

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. 2

June-November 2000

November 2000

**Technical Assistance
COWI**

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

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. 2

June-November 2000

November 2000

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

Project Report no.: 05/01

Issue no.: 01

Date of issue: November 2000

Danced file no.: M123/324-0090 (82 Mal. 12a/17)

Prepared: Yabi Yangkat/Carsten Hollænder Laugesen

Checked: Eric Juin/ECD staff/Jan Torp Pedersen

Approved: Project Steering Committee

Table of Contents

1	Introduction	3
2	Executive Summary	4
3	Project Context	12
4	Project outputs	18
4.1	The Planning Section	18
4.2	The Environmental Assessment Section	21
4.3	The Monitoring and Enforcement Section	25
4.4	The Communication & Awareness (C&A) Section	27
4.5	The Environmental Information System Section	29
4.6	The Administration Section	30
5	Project Inputs	32
5.1	National inputs	32
5.2	DANCED inputs	32
6	Financial Statement	34
7	Project Implementation Status	35
8	Revisions to Revised Project Document	37
9	Annexes	38
9.1	Annex 1: Assumptions Monitoring Form	38
9.2	Annex 2: Output Monitoring Form	39
9.3	Annex 3: Financial Statement	41
9.4	Annex 4: Implementation Schedule	42
9.5	Annex 5: List of materials	43
9.6	Annex 6: List of formal training activities	45

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 for the ECD-CAB project covers the second project period from June 1 2000 to November 31 2000. The Progress Report was prepared during the first weeks of November 2000, and has been read and discussed with staff in the Environmental Conservation Department and the Project Monitor from COWI.

It should be underlined that the project outputs described in this progress report, only represent the development tasks of the Department, which to a high degree coincide with the outputs of the ECD-CAB project, while the day-to-day administrative tasks, are not described.

And in this respect it should be stressed that the previous period has been an intensive period for the Department. Not only is the Department implementing the many outputs under the ECD-CAB project; it is also increasingly becoming a player in the Sabah Governmental system through participation in meetings, committees, etc. Furthermore has the number of activities undertaken in the core areas of the Department, for example the processing of EIAs and M&E activities, increased significantly in the second progress period. Finally did the Department in the previous period plan and implement the State Environmental Week, which proved to be a successful, but also very time-consuming event.

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 second progress period.

We feel the project is moving forward not only as planned, but also beyond initial expectations and look forward to the continued implementation of this challenging project.

Kota Kinabalu, Sabah, November 2000

Yabi Yangkat, Project Director / Carsten Hollander Laugesen, CTA

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 finalised in the second reporting period, while a number of new outputs and activities have been initiated. 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 still comprise the main components of the project: (i) The Planning, (ii) the Environmental Assessment, (iii) the Monitoring & Enforcement, (iv) the Communication & Awareness, (v) the Environmental Information System and (vi) the Administration areas. A total of 26 outputs are still planned for these six areas, see *Table 2.1*.

Table 2.1. Areas and Project Outputs

Area	Project Outputs
<i>Planning</i>	1. <i>Sabah Environmental Indicator Report</i> 2. <i>Proposal for a Sabah Environmental Policy</i> 3. <i>Proposal for an overall Conservation Strategy, including inventory and environmental conservation recommendations for the 8th Malaysia Plan</i> 4. <i>A Human Resource-Plan for ECD, including an ECD 5-10 year Strategy</i> 5. <i>A Review of the CEE, 1996</i> 6. <i>A Research Strategy and Research Activities implemented</i> 7. <i>An Environmental Planning Training Package implemented, incl. a study tour</i>
<i>EA</i>	8. <i>A General Handbook on EIA Policy & Procedures, Sabah</i> 9. <i>Guidelines and Regulations for selected prescribed and non-prescribed activities</i> 10. <i>A Manual on EIA Auditing Procedures and Techniques</i> 11. <i>EIA Compliance Survey</i> 12. <i>Guidelines for environmental screening of land alienation & development</i> 13. <i>An EA Training Package implemented</i>
<i>M&E</i>	14. <i>A Monitoring & Enforcement Strategy and focused M&E activities implemented</i> 15. <i>A Monitoring & Enforcement Manual</i> 16. <i>A M&E Training Package implemented</i>
<i>C&A</i>	17. <i>A Communication & Awareness Strategy and focused C&A activities implemented</i> 18. <i>Dissemination of Project Lessons Learned</i> 19. <i>A C&A Training Package implemented</i>

<i>EIS</i>	20. Establishment of a Management Information System 21. Establishment of a Departmental home-page 22. Establishment of GIS 23. An EIS Training Package implemented
<i>Admin.</i>	24. An ISO 9000 certification 25. An ECD environmental information resource centre 26. An Organisational Development Training Package impl.

The implementation approach

The implementation approach remains the same and can 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, network and pilot and awareness activities

Attention in the second progress period was paid *partly* to the development and finalisation of strategies, action plans, manuals, guidelines and working procedures, *partly* and based on these, to initiate and implement a number of training and networking activities.

Organisational development. The development and finalisation of strategies, action plans, manuals, guidelines and working procedures have been linked to the identified six organisational areas, which closely links 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. By focusing on the six areas, the role and responsibility of each department section are continuously being clarified.

A total of 15 Technical Report, 14 Background Papers, 17 awareness materials and 5 Project Reports has been prepared during the two first project periods.

A summary of outputs is given below, are described in detail in chapter 4 and in overview form in Annex 2 and Annex 5.

The **training** output, as planned in the inception period, has 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 activities, the project has supported training opportunities within the relevant fields. A planned Training Need Assessment exercise for all staff is planned for by early 2001.

A total of 41 training activities have been carried out during the two first progress periods.

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

Networking has and will continue to be implemented on a gradual basis following the development of key environmental tools and the connected training activities. The number of networking activities undertaken and initiated has increased considerably from the first to the second progress period.

A summary list of networking activities are given in chapter 3. Also chapter 4 gives a listing of areas and activities where the project has been linking with other Department and key stakeholders.

The last approach applied is the implementation of **experimental pilot and awareness activities**. These activities have in the second period been linked to the outputs planned for and produced under the six areas, and include for example the testing of new ways of processing EIA reports and administer the whole EIA system, the introduction of the transparency gained through the use of the Departmental homepage, the use of GIS for environmental comments to spatial plans, the inclusion of new and unplanned outputs like the draft State policies, the use of video, CD-rom and other awareness materials.

See chapter 3 for further elaboration of the project implementation approach.

No change in project organisation

There have been no major changes in the established project organisation. The outputs have been carried out as planned through the project management group and area management groups comprising area manager, section staff and international and local consultants.

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 of the activities implemented, an overview of *some of the key outputs and activities* initiated and carried out in the second progress period is provided below:

Planning Area

- The work on the Indicator report has been initiated through preparation of a State of the Environment Paper submitted to the Sarawak-Sabah first Environmental Convention in June 2000, initial data collection, and preparation of a draft concept paper
- The Conservation Area output has been initiated due to a possible link to the preparation of the State Structure Plan. Three outputs to be included in the State Structure Plan are under preparation: (i) an (GIS) overview of existing and possible conservation areas in Sabah, (ii) an (GIS) overview of potential sensitive environmental areas in Sabah, and (iii) proposed recommendations and policies
- The short-term HRD plan has been drafted, a presentation has been made for the Civil Service Department, and the final short term plan specified the short

term manpower needs of the Department will be finalised during the coming month and submitted to the Ministry of Finance

Environmental Assessment (EA) Area

- The EIA Handbook has after further discussions, modifications, test drives, and comments from internal and external stakeholders, been finalised and submitted for final printing
- Written comments and discussions on a substantial number of Scoping Notes, draft Terms of References and EIA reports submitted to the Department by local consultants has been given, and EIA site visits to quarries and river sand and stone mining activities been undertaken in order to assess the quality of submitted EIA reports and the preparation of the Agreement of Environmental Conditions
- The Guideline for River Sand and Stone mining has been finalised and submitted for final print. Before finalisation the draft Guideline was used for a one-day training and discussion session within the Department, and a interdepartmental workshop to discuss and finalise the Guideline
- A State Policy on River Sand and Stone Mining activities has been drafted. The draft has been for discussed on sessions within the Department, and on an interdepartmental workshop. Following the interdepartmental workshop with more than 20 participants, a small workgroup was established and met in order to discuss and fine-tune the draft Policy. The draft policy will be finalised early 2001 and submitted to the State Assembly
- The final draft Guideline for Construction on Hill Slopes has been prepared. The draft Guideline was used for a one-day training and discussion session within the Department, and an interdepartmental workshop to discuss and finalise the Guideline. The guideline will soon be submitted for final print
- A State Policy on Construction on Hill Slopes has been drafted. The draft has been for discussed on sessions within the Department, and on an interdepartmental workshop. Following the interdepartmental workshop with more than 30 participants, a second draft will be prepared and submitted to key stakeholder departments for comments. The draft policy will be finalised in the next progress period and submitted to the State Assembly
- The Guideline for Forest Logging and Conversion is in the 3rd internal edition, and has been discussed on a session within the Department. After this, the draft will be submitted to all key stakeholders, and an interdepartmental meeting will be called for
- The Guideline for Oil Palm Plantations is in the 2nd internal edition, and has been discussed on a session within the Department. After this, the draft will be submitted to all key stakeholders, and an interdepartmental meeting will be called for

- It is envisaged that the produced Guidelines can be used as a starting point for the development of key competence areas within the Department. Training activities, development of strategies and action plans, in the Department and in cooperation with other Departments, are envisaged to be developed in the coming periods. For example might training activities be linked to the guidelines through case and in-the-field based training exercises (how to assess water quality, soil erosion, the size of sedimentation ponds, channel erosion, and so on), or the implementation of baseline monitoring programmes, and investigation, administrative enforcement and prosecution programmes based on the guidelines and accompanying State policies. The possibilities are numerous and are mostly, maybe only, limited by the limited staff available in the ECD.
- A draft *Penampang District Land Use Scheme* has been prepared and submitted to the Regional Town and Country Planning Department. The draft land scheme includes a memorandum and accompanying maps. The draft land scheme is based on analysis of digital data and SPOT imagery, and attempts to include environmental concerns into the scheme. Zoning has been proposed, and rules and regulations for the zones have been drafted. Meetings with representatives from the Regional Town and Country Planning Department and Penampang District Council have been held, and the draft will be finalised in close cooperation with of these Departments
- The review of current administrative procedures required for land alienation and development plan approval has been finalised and will used for internal training purposes within the ECD.

Monitoring and Enforcement (M&E) Area

- A draft Strategy and Action Plan has been prepared, is under review in the Department, and will as planned be finalised early 2001
- A monitoring report of pig farms has been prepared. Six pig farms in Tuaran district were surveyed, samples were taken and analysed
- The Environmental Investigation, Administrative Enforcement and Prosecution Manual has been revised, and an internal one-day training session with all ECD officers and an one-day external training session with relevant stakeholders from Sabah and Sarawak has been held in order to discuss, review, share and improve the Manual
- A co-operation project with the Veterinary Department and NREB, Sarawak, has been initiated. The aim of the project is to develop Environmental Regulations for the control of Pig Farming activities. A number of planning meetings with the Veterinary Department and NREB have been held, and a detailed implementation programme has been prepared.

Communication and Awareness (C&A) Area

- Awareness activities has mainly in the previous period been linked to the implementation of the Environmental Week, where ECD-CAB supported the Departments implementation of the Week through a number of activities, for example the production of an Environmental Management in Sabah video, a 3-D launching introduction and the production of a 2 x 3 meter painting showing key environmental problems in Sabah
- Production of the Environmental Management Video on CD-rom, including 3 bonus tracks, namely the 3D introduction, the Departments environmental song and the homepage introduction, has been initiated. The CD-rom will be used for awareness purposes during the coming periods
- An ECD presentation folder, an ECD pamphlet, an ECD-CAB pamphlet, an ECD pamphlet for River Sand and Stone Mining, an ECD pamphlet for Construction on Hill slopes have been prepared and are distributed at the PSC meeting for reference
- Procurement of approximately 200 environmental management pictures for the Departments picture database.

Environmental Information System (EIS) Area

- The IT infrastructure has been established for the implementation of the MIS. Requirement for a MIS database has been identified and a programmer/specialist will be appointed and initial implementation will begin in the coming progress period
- The homepage has been established and are continuously being updated. Presently the ECD homepage – www.sabah.gov.my/jkas - has had 2160 visitors
- The GIS subsection has been established, and has so far digitized spatial plans and data for Penampang and Papar Districts, and mapped and analyzed the satellite image for Penampang District.

Administration Area

- The ISO documentation materials were drafted and will be submitted early December. Following a 4month trial period, the Department should be audited for certification approximately by April 2001
- The resource centre has been established and all publications have been keyed into the Departments database. A substantial number of environmental books and journals have been purchased.

No change in input

The total number of man-months for international and local consultants respectively is unchanged. Approximately xxx man-months of international and xxx 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 November 1 now has *lost approximately 25 %* 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 largely 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 second progress period include:

- A continued strong ECD management commitment to the implementation of the Project expressed through for example regular progress meeting with the Director, the Project Management Group and the Area Management Group leaders
- A continued excellent staff commitment to the implementation of the project activities expressed through teamwork, high workload and a willingness to participate. Furthermore has the recruitment of a new motivated environmental officer strengthened the Department
- The inclusion of supporting staff in the implementation of some of the project output and activities
- A continued highly valuable contribution from competent and committed local consultants
- A State high-level decision to require EIA for all logging activities in Sabah
- A possibility and opportunity to work with NREB, Sarawak, and the Danced project located within NREB
- A future possibility to link to the Danced capacity building project of the Wildlife Department, Sabah
- A possibility to prepare State policies for key areas of concern for the Department
- A possibility to network and create good working relations with a number of key stakeholder departments like DID, Land & Survey Department, Natural

Resource Office, Regional Town and Country Planning Department and more.

Deviations and actions The changes described in this Progress Report No. 2 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.

No deviations or recommended actions are envisaged or planned for the third progress period.

Supplementary Reports The PMG will continue 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 all produced materials 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.
Implementation approach	The six project areas and 26 outputs described in the Inception Report still make up the main project components, and the implementation approaches applied remains the same as follows.

The Organisational Development (OD) approach

The six areas link the project activities closely to the main task and responsibilities of ECD and this has proven to be an appropriate and effective organisational 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.

This approach has remained a main focus for the second progress period, and within this approach achievement and **production of outputs** are still being highly prioritised.

This approach is documented in chapter 4 through the implementation of specific outputs and activities.

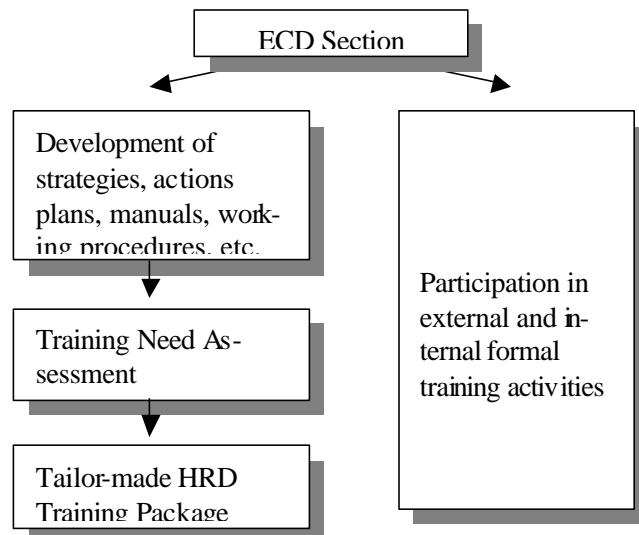
The training and networking approach

The project approach to training and networking remains the same and can 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 training output has been integrated into each of the six areas, in order to strengthen relevance, participation in planning and execution, and appropriate timing. Apart from planned training packages, the project supports all relevant internal and external training opportunities within the relevant fields. The training approach applied therefore consists of two main elements, namely (i) tailor-made HRD training packages, and (ii) participation in external training activities.

Figure 3.1. Training Approach



Tailor-made training packages: Based on the developed strategies, action plans, manuals and working procedures, and on training need assessments, determination and specification of the areas that require further upgrading of qualifications and skills have been made. Tailor-made training and training packages to suit the needs of the Department have and will be continued to be developed and implemented.

Participation in external training activities in order to take advantages of all *relevant* training opportunities within the sphere of the department, for example external courses, seminars, workshops, etc. Under the ECD-CAB project ECD officers and supporting staff are therefore offered the opportunity to participate in available and relevant local, national and regional training courses. In the second progress period ECD staff have participated in approximately xx external training activities with a total duration of approximately xx days.

The training approach is documented in Annex 6, which includes a summary list of training activities (mainly external) and chapter 4, which includes all activities undertaken by ECD-CAB of which many is connected to training (internal tailor-made training).

In addition to the above-mentioned training activities, *an individual Training Need Assessment exercise* for all staff is planned for by early 2001. This assessment might result in an additional number of more individual based training pro-

grammes and activities, not only within the professional environmental fields, but also within more soft fields such as for example management, personal skills, co-operation, presentation and communication.

The overall approach to **networking** is still the ‘natural opportunities’ approach. An increasing number of natural opportunities have developed during the second progress period. Among others, the following ‘opportunities’ for networking have been pursued during the second progress period:

- The preparation of the EIA Handbook and EIA Guidelines. These have been distributed to, and meetings held with, a large number of key external stakeholders, local EIA consultants, NGOs and business associations
- The preparation of the State Policies in close cooperation with a large number of key external stakeholders
- The preparation of the M&E Manual, and distribution and meetings with key external stakeholders
- The coordinated preparation of the Penampang District Land Use Planning Scheme with the District Council and the Regional Town and Country Planning Department
- The coordinated preparation of the input for the Structure Plan with the Regional Town and Country Planning Department, WWF and local consultants
- The intensive use and networking with a number of local consultants
- Co-participation in the external training activities, for example the National Integrated River Basin Management seminar in Kuala Lumpur
- The planned cooperation project with the Veterinary Department, Sabah, and NREB, Sarawak
- The coordination of training activities with the DANCED Sustainable Urban Project, Kuching, in relation to co-participation in training seminars, e.g. the M&E training seminar in KK or the planned co-participation of the Head of the M&E sections from ECD and NREB in a one-month attachment programme in Denmark
- The initial planned cooperation with the Danced Capacity Building of the Wildlife Department, Sabah
- A close cooperation with DID concerning the preparation of the Penampang District Land Use Planning Scheme, the use of GIS
- The initial involvement of WWF in the preparation of the indicator report and the preparation of the Environmental input for the Structure Plan.

In the coming 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 experimental pilot and awareness activities approach

The last capacity building approach applied by the ECD-CAB project, besides the above-mentioned Organisational Development, Training and Networking approaches, is the implementation of specific pilot and awareness activities. This approach has been labelled **the experimental approach**, because the activities implemented under this approach are more experimental and pilot testing in nature.

This approach has in the second period primarily been linked to the outputs planned for and produced under the six areas, and include for example the testing of new ways of processing EIA reports and administer the whole EIA system, the introduction of the transparency gained through the use of the Departmental homepage, the use of GIS for environmental comments to spatial plans, the inclusion of new and unplanned outputs like the draft State policies, the use of video, CD-rom and other awareness materials, the participation in a Save the Moyog River Campaign in cooperation with a local NGO.

Because of heavy workload involved in implementing the OD, training and networking approached, only few specific activities have been initiated under this approach. Hopefully the coming progress periods will leave more and more space for specific experimental pilot and awareness activities.

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 second progress period.
----------------------	---

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

The Project Management Group, consisting of the Project Director and the CTA being in daily contact (offices right opposite each other) 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. Monthly (sometime bi-monthly) meetings 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. Area/section outputs are included in the Area Management Group leaders SKTs (individual plans) in order to create commitment, sustainability and focus.

Assumptions & Risks	The second 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 changes described in this Progress Report No. 2 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. In the first progress period the following possible constraints and linked possible actions were highlighted:

- *Changes in ECD management and staff, and recommended action included the development of relevant and challenging tasks and training opportunities for ECD staff in order to maintain the present staff.* This has been attempted throughout the progress period by initiating a number of highly professional and challenging tasks and training opportunities and involving the staff in the Department in the execution and achievement of these tasks
- *Reduction in the number of ECD staff, and recommended action included submission of short term HRD Plan in order to increase the number of staff.* The Plan has been prepared and is ready for submission
- *Difficulties in obtaining data for the environmental indicator report, and recommended action included analysis of environmental data sharing possibilities.* This work will first be initiated in the third progress period
- *The boundary and responsibilities between the State and Federal environmental authorities is not clearly defined, particularly concerning the Prescribed Activities and environmental standards, and the recommended action included support the continued clarification of responsibilities between the federal and state level.* It is understood that a Federal approval of the ECD Enactment and Prescribed Activities are in progress.

No deviations or recommended actions are envisaged or planned for the third progress period.

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

- A continued strong ECD management commitment to the implementation of the Project expressed through for example regular progress meeting with the Director, the Project Management Group and the Area Management Group leaders

- An continued excellent staff commitment to the implementation of the project activities expressed through team work, high workload and a willingness to participate
- The recruitment of a new environmental officer
- The inclusion of supporting staff in the implementation of project output and activities
- A continued valuable contribution from competent and committed local consultants
- A State high-level decision to require EIA for all logging activities in Sabah
- A possibility and opportunity to work with NREB, Sarawak, and the Danced project located within NREB
- A future possibility to link to the Danced capacity building project of the Wildlife Department, Sabah
- A possibility to prepare State policies for key areas of concern for the Department
- A possibility to network and create good working relations with a number of key stakeholder departments like DID, Land & Survey Department, Natural Resource Office, Regional Town and Country Planning Department and more.

4 Project Outputs

In the Inception Report planned objectives, outputs, activities and inputs were described in detail. These are listed below for each section in *italics*.

In this chapter, objectives, outputs, activities and inputs are reviewed for the six areas. Focus is given to activities undertaken in the second progress period for each output under each section

The PMG have chosen in the reporting below to be as specific as possible in order to provide an accurate and transparent 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, except for a proposed change in output number 1 to only include the production of one indicator report in the project period:
<i>Project Output No. 1:</i>	<i>Sabah Environmental Indicator Reports</i>
<i>Project Output No. 2:</i>	<i>Proposal for a Sabah Environmental Policy</i>
<i>Project Output No. 3:</i>	<i>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:</i>	<i>A Human Resource-Plan for ECD, including an ECD 5-10 year Strategy</i>
<i>Project Output No. 5:</i>	<i>A Review of the CEE, 1996</i>
<i>Project Output No. 6:</i>	<i>A Research Strategy and research activities implemented</i>
<i>Project Output No. 7:</i>	<i>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:
	<i>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 standardi-</i>

sation procedures for ECD and participating stakeholders. (iv) Production, publication and dissemination of the report. (v) Repetition of the report in 2002.

- This work has been initiated in the second progress period through (i) preparation of a State of the Environment Paper submitted to the Sarawak-Sabah first Environmental Convention in June 2000. The Paper can be downloaded from the Departments homepage, (ii) contracting a local consultant to initiate the data collection from the various stakeholders and key departments, and (iii) preparation of a draft concept paper for the content in a possible indicator report
- It is planned that a draft indicator report will be prepared before the end of the third period
- An application for support from the 8th Malaysian plan for the preparation of State Indicator reports, and it is therefore proposed that only one indicator report will be prepared during the project 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 are scheduled to the forth 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 a possible link to the preparation of the State Structure Plan by the Regional Town and Country Department (using ‘the natural opportunity strategy’) the output has been initiated in the second progress period (which is earlier than the planned initiation in the fourth period) through the preparation of the environmental input to the structure plan.
- Three outputs to be included in the State Structure Plan will be prepared: (i) an (GIS) overview of existing and possible conservation areas in Sabah, (ii) an (GIS) overview of potential sensitive environmental areas in Sabah, and (iii) Proposed recommendations and policies for inclusion in the Structure plan

- The work has been started through (i) cooperation and contracting with WWF and a local consultant company, (ii) weekly planning and status meetings, and (iii) initiation of the mapping of existing and potential conservation areas.
- The outputs are planned to be finalised by approximately March 2001.

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.

- The short-term HRD plan has been drafted, a presentation has been made for the Civil Service Department, and the final short term plan specified the short term manpower needs of the Department will be finalised during the coming month and submitted to the Ministry of Finance
- The long-term HRD plan will be initiated in the fourth period.

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 improve the implementation of the CEE.

- The CEE review will, as planned, be initiated in the fifth progress period. However experiences and ideas are gathered and written down continuously during the first progress periods thereby initiating and creating the data and input needed for the coming work on the review of the CEE.

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.

- The two research activities supported in the first progress period has been put on a hold due to the heavy workload of the Department and Project staff.

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 a number of training activities, see Annex 6.
- The interdepartmental international study tour is rescheduled to mid 2001 due to difficulties in gathering all the relevant stakeholders at the planned time (October 2000).

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

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

Input The Area Management Group has as planned consisted of Jammy Gabriel and the Project Management Group. Susan Pudin, a new recruited ECD officer, has joined the implementation of the Indicator and Conservation Strategy outputs. Consultancy inputs from Carsten H. Laugesen, Tony Greer, Flory Siambun, WWF, Gert Johansen and PC Chiang.

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/ 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.

- The EIA Handbook has after further discussions, modifications, test drives, and comments from internal and external stakeholders, been finalised and submitted to Borneoline for final printing
- Written comments and discussions on a substantial number of Scoping Notes, draft Terms of References and EIA reports submitted to the Department by local consultants has been given
- A number of EIA site visits to quarries and river sand and stone mining activities have been undertaken in order to assess the quality of the submitted EIA reports and the preparation of the Agreement of Environmental Conditions.

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.

- The Guideline for River Sand and Stone mining has been finalised and submitted to Borneoline for final print. Before finalisation the draft Guideline was used for (i) a one-day training and discussion session within the Department, and (ii) a interdepartmental workshop to discuss, get comments, and finalise the Guideline
- A State Policy on River Sand and Stone Mining activities has been drafted. The draft has been discussed on sessions within the Department, and on an interdepartmental workshop. Following the interdepartmental workshop with more than 20 participants, a small workgroup was established and met in order to discuss and fine-tune the draft Policy. The draft policy will be finalised early 2001 and submitted to the State Assembly
- The final draft Guideline for Construction on Hill Slopes has been prepared (fourth edition). The draft Guideline was used for (i) a one-day training and discussion session within the Department, and (ii) an interdepartmental workshop to discuss, get comments, and finalise the Guideline. The guideline will soon be submitted to the printing company for final print

- A State Policy on Construction on Hill Slopes has been drafted. The draft has been discussed on sessions within the Department, and on an interdepartmental workshop. Following the interdepartmental workshop with more than 30 participants, a second draft will be prepared and submitted to key stakeholder departments for comments. The draft policy will be finalised in the next progress period and submitted to the State Assembly
- The Guideline for Forest Logging and Conversion is in the 3rd internal edition, and has been discussed on an internal one-day session within the Department. After this, the draft will be submitted to all key stakeholders, and an interdepartmental meeting will be called for
- The Guideline for Oil Palm Plantations is in the 2nd internal edition, and has been discussed on an internal one-day session within the Department. After this, the draft will be submitted to all key stakeholders, and an interdepartmental meeting will be called for
- It is envisaged that the produced Guidelines can be used as a starting point for the development of key competence areas within the Department (both the Planning, the EIA and the M&E sections). Training activities, development of strategies, action plans and the like, in the Department and in cooperation with other Departments, are envisaged to be developed through the coming progress periods. For example might training activities be linked to the Sand Mining guideline through case and in-the-field based training exercises (how to assess water quality, soil erosion, the size of sedimentation ponds, the risk for channel erosion, and so on) or to the Construction on Hill Slope Guideline (how to assess gradients, how to read maps, how to assess risk landslide areas, soil erosion, landscape quality and so on). Or the M&E section could prepare baseline monitoring programmes, and actual investigation, administrative enforcement and prosecution programmes based on the guidelines and accompanying State policies. The possibilities are numerous and are mostly, maybe only, limited by the limited staff available in the ECD.

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 devel-

opment 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.

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

- A draft *Penampang District Land Use Scheme* has been prepared, based on an agreement with the Regional Town and Country Planning Department and submitted to the Planning Department. The draft land scheme includes a draft memorandum and accompanying maps at a 1:50.000 scale. The draft land scheme plan is based on analysis of 1:50,000 digital data for Penampang District (digitised by external consultant), SPOT imagery (Date of proposed image - 14 April 2000) and production of digital elevation model (DEM). The draft land scheme attempts to include environmental concerns into the plan. Zoning has been proposed, and rules and regulations for the zones have been drafted. Meetings with representatives from the Regional Town and Country Planning Department and Penampang District Council have been held, and the draft will be finalised in close cooperation with (the needs) of these Departments
 - The review of current administrative procedures required for land alienation and development plan approval has been finalised and will used for internal training purposes within the ECD.

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 a number of training activities, see Annex 6.

Outputs	Start	Completion
<i>General Handbook on EIA Policy and Proc.</i>	Nov. 99	Jan. 00
<i>Update of Handbook</i>	Jan. 02	Feb. 02
<i>Guidelines/regulations for prescribed & non-prescribed activities</i>	Dec. 99	Dec. 00
<i>Additional guidelines</i>	<i>Ongoing</i>	
<i>Manual on EIA Auditing Procedures & Techniques</i>	Oct. 01	Jan. 02
<i>EIA Compliance Surveys</i>	Jan. 02	Feb. 02
<i>Guidelines for environmental screening of alienation & development</i>	Jun. 00	Jun. 01
<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 Chiang, 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, is under review in the Department, and will as planned be finalised in January 2001.

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

- The output is dependent on the Strategy and Action Plan output (activity 3.1) and will as planned be initiated when this has been finalised in the third progress period
- However a pilot activity concerning monitoring of pig farms have been planned and implemented during the second progress period. Six pig farms in Tuaran district were surveyed, samples taken and analysed and a summary monitoring report has been prepared and submitted to the Veterinary Department
- Furthermore has a co-operation project with the Veterinary Department and NREB, Sarawak, been initiated. The aim of this project is to develop Environmental Regulations for the control of Pig Farming activities. A number of

planning meetings with the Veterinary Department and NREB has been held, and a detailed programme has been prepared

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.

- The Environmental Investigation, Administrative Enforcement and Prosecution Manual has been revised, and in connection to this the following activities has been undertaken:
 - (i) An internal one-day training session with all ECD officers
 - (ii) An one-day external training session with relevant stakeholders in Sabah and Sarawak (a total of more than 30 participants) in order to discuss, review, share and improve the Manual.
 - It is planned that a final draft will be prepared and printed in the beginning of the third progress period. The draft Manual is available on the Departments homepage.

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, but may also include other relevant stakeholders. The Package will include attachment programmes for ECD staff.

- Training activities in relation to the prepared M&E training package based on the draft Manual and the draft M&E Strategy & Action Plan include (i) training in sampling and analysis of water samples (linked to the pig farming sample collection), (ii) planning of an attachment programme in Denmark for the Head of Section in cooperation with NREB, Sarawak and the Danced project the same place
- Furthermore has staff been involved in a number of training activities, see Annex 6.

Timing

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

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>	Mar. 01
<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, Sinoh Mohamad and Darrel Leiking.
-------	--

4.4 The Communication & Awareness (C&A) Section

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

Outputs	No changes in the planned outputs:
---------	------------------------------------

Project Output No. 17: ECD 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.

- The prepared draft C&A strategy and action plan are under revision because of the departure of Ms. Salam, but will be revised and 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.

- This output has predominantly in the previous period been linked to the implementation of the Environmental Week, where ECD-CAB supported the Departments implementation of the Week through a number of activities (see next output).

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.

- A video on Environmental Management in Sabah has been planned and finalised. Two danish photographers shot during a 10 days visit the pictures, the Department prepared the script in Bahasa Malayu and English, a draft video was prepared in Denmark and narration was done in Sabah before finalisation of the video. The video was first presented at the launching ceremony of the Environmental Week before an audience of more than 1500 people including the Chief Minister of Sabah
- Procurement of approximately 200 environmental management pictures for the Departments picture database
- A 3-D launching introduction to the Environmental Week was prepared.
- The production of CD-roms containing the video, the 3-D introduction, the Departments environmental song and the homepage introduction has been initiated. The CD-rom will be used for awareness purposes during the coming periods
- The production of a large scale painting, 2 x 3 meter, showing the number of key potential environmental problems existing in Sabah today. The painting illustrates a river and the correlated environmental problems of land clearing, soil erosion, mining, etc. The painting can be used for exhibitions and was used during the Environmental Week
- (i) An ECD presentation folder, (ii) an ECD pamphlet, (iii) an ECD-CAB pamphlet, (iv) an ECD pamphlet for River Sand and Stone Mining, (v) an ECD pamphlet for Construction on Hill slopes have been prepared and are distributed at the PSC meeting for reference.

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 a number of training activities, see Annex 6.

Timing

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

Outputs	Start	Completion
---------	-------	------------

<i>A C&A Strategy</i>	<i>Jan. 00</i>	<i>Jun. 01</i>
<i>C&A activities implemented</i>	<i>Ongoing</i>	
<i>Dissemination of Project Lessons Learned</i>	<i>Jul. 2002</i>	<i>Aug. 02</i>
<i>A C&A Training Package implemented</i>	<i>Ongoing</i>	

Input Ms. Ainon Salam has left the Department for a permanent position in the Environmental Action Committee, and the Area Management Group will in the future consist of Susan Pudin and the Project Management Group. Consultancy inputs from Carsten H. Laugesen, Tony Greer, Billy the Artist, Uwe Schmacke, Virinder Bablu Singh and SriComputer.

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. Requirement for a MIS database has been identified and a proposal for implementation of the database are waiting from a number of software companies. A programmer/specialist will be appointed and initial implementation will begin in the coming progress period.

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

- Homepage established and continuously updated. Presently the homepage have had 2160 visitors.

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 GIS subsection under the Environmental Assessment Section has been established, and the subsection has in the second progress period has digitized spatial plans and data for Penampang and Papar Districts, and mapped and analyzed the 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.

- Intensive GIS training have been conducted for the GIS subsection staff. Courses have been held 3 times per week over a two month period
 - Staff has furthermore participated in a number of training activities, see Annex 6.

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

Outputs	Start	Completion
<i>Establishment of MIS</i>	<i>Nov. 99</i>	<i>Dec. 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 Tony Greer, PC Chiang and Carsten H. Laugesen.

4.6 The Administration Section

Objectives The objective '*To strengthen administrative procedures that effectively support the main functions and responsibilities of the Environmental Conservation Department*' remains unchanged.

Outputs No changes in planned outputs:

*Project Output No. 24: An ISO 9000 certification
Project Output No. 25: An ECD environmental information resource centre
Project Output No. 26: An Organisational Development Training Package implemented.*

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

Activity 6.1 Develop MS ISO 9000 documents. This will include (i) Establish a working group. (ii) Support documentation.

- The ISO documentation materials, which include one Quality Manual and 16 Quality Procedures descriptions, were drafted, and will be submitted early December. Following a 4month trial period, the Department should be audited for certification approximately by April 2001.

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.

- The resource centre has been established and all publications have been keyed into the Departments database. A substantial number of environmental books and journals have been purchased in the second progress period. It is planned that the resource base will be made available on the internet during the third progress period.

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 where possible support staff and duties to project groups.

- Staff has participated in a number of training activities, see Annex 6.

Timing

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

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 consisted of Anna Wong and the Project Management Group. Teresa A. Daina has been on maternal leave in the second progress period. Instead have Vitalis Moduying, Theodore Kinson and Rebecca Lee Soo Mee been involved in the implementation of the above outputs. Consultancy inputs from Carsten H. Laugesen, and Ismail Idris.

5 Project Inputs

5.1 National inputs

The following national inputs have, as planned and stated (below in *italic*) in the Revised Project Document, been made available for project implementation:

- *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*
- *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*
- *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.*

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, give 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	Remaining man-month
Local			
Sinoh Mohamad	Sand mining/M&E	2,0	N/A
Beth Baikan	Env. Guideline	1,0	N/A
Lim Peng Siong	Hill slope guideline	1,5	N/A
Ismail Idris	ISO 9000	0,6	N/A
Darrell Leiking	M&E Manual	1,0	N/A
Flory Siambun	Indicator Report	0,7	N/A
<i>Subtotal/unused</i>		6,8	9,0
International			
Carsten Laugesen	CTA	6,0	21,0
Tony Greer	Long term advisor	4,0	7,5
Gert Johansen	Environmental planning	0,75	N/A
Jan Torp Pedersen	Project monitoring	0,25	N/A
<i>Subtotal/unused</i>		11,0	35,2

A trainee, Ms. Marie Kaas, have been attached to the Project for three months from November 2000 to January 2001.

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

Table 5.2. Equipment purchased (main items)

	No.	Item
29/09/99	1/2/8	Open Shelf Cabinet PB8880/4-Drawer Filing Cabinet/MAP Cabinet
22/01/00	5	HP Lazerjet 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	9/10	Nyatoh Book shelve and White Board (12" x 3") (Library)
9/02/00	14	HP DESKJET 2500C Colour Printer(C2684A)
18/02/00	15	Suuno Clinometer Pm5/360PC
18/02/00	16	My20g Ranging Pole
9/03/00	18/19	3 Layer Magazine Rack and Magazine & Newspaper Rack
/2/2000	20	Ontel PIII 500 PC (50X Max)(S/N:SK-ONTEL-2202001/02/03/04/05/06
13/03/00	21	CanoScan FB630P
7/04/00	22	Panaonic M9500 S-VHS Video Camera c/w Battery and AC Adapter
7/04/00	23	Velbon D-700 Tripod
7/04/00	24	Vitan Video Spot Light c/w battery & charger
14/03/00	27/28	Steel Vertical Plan and Hanging Strip 33" for Steel Vertical Plan
	29	DL-270 Soom Super Date(35mm Camera)-Fujifilm

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 25 % of its purchasing power in Malaysia compared to the initial budget due to currency changes.

The financial status as per October 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 as well as 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.

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 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.

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 lead to minor adjustments in the timing of the project outputs. The revised Implementation Schedule is enclosed in Annex 4.

Prioritised Outputs for the third Progress Period. Prioritised outputs for the coming half-year are shown in *Table 7.1*.

Table 7.1: The next 1/2 year

Area	Prioritised Outputs for the second progress period
Planning	Sabah Environmental Indicator Report 1999 & 2002 Conservation Areas (linked to the Structure Plan)
EA	International Study tour EIA Guidelines and Regulations Guidelines for env. screening of land alienation & developm.
M&E	An EA Training Package implemented A M&E Strategy and focused M&E activities implemented A M&E Training Package implemented
C&A	A C&A Strategy and focused C&A activities implemented
EIS	Establishment of a Management Information System
Admin	An ISO 9000 certification

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. 2 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>
<i>Sufficient Government budget and staff for ECD</i> Changes in ECD management and staff could affect the present rapid and effective implementation of project outputs	Budget constraints not affecting project outputs. Action taken in the second progress period included submission of short term HRD Plan in order to increase the number of staff Action taken in the second progress period, and to be continued in the coming periods, includes development of relevant and challenging tasks and training opportunities for ECD staff in order to maintain the present staff
<i>Participation of key stakeholder in project activities</i>	No constraints encountered
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	Clarification of the task and responsibilities has been discussed at all levels and a Federal exemption is apparently in progress

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	<i>Sabah Environmental Indicator Report</i>	Reports produced	Reports	Jan 02
	Proposal for a Sabah Environmental Policy	Proposal produced	Policy proposal	Mar 02
	<i>Overall Conservation Strategy Proposal, incl. Inventory and Env. Cons. Recom .to 8th Malaysia Plan</i>	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
	<i>An Env. Planning Training Package impl., incl. Study tour</i>	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	Mar 00
	<i>Guidelines/Regulations for non/prescribed activities</i>	Guidelines produced	Guidelines	Aug 02
	EIA Assessment/Auditing Manual EIA Compliance Surveys	Manual produced Survey conducted	Manual Survey report	Mar 02 Aug 02
	<i>Guidelines for screening of alienation/dev. plans</i>	Guideline produced	Guideline	Aug 01
	<i>An EA Training Package implemented</i>	Activities impl.	Progress reports	Aug 02
M&E	<i>M&E Strategy and Focused M&E activities implemented</i>	Strategy produced Activities impl.	Strategy report Progress reports	Dec 00 Aug 02
	<i>A Monitoring & Enforcement Manual</i>	Manual produced	Manual	Jan 01
	<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
	<i>A C&A Training Package implemented</i>	Activities impl.	Progress reports	Aug 02
EIS	<i>Establishment of a Management Information System</i>	MIS impl.	Progress reports	Dec 01
	Establishment of a Departmental home-page	Appearance	Progress reports	Jul 00
	Establishment of GIS	Appearance.	Progress reports	Aug 01
	<i>An EIS Training Package implemented</i>	Activities impl.	Progress reports	Aug 02
Admin.	<i>An ISO 9000 certification</i>	Certification achieved	Certif. paper	Jun 01
	An ECD environmental information resource centre	Appearance	Progress reports	Aug 02
	<i>Organisational Development Training Package impl.</i>	Activities impl.	Progress reports	Aug 02
Project Reporting	Inception Report Rev. Project Document Procedures Manual Progress Report 1 Progress Report 2 Progress Report 3 Progress Report 4 Progress Report 5	Report Report Manual Report Report Report Report Report		Months 3 Months 3 Months 3 Months 6 Months 12 Months 18 Months 24 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.

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	1,335,024	1,111,677	2,446,655	50
Total sub-ceiling national personnel	1,155,000	247,500	401,230	506,270	44
Total sub-ceiling Training, Pilot & Awareness	3,570,000	158,226	548,909	2,862,865	80
Total sub-ceiling Equipment Component	350,000	149,406	140,964	59,630	17
Sub-ceiling Int. Transportation	486,000	62,886	35,342	387,772	80
Sub-ceiling Ship Personal Freight	135,600	90,400	0	45,200	33
Sub-ceiling Local Travel	90,800	10,304	13,527	66,969	74
Sub-ceiling Accom.	603,000	161,819	110,717	330,464	55
Sub-ceiling Subsistence	68,040	25,326	672	42,042	62
Sub-ceiling Medical Insurance, vacc., etc	61,488	14,834	8,065	38,589	63
Sub-ceiling Project Vehicle Ope. & Maint.	190,000	26,449	26,609	136,942	72
Sub-ceiling Office Operation & Int. Comm.	133,200	39,214	61,730	32,256	24
Sub-ceiling School Allowance	210,000	52,660	45,721	111,619	53
Total sub-ceiling Int. Consultants Exp.	1,978,128	482,194	304,081	1,191,853	60
Sub-ceiling International Travel	100,000	10,135	0	89,865	90
Sub-ceiling Accom.	30,000	4,754	1,430	23,816	79
Sub-ceiling Subsistence	9,450	2,079	567	6,804	72
Sub-ceiling Health insurance	6,000	167	47	5,786	96
Sub-ceiling Home Office expenses	77,000	2,555	807	73,638	96
Total sub-ceiling Home Office Expenses	222,450	19,691	0	202,759	91
Grand Total in Danish Kroner	12,168,934	2,895,623	2,006,127	7,267,184	60
Contingencies 10 %		1,216,893			
Grand Total including contingencies		13,385,827			

9.4 Annex 4: Implementation Schedule

The Implementation Schedule is included in Table 9.4. The Table is only indicative, since changes may occur during project implementation.

Table 9.5. Implementation Schedule May 2000

Year Quarters	99 q4	00 q1	00 q2	q3	q4	01 q1	q2	q3	q4	02 q1	q2	q3
<i>Environmental Indicator Report</i>												
Proposal for a Sabah Environmental Policy												
Conservation Strategy, incl. environmental conservation recommendations for the 8th Malaysia Plan												
A HR-Plan for ECD, incl. ECD 5-10 year Strategy												
A Review of the CEE, 1996												
<i>A Research Strategy/research activities implemented</i>												
<i>An Environmental Planning Training Package implemented, incl. a study tour</i>												
Handbook on EIA Policy and Procedures												
<i>Guidelines and Regulations for selected prescribed and non-prescribed activities</i>												
A Manual on EIA Assessment Auditing												
EIA Compliance Surveys												
<i>Guidelines for environmental screening</i>												
An EA Training Package implemented												
<i>A M&E Strategy/M&E activities implemented</i>												
<i>A Monitoring & Enforcement Manual</i>												
<i>A M&E Training Package implemented</i>												
<i>A C&A Strategy/ C&A activities implemented</i>												
Dissemination of Project Lessons Learned												
A C&A Training Package implemented												
<i>Establishment of a Management Information System</i>												
Establishment of a Departmental home -page												
<i>Establishment of GIS</i>												
An EIS Training Package implemented												
<i>An ISO 9000 certification</i>												
ECD environmental information resource centre												
Organisational Dev. Training Package implemented												
Inception Rep., Rev. Project Doc., Proc. Manual	x											
Progress Report 1		x										
Progress Report 2			x									
Progress Report 3				x								
Progress Report 4					x							
Progress Report 5						x						
Completion Report							x					x

9.5 Annex 5: List of materials

Table 9.5 provides an overview of Technical Reports, Background Papers, Awareness materials and Progress Reports prepared during the two first project periods. A total of 15 Technical Report, 14 Background Papers, 17 awareness materials and 5 Project Reports has been prepared.

Table 9.5. Overview of materials prepared. November 2000

Name	Number	Status Nov/00	Area
Technical reports			
Handbook for EIA in Sabah	Number 1	Final	EA
EIA guideline for River Sand & Stone Mining	Number 2	Final	EA
EIA guideline for Forestry	Number 3	2 nd draft	EA
M&E Manual; Investigation, Adm. Enforc. & Prosec.	Number 4	Final 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.
EIA Guideline for Construction on Hill Slopes	Number 8	Final draft	EA
EIA Guideline for Oil Palm Plantations	Number 9	3 rd draft	EA
Penampang District Land Use Planning Scheme	Number 10	Draft	Plan.
State Policy on Construction on Hill Slopes	Number 11	2 nd draft	EA
State Policy on River Sand and Stone Mining	Number 12	Draft	EA
Environmental Indicator Report	Number 13	Draft	Plan.
Guidelines for Local Authorities	Number 14	Draft	EA
Environmental Inputs to the State Structure Plan	Number 15	Draft	Plan.
Background papers			
Environmental guidelines; case Penampang District	Number 1	Final	Plan.
EIA and forestry activities	Number 2	Final	EA
Study tour	Number 3	Draft	Plan.
M&E Training package	Number 4	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	Final 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
Land application and Development Plan procedures	Number 11	Final draft	Plan.
Monitoring Report for six Pig Farms in Tuaran District	Number 12	Final	M&E
A report on the State of the Environment in Sabah, 2000	Number 13	Final	Plan.
Proposal for preparation of Livestock Regulations	Number 14	Final draft	
Awareness materials			
Homepage	Number 1	Final	EIS
Homepage pamphlet	Number 2	Final	C&A
River Sand & Stone Mining pamphlet	Number 3	Final	C&A
ECD folder	Number 4	Final	C&A
ECD pamphlet	Number 5	Final	C&A

ECD CD-rom	Number 6	Final	C&A
ECD-CAB Pamphlet	Number 7	Final	ECD-CAB
ECD Cap, Vest& Business Card	Number 8	Final	C&A
ECD Video	Number 9	Final	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
ECD-CAB Newsletters October 2000	Number 13	Final	ECD-CAB
Construction on Hill Slope pamphlet	Number 14	Final	C&A
Painting for exhibition purposes	Number 15	Final	C&A
3D multimedia presentation	Number 16	Final	C&A
CD-Rom Environmental Management Kit	Number 17	Draft	C&A
Project documents			
Revised project document	Number 1	Final	ECD-CAB
Inception report	Number 2	Final	ECD-CAB
Procedures manual	Number 3	Final	ECD-CAB
Progress report no. 1	Number 4	Final	ECD-CAB
Progress report no. 2	Number 5	Final draft	ECD-CAB

9.6 Annex 6: List of training activities

Table 9.6 shows an overview of formal internal and external training activities ECD staff has participated in as a part of the ECD-CAB project.

Table 9.6. Overview of formal training activities

No.	Training activities and location	Place	Date & Days	Organizer	Participant
			1999		
1	Environmental Interpretation Course	KK	17-20/11	Forestry Department	Ms. Ainan Salam, ECD
2	ISO 9000 Course	KK	7/12	EIMS Consult	Ms. Teresa Dainal, ECD
			2000		
3	Environmental Impact Assessment Course	KL	28/02-3/03	Intan/KL	Mr. Romuald Petrus, ECD Mr. Ailen I. Ganing, ECD
4	M&E Seminar for the M&E networking group	KK	10/03	ECD-CAB	ECD Officers State Attorney Dept., State Commissioner of Police, Land & Survey Dept., Health Dept., Wildlife Dept., Fishery Dept., Dept. of Environment, Forestry Dept., Drainage and Irrigation Dept., Sabah parks
5	Computer Security Clinic	KK	11/03	Institute for Development Studies (IDS)	Mr. Frederick Soon, ECD
6	Integrated Environmental Planning & Management Course	KL	13/03/-8/04	Intan/KL	Mr. Conelius Robert, ECD Mr. Junik Ampongou, ECD
7	Basic to Bird Watching Course	KK	1-2/04	Malaysian Nature Society	Ms. Ainan Salam, ECD
8	Internal workshop on EIA Handbook	KK	13/4	ECD-CAB	ECD Officers
9	External presentation workshop on the EIA Handbook for local consultants	KK	18/4	ECD-CAB	ECD Officers Sinoh Environment Sdn Bhd, DHI, ERM Borneo, Iklim Consult, SEMP Consult, L&L Consult, Chemsain Consult
10	Workshop on Management and Conservation of Protected Areas	KL	23-26/4	Intan/KL	Mr. Theodore Kinson, ECD
11	Staff Training on Corel Draw Software	KK	2-25/05	CAL Training Centre	Mr. Othman Ajamain, ECD Ms. Cecilia Kandu, ECD Ms. Clarice Jeseus, ECD
12	Training Workshop & Design for Small Scale Economic Development Pro-	KK	3-4/05	Institute for Development Studies (IDS)	Mr. Ailen I. Ganing, ECD

	ject				
13	International Business Conference on Trade & Investment Opportunities-Sabah Into The New Millennium	KK	15/05	Persekutuan Pekilang-Pekilang Sabah	Mr. Carsten Laugesen, ECD
14	Environmental Enforcement Workshop	KL	21-27/05	Intan/KL	Mr. Theodore Kinson, ECD Mr. Junik Ampongou, ECD
15	LFA: Project Implementation	KL	21-26/05	Federal Economic Planning Unit	Mr. Vitalis J. Moduying, ECD
16	Forum on Challenges in Developing and Sustaining and Effective Web Site	KK	27/05	IDS Infotech	Mr. Frederick Soon, Ecd
17	Environmental Management Course	KL	12-14/06	Intan/KL	Ms. Aionon Salam, Ecd
18	Annual Meeting in the IAIA	Hong Kong	16-23/06	International Association for Impact Assessment (IAIA)	Mr. Yabi Yangkat, ECD Mr. Vitalis J. Moduying, ECD
19	International Conference on, In-Situ & Ex-Situ Biodiversity Conservation in the New Millenium	KL	21-22/06	Sabah Muzium	Mr. Theodore Kinson, ECD Mr. Jammy Gabriel, ECD
20	1 st Environmental Convention, Sabah - Sarawak	Kuching	29-30/06	State Civil Service Department	Mr. Carsten Laugesen, ECD Mr. Yabi Yangkat, ECD Mr. Jammy Gabriel, ECD
21	Staff Training on IT Operation, System Management and Administration	KK	9-12/07	Sri Kom Sdn Bhd	All ECD Staff
22	National Workshop on Convention of Working Plan and Climate Changing and Institution Design for Mechanisms Implementing under the Kyoto Protocol	KL	14-15/08	Ministry of Scienc, Technology and Environment and UNEP	Mr. Theodore Kinson, ECD
23	Seminar on Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000(USWCHH)	KK	22/08	Persekutuan Pekilang-Pekilang Sabah	Mr. Junik Ampongou, ECD
24	9 th ESRI South Asia User Conference Tour 2000,	KK	4-5/09	Esri South Asia	Ms. Rebecca Mee, ECD Mr. Conelius Robert, ECD
25	Economic Analysis on Environmental Impacts	KK	4-5/09	Intan/KL	Ms. Susan Pudin, ECD

	Assessment				
26	Effective Communication & Negotiation Workshop	KK	6-8/09	ECD-CAB	ECD Officers Land & Survey Dept., Health Dept., Wildlife Dept., Fishery Dept., Dept. of Environment, Forestry Dept., Drainage & Irrigation Dept., Sabah Parks, KK City Hall
27	Internal workshop on River Sand and Stone Mining activities	KK	9/09	ECD-CAB	All ECD officers
28	Internal workshop on Monitoring & Enforcement	KK	21/9	ECD-CAB	All ECD officers
29	Nature Conservation & Integrated Course	KL	25-29/09	Intan/KL	Ms. Susan Pudin, ECD
30	Internal Audit Quality Course	KK	03-05/10	Intan/Kuching	Mr. Frederick Soon, ECD Ms. Felicia James, ECD Mr. Theodore Kinson, ECD Mr. Romuald Petrus, Ecd
31	External Seminar on River Sand and Stone Mining Activities	KK	6/10	ECD-CAB	ECD officers Economic Planning Unit, Natural Resources Office, Forestry Dept., Land & Survey Dept., Drainage & Irrigation Dept., Fishery Dept., Water Dept., Wildlife Dept., Mineral & Geosciences Dept.
32	Internal workshop on Construction on Hill Slopes activities	KK	10/10	ECD-CAB	All ECD officers
33	External Workshop on EIA System in Denmark	KK	24/10	ECD-CAB	ECD Officers Sinh Environment Sdn Bhd, DHI, ERM Borneo, SEPA, Sabah Society, Sabah Nature Club, Iklim Consult, SEMP Consult, L&L Consult, Chemsain Consult, Regional Twon & Country Planning Dept., Wildlife Dept., Water Dept., Mineral & Geosciences Dept., Public Works Dept., Dept. of Environment, WWFM, KK City Hall, Malaysia Nature Society, Ministry of Finance, State Civil Service Dept., Economic Planning Unit, Natural Resource Office, Land & Survey Dept., Forestry Dept., Agriculture Dept., Fishery Dept., Drainage & Irrigation Dept., Ministry of Local Government & Housing
34	National Conference on Sustainable River Basin	KL	13-14/11	Department of Drainage and	Mr. Carsten Laugesen, ECD Mr. Yabi Yangkat, ECD

	Management in Malaysia			Irrigation, Kuala Lumpur, Malaysia Water Partnership	Mr. Stephen Moligan, Natural Resources Office, Ms. Magret Chong, Drainage & Irrigation Dept., Mr. Joseph Lim, Land & Survey Dept., Mr. James Loijin, DO, Penampang, Mr. Awang Shamsi Hj. Jamih, DO, Tuaran Tuan Hj. Dahali Hj. Harun, DO, Papar
35	Support Staff Development Program	Kuching	13-16/11	CMM Management Training Centre, Sarawak	Mr. Zainal Hj. Atin, ECD Mr. Willton G. Bendah, ECD Ms. Sukini Sokimin, ECD Ms. Clarice Jeseus, ECD
36	External Seminar on Construction on Hill Slopes activities	KK	16/11	ECD-CAB	ECD officers Economic Planning Unit, Natural Resources Office, Land & Survey Dept., Ministry of Local Government & Housing, Drainage & Irrigation Dept., Mineral & Geosciences Dept., Water Department, Town & Regional Country Dept., Dept. of Environment, KK City Hall, Tawau Municipality, Sandakan Municipality Council, Papar District council, Ranau District Council, Tuaran District Council, Tenom District Council, Penampang District Council, L&L Consult
37	External workshop on State Policy for River Sand and Stone Mining activities	KK	17/11	ECD-CAB	ECD officers Economic Planning Unit, Natural Resources Office, Land & Survey Dept., Ministry of Local Government & Housing, Drainage & Irrigation Dept., Mineral & Geosciences Dept., Sinoh Environmental Sdn Bhd
38	ISO 9000 Documentation Course	KK	19-20/04	ECD-CAB	ECD EA Section Staff
39	External Seminar on Monitoring & Enforcement	KK	20/11	ECD-CAB	ECD officers Ministry of Tourism Development, Environment, Science and Technology, Natural Resource Office, State Attorney General, Federal Attorney General, State Commissioner of Police, Land & Survey Dept., KK City Hall, Health Dept., Wildlife Dept., Fishery Dept., Dept. of Environment, Forestry Dept., Drainage & Irrigation Dept., Sabah Parks, State Chemical Dept., Institute Development Studies
40	Internal workshop on Forestry Activities	KK	23/11	ECD-CAB	All ECD officers

41	Internal workshop on Oil Palm Plantation Activities	KK	24/11	ECD-CAB	All ECD officers
----	---	----	-------	---------	------------------