i>	Strategy produced Activities impl.	Strategy report Progress reports	Aug 01 Aug 02
	Dissemination of Project Lessons Learned	Activities impl.	Progress reports	Aug 02
	A C&A Training Package implemented	Activities impl.	Progress reports	Aug 02
EIS	<i>Establishment of a Management Information System</i>	MIS impl.	Progress reports	Apr 01
	Establishment of a Departmental home-page	Appearance	Progress reports	Jul 00
	<i>Establishment of GIS</i>	Appearance.	Progress reports	Aug 01
	An EIS Training Package implemented	Activities impl.	Progress reports	Aug 02
Admin.	<i>An ISO 9000 certification</i>	Certification achieved	Certif. paper	Dec 00
	An ECD environmental information resource centre	Appearance	Progress reports	Aug 02
	Organisational Development Training Package impl.	Activities impl.	Progress reports	Aug 02
Project Reporting	Inception Report	Report		Months 3
	Rev. Project Document	Report		Months 3
	Procedures Manual	Manual		Months 3
	Progress Report 1	Report		Months 6
	Progress Report 2	Report		Months 12
	Progress Report 3	Report		Months 18
	Progress Report 4	Report		Months 24

	Progress Report 5	Report	Months 30
	Completion Report	Report	Months 36

9.3 Annex 3: Financial Statement

Table 9.3 shows a summary of the DANCED sub-ceilings of the Project Budget, while Table 9.4 shows a breakdown of expenses for the DANCED training, pilot & awareness budget sub-ceiling.

Table 9.3. Summary of revised DANCED budget for all sub-ceiling amounts (amount in Danish Kroner)

Item	Budgeted amounts	Total in previous periods	Expenditure in current period	Balance remaining	% remaining
Total sub-ceiling expatriate TA	4.893.356	0	1.335.024	3.558.332	72
Total sub-ceiling national personnel	1.155.000	0	247.500	907.500	78
Total sub-ceiling Training, Pilot & Awareness	3.570.000	0	158.226	3.411.774	95
Total sub-ceiling Equipment Component	350.000	0	149.406	200.594	57
Sub-ceiling Int. Transportation	486.000	0	62.886	423.114	87
Sub-ceiling Ship Personal Freight	135.600	0	90.400	45.200	33
Sub-ceiling Local Travel	90.800	0	10.304	80.496	88
Sub-ceiling Accom.	603.000	0	161.819	441.181	73
Sub-ceiling Subsistence	68.040	0	25.326	42.714	62
Sub-ceiling Medical Insurance, vacc., etc	61.488	0	14.834	46.654	75
Sub-ceiling Project Vehicle Ope. & Maint.	190.000	0	26.449	163.551	86
Sub-ceiling Office Operation & Int. Comm.	133.200	0	39.214	93.986	70
Sub-ceiling School Allowance	210.000	0	52.660	157.340	74
Total sub-ceiling Int. Consultants Exp.	1.978.128	0	482.194	1.495.934	75
Sub-ceiling International Travel	100.000	0	10.135	89.865	89
Sub-ceiling Accom.	30.000	0	4.754	25.246	84
Sub-ceiling Subsistence	9.450	0	2.079	7.371	78
Sub-ceiling Health insurance	6.000	0	167	5.833	97
Sub-ceiling Home Office expenses	77.000	0	2.555	74.445	96
Total sub-ceiling Home Office Expenses	222.450	0	19.691	202.759	91
Grand Total in Danish Kroner	12.168.934	0	2.895.623	9.273.311	76
Contingencies 10 %	1.216.893				
Grand Total including contingencies	13.385.827				

Table 9.4 shows the breakdown of the DANCED sub-ceiling for the Training, Pilot & Awareness component. The total amount is a sub-ceiling while the breakdown figures are indicative.

Table 9.4. Breakdown of DANCED Training, Pilot and Awareness Sub-ceiling

<i>Item</i>	<i>Breakdown</i>	<i>Budgeted amount</i>	<i>Total in previous periods</i>	<i>Expenditure in current period</i>	<i>Balance remaining</i>	<i>% remaining</i>
Study tour	400.000		0	0	400.000	100
Attachments	550.000		0	0	550.000	100
Seminars & Workshops	450.000		0	107	449.893	99
Out-side training participation	125.000		0	17.802	107.198	85
In-house-training	150.000		0	3.779	146.221	97
Best practices visits	300.000		0	0	300.000	100
Training materials	125.000		0	77.640	47.360	37
Research activities	70.000		0	1.390	68.610	98
Planning aware. & pilot activities	300.000		0	994	299.006	99
EA aware. & pilot activities	300.000		0	4.674	295.326	98
M&E aware. & pilot activities	300.000		0	6.758	293.242	97
C&A aware. & pilot activities	300.000		0	41.792	258.208	86
ECD aware. & pilot activities	200.000		0	3.287	196.713	98
<i>Sub-ceiling amount</i>		<i>3.570.000</i>		<i>158.226</i>	<i>3.411.774</i>	<i>95</i>

9.5 Annex 5: List of materials

Table 9.6 provides an overview of Technical Reports, Background Papers, Awareness materials and Progress Reports prepared during the first progress period.

A total of 7 Technical Report, 10 Background Papers, 12 awareness materials and 4 Project Reports has been prepared during the first progress period.

Table 9.6. Overview of materials prepared. May 2000

Name	Number	Submit PSC	Status May/00	Area
Technical Reports				
Handbook for EIA in Sabah	Number 1	x	Final draft	EA
EIA guideline for River Sand & Stone Mining	Number 2	x	Final draft	EA
EIA guideline for Forestry	Number 3		Draft	EA
M&E Manual; Investigation, Adm. Enforc. & Prosec.	Number 4	x	Draft	M&E
C&A Strategy & Action Plan	Number 5		Draft	C&A
M&E Strategy and Action Plan	Number 6		Draft	M&E
ISO 9000 Manual	Number 7		Final draft	Adm.
Background papers				
Environmental guidelines; case Penampang District	Number 1	x	Final	Plan.
EIA and forestry activities	Number 2	x	Final	EA
Study tour	Number 3		Draft	Plan.
M&E Training package	Number 4	x	Final	M&E
8 th Malaysian Plan Submissions	Number 5		Final	Plan.
Research methodology for Gravity Feed System	Number 6		Final	Plan.
Short term HRD Plan	Number 7		Draft	Plan.
Draft Standard TOR, CV and scoping note	Number 8		Final	EA
Draft Agreement of Environmental Conditions	Number 9		Final	EA
GIS concept paper	Number 10		Draft	EIS
Awareness materials				
Homepage	Number 1		Final	EIS
Homepage pamflet	Number 2	x	Final	C&A
River Sand & Stone Mining pamflet	Number 3	x	Final	C&A
ECD holder	Number 4	x	Final	C&A
ECD Pamflet	Number 5	x	Final	C&A
ECD CD-rom	Number 6	x	Final	C&A
ECD-CAB Pamflet	Number 7	x	Final	ECD-CAB
ECD Cap, Vest& Business Card	Number 8		Final	C&A
ECD Video	Number 9		Draft	C&A
ECD-CAB Newsletters December 1999	Number 10		Final	ECD-CAB
ECD-CAB Newsletters February 2000	Number 11		Final	ECD-CAB
ECD-CAB Newsletters May 2000	Number 12		Final	ECD-CAB
Project Documents				
Revised project Doc.	Number 1	x	Final	ECD-CAB
Inception Rep.	Number 2	x	Final	ECD-CAB

Proc. Manual	Number 3	x	Final	ECD-CAB
Progres report no. 1	Number 4	x	Final draft	ECD-CAB

9.6 Annex 6: List of formal training activities

Table 9.7 shows an overview of formal training activities ECD staff has participated in as a part of the ECD-CAB project.

Table 9.7. Overview of formal training activities

Name	Days	Organiser	Participants
Training Workshop on Planning & Design for Eco-tourism	1 day; 0304/00	IDS	1
Integrated Environmental Planning & Management Course	30 days; 1303-0804/00	INTAN	1
EIA Course	10 days; 2802-0303/00	INTAN	1
Workshop on EIA	5 days; 0111-0611/99	INTAN	1
M&E Kick-off Seminar (1 day)	1 day; 1003/00	M&E Section, ECD	13
Enforcement	4 days; 22-2505/00	INTAN	1
Environmental interpretation	4 days; 17-2011/00	Forestry Dept.	1
Basic bird watching	1 day; 1704/00	MNS	1
GIS Training-attachment	2 days; 1701-1901/00	UMS	2
Computer Security Clinic	1 day; 1103/00	IDS	1
GIS course	2 weeks; 0303-1303/00	UMS	2
Homepage construction	1 day; 04-09/00	SriComputer	1
Corel Draw	6 days; 0605-1605/00	CAL Computer	4
ISO 9000 Course	2 days; 07-0804/00	EIMS	10
ISO 9000 Course	2 days; 12-1304-99	EIMS	10
ISO 9000 Course	2 days; 11-1205/00	EIMS	10
ISO 9000 Course	1 day; 0712/99	EIMS	3