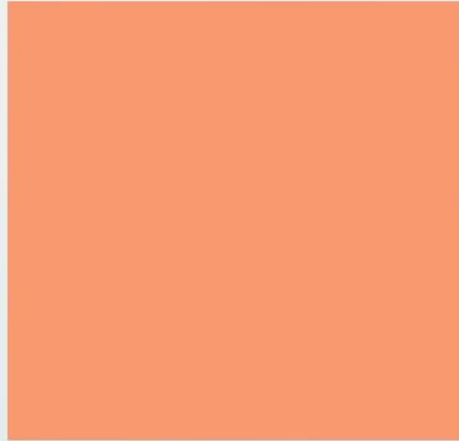




**MEKONG
INSTITUTE**



**MEKONG INSTITUTE
COUNCIL MEETING
NO. 1/2017**

**JULY 13, 2017
KHON KAEN, THAILAND**

**Internal Meeting Document
(Not for General Distribution)**

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LIST OF ACRONYMS

ADB	Asian Development Bank
ADC	Agricultural Development and Commercialization Department
ASEAN	Association of Southeast Asian Community
AJCEP	ASEAN-Japan Comprehensive Economic Partnership
BA	Business Associations
BEE	Building Enabling Environment
CA	Coordinating Agency
CBT	Cross Border Trade
CCI	Chamber of Commerce and Industry
CKM	Communications and Knowledge Management
CLMV	Cambodia, Lao PDR, Myanmar, and Vietnam
CLMVT	Cambodia, Lao PDR, Myanmar, Vietnam, and Thailand
CMVT	Cambodia, Myanmar, Vietnam, and Thailand
CSG	China Southern Power Grid Co., Ltd.
EPPO	Energy Policy and Planning Office
EU	European Union
EWEC	East West Economic Corridor
FAO	Food and Agriculture Organization of the United Nations
FFTC	Food and Fertilizer Technology Center for Asia and the Pacific
FPRI	Fiscal Policy Research Institute
FY	Fiscal Year
GAP	Good Agricultural Practices
GMP	Good Manufacturing Practices
GMS	Greater Mekong Sub-region
HCB	Human Capacity Building
HR	Human Resource
HRP	Human Resource Planning
IAFOR	International Academic Forum
IGO	Inter-governmental Organization
ILI	International Law Institute
IPM	Integrated Pest Management
IDRC	International Development Research Centre
ITC	Innovation and Technological Connectivity
ITD	International Institute for Trade and Investment
JAIF	Japan-ASEAN Integration Fund
KLF	Korea Labor Foundation
KPMG	Klynveld Peat Marwick Goerdeler
Lao PDR	Lao People's Democratic Republic
LED	Local Economic Development
MASHAV	Israel's Agency for International Development Cooperation
MEL	Monitoring and Evaluation
MFAT	Ministry of Foreign Affairs and Trade
MI	Mekong Institute
MI-FSP	Mekong Institute-Food safety Project
MOC	Ministry of Commerce
MRCF	Mekong–Republic of Korea (ROK) Cooperation Fund
NUS	National University of Singapore
NZ	New Zealand
NZAP	New Zealand Aid Programme

RLED-EWEC	Regional and Local Economic Development – East West Economic Corridor
ROK	Republic of Korea
ROK MOFA	Ministry of Foreign Affairs, Republic of Korea
SDC	Swiss Agency for Development and Cooperation
SEC	Southern Economic Corridor
SIDA	Swedish International Development Cooperation Agency
SME	Small and Medium Enterprises
SLV	Structured Learning Visit
TA	Technical Assistance
TBC	To be confirmed
TICA	Thailand International Cooperation Agency
TIF	Trade and Investment Facilitation
TNA	Training Needs Assessment
TPO	Trade Promotion Organizations
TPSO	Trade Policy and Strategy Office
UNESCAP	United Nations Economic and Social Commission for Asia
USA	United States of America
USAID	United States Agency for International Development
USD	United States Dollars
UTCC	University of the Thai Chamber of Commerce
WGA	Working Group on Agriculture
YASTD	Yunnan Academy of Science and Technology Development
YGMS	Young Greater Mekong Sub-region (Professional)
YNPG	Yunnan Power Grid Co., Ltd.

Program and Meeting Agenda
Mekong Institute Council Meeting No. 1/2017
July 13 2017, 14:00-16:30, Mekong Institute, Khon Kaen, Thailand

- 14:00 - 14:05** **ITEM 1: Welcome Remarks by MI Council Chairman**
Mr.Tun Tun Naing, Chairman
- 14:05 - 14:10** **ITEM 2: Adoption of the Agenda**
- 14:10 - 14:15** **ITEM 3: Business Arrangements**
- 14:15 - 14:20** **ITEM 4: Adoption of the Minutes of the Mekong Institute Council Meeting No. 2/2016 on December 18, 2016**
- 14:20 - 15:15** **ITEM 5: Report by Steering Committee Chairman on the Results of the Steering Committee Meeting 1/2017 on July 12, 2017**
- 5.1 MI Operations Report (January - June 2017)
 - 5.1.1 Project Reports
 - 5.1.2 Administration and Finance Report
 - 5.2 Relationship with Development Partners
 - 5.3 Monitoring and Evaluation Midterm Report
 - 5.4 Review of Steering Committee and Council Meeting 2/2016 Recommendations
 - 5.5 Work Plan for July – December 2017
 - 5.6 Vehicle Procurement
 - 5.7 Progress on the Renovation of MI Building (Office space)
- 15:15 – 15:25** **Coffee Break**
- 15:25 - 15:50** **ITEM 6: Matters for Consideration**
- 6.1 Endorsement of the Audited Financial Report 2016
 - 6.2 Endorsement of the Budget Revision 2017
 - 6.3 Executive Director Performance Evaluation and Term of Office (Closed door meeting)
- 15:50 - 16:16** **ITEM 7: Council Member Inputs and Recommendations (Commitments of GMS Governments and Key Development Partners)**
- 16:15 - 16:25** **ITEM 8: Appointments**
- 8.1 Thailand assumes MI Chairmanship from August 5, 2017 - August 4, 2019
 - 8.2 Appointment of Steering Committee members for August 5, 2017 - August 4, 2019
- 16:25 - 16:30** **ITEM 9: Date and Venue of the Next Meeting**
- 16:30** **ITEM 10: Other Matters (if any)**

LIST OF DELEGATES

Council Members

MI Council Chairman and Representative of the Government of the Union of Myanmar	Mr. Tun Tun Naing Permanent Secretary Ministry of Planning and Finance Nay Pyi Taw, Myanmar
Representative of the Royal Government of Cambodia	H.E. Mr. Chea Chantum Secretary of State Ministry of Planning Phnom Penh, Cambodia (In place of H.E. Mrs. Pen Sopakphea)
Representative of the Government of the People's Republic of China	H.E. Mr. Chen Shun Vice Governor The People's Government of Yunnan Province Kunming, Yunnan Province, P.R. China
Representative of Government of Lao PDR	Mr. Songkane Luangmuninthone Director-General Economic Affairs Department Ministry of Foreign Affairs Vientiane, Lao PDR
Representative of the Royal Government of Thailand	Mrs. Supatra Srimaitreephithak Director General Thailand International Cooperation Agency Ministry of Foreign Affairs Bangkok, Thailand
Representative of the Government of the Socialist Republic of Vietnam	Mr. Duong Hung Cuong Director, Secretary of GMS program International Financial Institution Division Foreign Economic Relations Department Ministry of Planning and Investment Hanoi, Vietnam (in place of Mr. Tran Quoc Phuong)
Representative from New Zealand Aid Programme	Mr. Brent Rapson First Secretary for Development Representative of New Zealand Aid Programme to Cambodia, Lao PDR., and Thailand New Zealand Embassy Bangkok, Thailand
Representative from Asian Development Bank (ADB)	Mr. Hideaki Iwasaki Country Director Thailand Resident Mission

	Asian Development Bank Bangkok, Thailand (In place of Mr. James Nugent)
Representative from Swiss Agency for Development and Cooperation (SDC)	No representative
Representative from the Academe KhonKaen University	Dr. Kittichai Triratanasirichai President Khon Kaen University Khon Kaen, Thailand
Representative from the Academe Hue University	Dr. Nguyen Quang Linh President Hue University Hue City, Vietnam
Business Representative	Dr. Narongchai Akrasanee Chairman MFC Asset Management Plc. Bangkok, Thailand
Honorary Advisor	Dr. Tej Bunnag Assistant Secretary-General for Administration The Thai Red Cross Society Bangkok, Thailand
Honorary Advisor	Dr. Jean Pierre A. Verbiest Policy Advisor Mekong Institute Bangkok, Thailand
Mekong Institute	Dr. Watcharas Leelawath Executive Director Mekong Institute Khon Kaen, Thailand

Steering Committee Members

Representative of the Government of the People's Republic of China	Mr. Li Hong Permanent Representative Permanent Mission of China to UNESCAP Embassy of P. R. China Bangkok, Thailand
Representative of the Government of Lao PDR	Mr. Virasak Somphong Deputy Director-General Economic Affairs Department Ministry of Foreign Affairs Vientiane, Lao PDR

Representative of Government of the
Union of Myanmar

Mrs. Moh Moh Naing
Director
Foreign Economic Relations Department
Ministry of Planning and Finance
(In place of Mr. Htun Zaw)

Representative of the Royal
Government of Thailand

Ms. Sayan Kongkoey
Director
Thai Cooperation Branch I
Thailand International Cooperation Agency
Ministry of Foreign Affairs
Bangkok, Thailand

Observers

PR. China

Mr. He Ligui
Deputy Secretary General
The People's Government of Yunnan Province
Kunming, Yunnan Province, P.R. China

PR. China

Mme. Shi Lin
Deputy Director General of Foreign Affairs Office
The People's Government of Yunnan Province
Kunming, Yunnan Province, P.R. China

PR. China

Mme. Li Jinze
Deputy Director General of Development and Reform
Commission of Yunnan Province
The People's Government of Yunnan Province
Kunming, Yunnan Province, P.R. China

PR. China

Mr. Yang Fan
Deputy Director of the General Office
The People's Government of Yunnan Province
Kunming, Yunnan Province, P.R. China

PR. China

Mr. Zhang Jiapeng
Principal Staff of the Foreign Affairs Office
The People's Government of Yunnan Province
Kunming, Yunnan Province, P.R. China

PR. China

Ms. Yu Miao
Assistant to Permanent Representative
Permanent Mission of China to UNESCAP
Embassy of P. R. China
Bangkok, Thailand

Hue University	Dr. Pham Khac Lieu Deputy Director Department of Science, Technology and Environment Hue University Hue City, Vietnam
Lao PDR	Mr. Phoummachanh Bodhisane Official Economic Affairs Department Ministry of Foreign Affairs Vientiane, Lao PDR
New Zealand Aid Programme	Ms. Natthanun Patcharapunchai Development Programme Coordinator New Zealand Aid Programme New Zealand Embassy Bangkok, Thailand
Swiss Agency for Development and Cooperation (SDC)	Mr. Tingthong Phetsavong National Program Officer Employment & Skills Swiss Cooperation Office for the Mekong Region – Lao PDR, Swiss Agency for Development and Cooperation (SDC) Vientiane, Lao PDR
MI Staff	Ms. Maria Theresa Medialdia Director Agricultural Development and Commercialization Dept. Mekong Institute
MI Staff	Mr. Madhuriya Kumar Dutta Director Trade and Investment Facilitation Dept. Mekong Institute
MI Staff	Mr. Sudam Pawar Director Innovation & Technological Connectivity Program Dept. Mekong Institute
MI Staff	Mr. Nguyen Hung Cuong Director RLED-EWEC Project Mekong Institute
MI Staff	Mrs. Phinyada Foytong Finance Manager / Acting Director Finance and Operations Dept. Mekong Institute

Meeting Secretariat

MI Staff	Ms. Jutamas Thongcharoen Program Manager Agricultural Development and Commercialization Dept. Mekong Institute
MI Staff	Ms. Pornwilai Pumira External Relations Manager Office of Director Mekong Institute
MI Staff	Mr. Qinfei Zhu MEL Specialist Monitoring, Evaluation, and Learning Department Mekong Institute
MI Staff	Ms. Wang Jian Program Coordinator Innovation and Technological Connectivity Department Mekong Institute
MI Staff	Mr. Paoloregel Samonte Program and Communications Officer Agricultural Development and Commercialization Department Mekong Institute
MI Staff	Ms. Mara Katrina Escurel Communications Officer Communications and Knowledge Management Department Mekong Institute

Item 4

**Adoption of the Minutes of the
Mekong Institute Council Meeting
No. 2/2016
December 18, 2016**

Minutes of the Mekong Institute Council Meeting No. 2/2016
December 18, 2016 Bangkok, Thailand

LIST OF DELEGATES

Council Members

MI Council Chairman and Representative of the Government of the Union of Myanmar	Mr. Tun Tun Naing Permanent Secretary Ministry of Planning and Finance Nay Pyi Taw, Myanmar
Representative of the Royal Government of Cambodia	H .E. Mrs. Pen Sopakphea Secretary of State Ministry of Planning Phnom Penh, Cambodia
Representative of the Government of the People's Republic of China	Mr. Ma Jun Director General Yunnan Provincial International Regional Cooperation Office The People's Government of Yunnan Province Kunming, Yunnan Province, P.R. China (in place of H.E. Mr. Chen Shun)
Representative of Government of Lao PDR	Mr. Songkane Luangmuninthone Director-General Economic Affairs Department Ministry of Foreign Affairs Vientiane, Lao PDR
Representative of the Royal Government of Thailand	Mrs. Jitkasem Tantasiri Deputy Director General Thailand International Cooperation Agency Ministry of Foreign Affairs Bangkok, Thailand (in place of Mrs. Suphatra Srimaitreephithak)
Representative of the Government of the Socialist Republic of Vietnam	Mr. Dao Xuan Nang Director Foreign Economic Relations Development Ministry of Planning and Investment Hanoi, Vietnam (in place of Mr. Tran Quoc Phuong)
Representative from New Zealand Aid Programme	Mr. Brent Rapson First Secretary for International Development New Zealand Aid Programme New Zealand Embassy

	Bangkok, Thailand (In place of H.E. Mr. Ben King)
Representative from Asian Development Bank (ADB)	Mr. Yasushi Negishi Country Director Thailand Resident Mission Asian Development Bank Bangkok, Thailand (In place of Mr. James Nugent)
Representative from Swiss Agency for Development and Cooperation (SDC)	No representative
Representative from the Academe KhonKaen University	Dr. Kittichai Triratanasirichai President Khon Kaen University Khon Kaen, Thailand
Representative from the Academe Hue University	Dr. Le Van Thuyet Director Department of Academic Affairs Hue University Hue City, Vietnam (In place of Dr. Nguyen Van Toan)
Business Representative	Dr. Narongchai Akrasanee Chairman MFC Asset Management Plc. Bangkok, Thailand
Honorary Advisor	Dr. Tej Bunnag Assistant Secretary-General for Administration The Thai Red Cross Society Bangkok, Thailand
Mekong Institute	Dr. Watcharas Leelawath Executive Director Mekong Institute Khon Kaen, Thailand
<u>Steering Committee Members</u>	
Representative of the Royal Government of Cambodia	H.E. Mr. Chea Chantum Secretary-General General Secretariat for Population and Development Ministry of Planning Phnom Penh, Cambodia
Representative of the Government of the People's Republic of China	Mr. Li Hong Permanent Representative Permanent Mission of China to UNESCAP

	Embassy of P. R. China Bangkok, Thailand
Representative of Government of the Union of Myanmar	Ms. Thway Thway Chit Deputy Director General Foreign Economic Relations Department/ Planning Department Ministry of Planning and Finance Nay Pyi Taw, Myanmar
Representative of the Royal Government of Thailand	Ms. Sayan Kongkoey Director Thai Cooperation Branch I Thailand International Cooperation Agency Ministry of Foreign Affairs Bangkok, Thailand

Observers

P.R. China	Mr. Yang Fan Deputy Director General Office The People's Government of Yunnan Province Kunming, Yunnan, P.R. China
P.R. China	Ms. Yu Miao Assistant to Permanent Representative Permanent Mission of China to UNESCAP Embassy of P.R. China Bangkok, Thailand
P.R. China	Mr. Wang Chuanming Program Coordinator Yunnan Provincial International Regional Cooperation Office Foreign Affairs Office of Yunnan Province Kunming, Yunnan, P.R. China
P.R. China	Mr. Zhao Zhengfeng Vice President Yunnan Power Grid Company Limited Kunming, Yunnan, P.R. China
P.R. China	Ms. Tang Min Deputy Director International Cooperation Department Yunnan Power Grid Company Limited Kunming, Yunnan, P.R. China
Lao PDR	Mr. Phoummachanh Bodhisane

	<p>Official Economic Affairs Department Ministry of Foreign Affairs Vientiane, Lao PDR</p>
New Zealand Aid Programme	<p>Ms. Natthanun Patcharapunchai Development Programme Coordinator New Zealand Aid Programme New Zealand Embassy Bangkok, Thailand</p>
Thailand	<p>Ms. Pin Sridurongkatum Development Cooperation Officer Thai Cooperation Branch I Thailand International Cooperation Agency Ministry of Foreign Affairs Bangkok, Thailand</p>
MI Staff	<p>Ms. Maria Theresa Medialdia Director Agricultural Development and Commercialization Mekong Institute</p>
MI Staff	<p>Mr. Madhuriya Kumar Dutta Director Trade and Investment Facilitation Mekong Institute</p>
<u>Meeting Secretariat</u>	
MI Staff	<p>Ms. Jutamas Thongcharoen Program Manager Agricultural Development and Commercialization Department Mekong Institute</p>
MI Staff	<p>Ms. Pornwilai Pumira External Relations Manager Office of Director Mekong Institute</p>
MI Staff	<p>Ms. Wang Jian Program Coordinator Innovation and Technological Connectivity Department Mekong Institute</p>
MI Staff	<p>Mr. Paoloregel Samonte Program and Communications Officer Agricultural Development and Commercialization Department Mekong Institute</p>

MI Staff

Ms. Patranuch Saksawang
Finance Officer
Finance and Operations Department
Mekong Institute

The meeting commenced at 8:30 hours. Dr. Watcharas Leelawath, MI Executive Director, welcomed everyone and expressed his appreciation for everyone's support to MI. Afterwards, he invited Mr. Tun Tun Naing, as the MI Council Chairman, to take over the meeting.

ITEM 1: WELCOME REMARKS BY MI COUNCIL CHAIRMAN – MR. TUN TUN NAING

The Chairman welcomed the members of the MI Council, development partners, and all MI Staff present in the second MI Council Meeting for 2016. He then thanked Mekong Institute for hosting the meeting, as well as the hard work they have to put in to make the event possible. He likewise expressed his appreciation to all Council members for taking time to attend the meeting.

Following this, he gave a quick overview of the issues that should be discussed in the gathering. He then recognized all the council members one by one, and congratulated MI for its successful 20th anniversary celebration and Mekong Forum. He highlighted that it was a good decision to make the Mekong forum an annual event (from a biennial event) starting this year.

He then expressed his hope that this meeting garners the same informed suggestions and feedbacks, like that of last time.

The Chairman formally declared the meeting open.

ITEM 2: ADOPTION OF THE AGENDA

The Chairman requested the members to go over the proposed agenda and to give suggestions, if any.

No comments were received and the meeting agenda was adopted as proposed.

ITEM 3: BUSINESS ARRANGEMENTS

The Chairman called on the Secretariat to make announcements for the day's business arrangements.

Dr. Watcharas Leelawath announced that buffet lunch will be served in the hotel. He also added that for those who wanted to join dinner, they should meet at the hotel lobby at 3 PM.

No other business arrangements were discussed.

ITEM 4: ADOPTION OF THE MINUTES OF THE MEKONG INSTITUTE COUNCIL MEETING NO. 1/2016 on August 28, 2016

The Chairman invited the Council members to review and adopt the minutes of the previous Council Meeting held last August 28, 2016.

No comments were received and the minutes were adopted as recorded.

ITEM 5: REPORT BY THE STEERING COMMITTEE CHAIRMAN ON THE RESULTS OF THE STEERING COMMITTEE MEETING NO. 2/2016 on December 17, 2016

The Chairman invited Dr. Narongchai to report on the results of the Steering Committee Meeting held the day before, December 18, 2016.

Dr. Narongchai briefly went through the topics discussed at the Steering Committee meeting. He highlighted that the discussion the previous day went well, except that the target budget approved during last Governing Board meetings was not met. He added that the MI program directors would be explaining the reasons for this later.

He then talked about the Operational Plan and Budget for 2017. He added that the targets for next year would be ambitious, but MI has convinced the Council that they are achievable.

Dr. Narongchai shared that the Steering Committee also talked about the Revision of Operation Manual on Performance Appraisal. According to him, the existing Operation Manual only provides for one to two-step salary increase. The proposition, therefore, is to add a three-step salary increase, especially for directors who cannot otherwise be promoted anymore. This should however be subject to the program's performance, depending on whether it earns a surplus or a deficit.

Mr. Tun Tun Naing then asked for comments from the Council. As there is none, he then requested Dr. Watcharas to present in more details MI's achievements in the past six months.

5.1 MI Operations Report (July - December 2016)

5.1.1 Project Reports

Dr. Watcharas began his report on the Long Term Projects. He started with the New Zealand Aid Programme's Mekong Institute Food Safety Project (or MI-FSP), where he briefly detailed the activities already conducted within the project during the previous six months. Next was the SDC's Regional and Local Economic Development – East West Economic Corridor Project or the RLED-EWEC, where he discussed the outcomes of the project for the period. There were three major outcomes of the project, which is currently being conducted in three provinces along the EWEC.

Following the RLED-EWEC, Dr. Watcharas proceeded with the USAID's Lower Mekong Initiative Food Security Donor Mapping Database. He then briefly went through China/CSG's project on Capacity Building on GMS Power Grid Interconnection.

Fifth on the list was YASTD's GMS Strategy Research Base and GMS Technological Innovation and Technology Transfer Base. This was followed by AJCEP/JAIF's Enhancing Competitiveness of Small and Medium-sized Enterprises along the Southern Economic Corridor (SEC) of the ASEAN Mekong Sub-region, then the MRCF's Certified Logistics Master Project (Phase II).

Finally, Dr. Watcharas ended the item with the EU-Switch Asia Project on Sustainable Freight Transport and Logistics in the Mekong Region, where he enumerated the current progresses of the project.

Mr. Tun Tun Naing asked for comments from the delegates.

Dr. Narongchai shared the discussion yesterday regarding the difference of NZAP's project on *food safety* and USAID's *food security* database. He also added that at MI, donors should from now on be referred as "development partners."

Mrs. Jitkasem Tantasiri requested MI to report regarding problems and obstacles faced in the year during the implementation of projects. She also asked if there is any major obstacle that was faced this year.

Dr. Watcharas answered this query by saying that MI always faces some difficulties in implementing projects, but has always been able to overcome them. He also stated that one of the biggest challenges is the late transfer of project funds to MI, which causes delayed project implementation.

As there are no further comments, the Chairman requested Dr. Watcharas to proceed with the Customized Training Programs presentation. Dr. Watcharas then went through all customized programs organized by MI for the last half of the year very quickly.

Mr. Brent Rapson afterwards clarified regarding MI's customized programs. He asked whether customized projects are also aligned to MI's strategic plan, and whether or not the organization places more importance on long-term projects compared to customized ones.

Dr. Watcharas clarified that the customized programs are also aligned with the organization's strategic areas. He also emphasized that long-term projects are a bit more important, despite contributing less income to MI as compared with their customized counterparts. The advantage of long-term projects is that they provide financial certainty for the organization.

5.1.2 Administration and Finance Report

Dr. Watcharas updated the delegates on matters related to MI's administration. He stated that as of December, 63 staff members work in MI, including those under special service agreement.

Dr. Watcharas then mentioned that eight employees have resigned/were terminated during the past six months. He said that MI's turnover rate is still high at 12 percent, compared to other international organizations. Therefore, some of the measures the organization is undertaking to reduce turnover rate is letting the staff attend capacity building activities inside and outside of MI, conducting exit interviews, and extending study leave from two years to four years.

Dr. Narongchai then shared with the delegates the agreement between the Steering Committee members regarding the Secondment Program, which is somehow similar to the YGMS program. He emphasized that the YGMS program has been very successful, with some of its beneficiaries now working full-time in MI.

Mr. Songkane Luangmunithone then expressed his strong support to the Secondment Program suggested by Dr. Narongchai. He added that such initiative will improve the visibility of

MI in the region. His only concern, however, are the finances. Dr. Narongchai addressed this by saying that MI can arrange funding for the secondment.

Mrs. Jitkasem Tantasiri expressed her agreement to the proposal in principle. She then commented that those newcomers accepted for the Secondment Program should be in the same international standard as those who are currently working in MI, so as to maintain the organization's credibility and competence. The Chairman also agreed with this.

As there were no more comments, everyone proceeded to MI's financial report.

According to Dr. Watcharas, the total revenue of MI is 2,853,688 USD, while the total expense is 2,842,794 USD.

Dr. Watcharas then went on to discuss the net gain for each program department. According to the report, TIF and EWEC had gains, while ADC and ITC incurred losses. By the end of the year, MI is expected to have a net gain of -1%. Three of the major reasons for this are the renovation of the MI facilities, and also the delayed receipt of project funds resulting to delayed project implementation. Another minor reason for the loss is the high fee paid to KMPG, an auditing firm hired recently by MI.

Dr. Watcharas also presented the Grant Advance received by MI, which is around 3.3 million USD. He emphasized that this fund, while already with MI, would still be utilized next year for multiple long-term projects.

Finally, Dr. Watcharas shared that the total assets of MI currently amounts to 5,609,640 USD.

Dr. Narongchai reminded the group that there are two important aspects to discuss regarding MI's 2016 financial report: first, the expected revenue being 1.7 million USD less compared with the one revised and approved last Governing Board meeting in August. Second are the steps to undertake in order to address this concern. He then reiterated that this is largely due to the delayed implementation of project, but he sought further explanation from directors present.

Dr. Watcharas then again commented that the 3.3 Million grant advance received by MI shall still be used for next year and hence, not much income was gained from it.

Regarding Dr. Narongchai's query on missing the revised target, Dr. Watcharas pointed out that this is largely due to the delayed implementation of projects. Some development partners failing to disburse funds to MI on-time is also another reason.

Dr. Narongchai then asserted that MI should have foreseen these problems before the first 2016 Governing Board meetings. He reiterated that MI missed the target by 1.7 million USD, and not by a small margin. He added that the rest of the Council members could have provided their assistance had this been reported earlier.

Dr. Narongchai then asked Dr. Watcharas to specify which projects missed the target.

Dr. Watcharas then referred to the Financial report document. He pointed out three long-term projects, which included NZAP's MI-FSP, a project with ROK, and one with the AJCEP.

Mr. Songkane Luangmuninthon explained that, for the project with ROK, the process for fund disbursement takes time, and in reality should actually cause some delay.

Mrs. Jitkasem Tantasiri then clarified that for TICA, some projects have been delayed from 2016 to 2017 due to the lack of suitable participants for training. She added that sometimes, even once the agreement for a training course has already been made, the Lao PDR government was not able to nominate suitable participants to the trainings. At times, they even had to merge two training courses together just to meet the target participants.

Mr. Brent Rapson wanted to know why MI was not able to implement some projects as planned for 2016.

Ms. Medialdia explained that, for NZAP's Food Safety project, the funding was expected to come in February, but only came in on May. She added that the training programs have been delayed largely due to the difficulty of finding a New Zealand expert, which is an explicit requirement from the project, as well as the late completion of the training curriculum, which would serve as the guide for all succeeding trainings.

Dr. Narongchai again mentioned that MI should have been aware of this since the previous meeting in August. Mr. Tun Tun Naing suggested that next time, MI should make plans that are realizable.

The Council acknowledged MI's performance on the Operations Report for July – December 2016.

5.2 Relationship with Development Partners

Dr. Watcharas then presented the highlights of MI's relationship with development partners. He highlighted the current projects and results of the partnerships with the following: People's Government of the People's Republic of China/Yunnan Province; Thailand International Cooperation Agency (TICA); New Zealand Aid Programme (NZAP); Food and Fertilizer Technology Center for Asia and the Pacific (FFTC); Food and Agriculture Organization of the United Nations (FAO); Hydro and Agro Informatics Institute (HAII); Swiss Agency for Development and Cooperation (SDC); International Institute for Trade and Development (ITD); Israel's Agency for International Development Cooperation (MASHAV); Yunnan Academy of Science Technology Development (YASTD); and the International Development Research Center (IDRC).

H.E. Mrs. Pen Sopakphea then sought for explanation regarding the project with APSARA Authority. Ms. Jutamas explained that APSARA Authority requested MI to organize a structured learning visit (SLV) for them, as sponsored by NZAP. Mr. Brent Rapson added that this SLV is for the APSARA staff.

Mr. Songkane Luangmuninthone then expressed his thanks to MI for its hard work in forging partnerships to help the region. He also mentioned that an issue regarding sensitive partnerships was raised at the previous day's Steering Committee meeting, but was already addressed.

As there are no further comments, everyone proceeded to the next item.

The Council acknowledged the report on MI's Relationship with Development Partners.

5.3 Annual Review of MI 2016 Performance against Key Result Indicators

Dr. Watcharas presented an annual review of MI's 2016 Performance against Key Result Indicators. Some of the highlights of the presentation are indicated in the table below:

Indicators	Targets	Actuals	Progress
HCB 1.1. No. of events	86	69	80%
HCB 1.2. No. of participants	1471	1680	114%
HCB 1.3. No. of participants reporting increase in knowledge and skills	1068	836	78%
HCB 1.4. No. of participants reporting relevance of event to work	1043	784	75%
HCB 1.5 No. of participants reporting the application of knowledge and skills	358	80	22%

Dr. Watcharas explained that the progress is low in terms of participants reporting the application of knowledge and skills gained from MI training (HCB 1.5), as this indicator is usually measured after six months following the training. Therefore, with the data that MI currently has at hand, this indicator is not yet fully realized.

Mrs. Jitkasem Tantasiri then asked whether or not there are indicators set to measure the progress and impacts of projects. Dr. Watcharas then clarified that there are different categories of MI's work, such as training and research, among others. All of them shall be measured in terms of outputs and outcomes – the former being the immediate result of trainings, while the latter being a longer-term effect of the project.

Dr. Watcharas then explained that the new MEL Department has just been set up this year. Hence, the new MEL system will still be further developed. In the future, MI will have a key performance indicator meant to measure project impact.

Mr. Songkane Luangmuninthon commended the amount of work MI has done for the year. He then pointed out that MI's publicity and visibility in the region should be further improved.

Dr. Watcharas shared that a new MI website and logo has just been launched. He then mentioned about the Mekong Insight, which is MI's ongoing internal initiative wherein some department directors and staff are interviewed regarding their respective projects. The interviews are then recorded and posted in the MI website.

Mr. Songkane Luangmuninthon then again raised that while MI has these videos, there is no assurance that people will view them. Therefore it is important to think of ways on how to further promote MI's materials such as this one.

Mrs. Jitkasem Tantasiri afterwards suggested for MI to work on some documentaries and publications. She also mentioned that, based from her experience in TICA, promotion via national television is very effective. She requested MI to consider this proposal.

Dr. Watcharas took Mrs. Jitkasem Tantasiri's suggestion positively, but is concerned about the high cost of television advertisement. He then solicited the support of TICA to include their joint activities with MI in their advertisements, which would then promote both organizations.

Mr. Songkane Luangmuninthon also asked if MI has tried to link with the GMS website. If not, then he suggested this could also be done.

Finally, Mr. Brent Rapson inquired about the three policy briefs that MI has developed. Dr. Watcharas responded that these policy briefs have achieved significant impacts, such as two provinces having agreed to reduce or eliminate fees and charges at the border and along the road, among others.

The Council acknowledged the Annual Review of MI's 2016 Performance against Key Result Indicators.

ITEM 6: MATTERS FOR CONSIDERATION

The Chairman requested Dr. Watcharas and the MI Secretariat to present the items under matters for consideration.

6.1 Endorsement of the MI Operational Plan and Budget 2017

Dr. Watcharas presented MI's 2017 Operational Plan first. He mentioned that MI continues to provide quality capacity development services to the individuals and organizations in the GMS in the three thematic areas, as well as implement development projects and adopt a more holistic approach to address capacity needs in the GMS, among others.

He also went through the MI's plan regarding organizational development, which will strengthen its institutional capacity by building a robust system of HR, Finance, Communication, and MEL staffs. Aside from this, he also discussed briefly the targets for Building an Enabling Environment in the region.

Mr. Tun Tun Naing asked the delegates for comments or clarifications.

Mr. Brent Rapson wanted to know why MI has to set 62% as the target for the indicator on participants' knowledge and skills gain. He suggested that MI should set the target higher.

Dr. Watcharas said MI tried to make the targets more realistic. The targets for 2017 were set based on the results of the previous year's evaluations. However, he added that this is not something that is carved in stone, and could still be adjusted later.

Mrs. Jitkasem Tantasiri then suggested for MI to set a specific focus or theme for next year. Dr. Watcharas addressed this by reiterating that MI's plans are based on the organization's three thematic areas.

Dr. Watcharas then proceeded to the estimated budget for next year. According to him, MI is expected to earn a total revenue of 4,395,247 USD. Meanwhile, the estimated total expenditure is 4,181,681 USD, providing MI a net gain of about 213,000 USD, or about 5 percent of the estimated revenue.

Finally, Dr. Watcharas presented the expected net gain for 2017 for each department.

Dr. Narongchai said that MI has to make sure the estimates are as reliable as possible. He then requested everyone to go the Estimated Statement of Revenue and Expenses for 2017. He shared that from yesterday's meeting, MI promised to be more careful in its estimates, and

explained that the projects listed in the document are only those that are confirmed and secured.

Mr. Songkane Luangmunithone then asked the Program Directors regarding issues and difficulties being faced by each departments, as well as ways on how the Governing Board members can help to address them. He further requested the Directors to elaborate on how the members of the Council and Steering Committee could provide support to MI.

Ms. Medialdia explained that one of the challenges the departments face is the non-suitability of some participants nominated by country CAs. Second, according to her, is working with government agencies. She cited her experience with NZAP's Food Safety Project, where MI faced some difficulties dealing with three to four different government agencies per country.

Mr. Dutta agreed with Ms. Medialdia. Mr. Dutta added and emphasized that for TIF, they mostly work with private organizations, and it is very difficult to get high-level business executives to attend two-week trainings. Another concern is the inadequacy of budget provided by MI in action plan implementation. Thirdly, he again cited the unsuitability of some participants attending MI's trainings.

Mrs. Jitkasem Tantasiri then made a comment regarding the country contributions, as listed in the Financial document. She requested if it is possible to put the exact amount of country contributions, as these are provided exactly and do not need to be estimated. If possible, she added that maybe MI could put in as remark the date when the currency exchange was made, for transparency.

Mrs. Jitkasem Tantasiri also added that MI could incorporate in the List of Activities for 2017 planned, unconfirmed projects. Dr. Watcharas explained that the projects, as well as their corresponding budget, listed in the document are just the confirmed ones, and can be readjusted for presentation in the next meeting.

The Council approved the MI Operational Plan and Budget for 2017.

6.2 Approval of the Conceptual Design for Renovation of MI Building (Office Space)

Dr. Watcharas presented the plan for the MI Office renovation. During the Council meeting held last year in Nay Pyi Daw, only Phase I (accommodation renovation) was approved. This year, MI decided to push through with the renovation of the office space, since the building is already 20 years old, and the water as well as electricity system is not anymore in good condition.

He mentioned that better facilities would create a better working environment for the staff, and would hopefully facilitate better communication and collaboration among staff from various departments. He added that the renovation is expected to last for six months at a budget of 210,208 USD.

Dr. Narongchai expressed, on behalf of the Steering Committee meeting, their approval of the proposal from the meeting held earlier. He also added that MI has the money to support the renovation (2M USD in MI's saving account). According to Dr. Narongchai, the Steering Committee's recommendation is to push through with it around March, depending on the organization's performance.

Mrs. Jitkasem Tantasiri pointed out that she agrees with the renovation in principle, and suggested that MI can solicit support for the renovation, like what they did for the new MI Annex building.

Mr. Songkane Luangmuninthone also expressed his approval of the plan. He added that the plan and rationale of the renovation should be clearer, but in general seem to be beneficial to MI.

The Council approved the Conceptual Design for Renovation of MI Building (Office Space).

6.3 Approval of Vehicle Procurement

Dr. Watcharas presented the proposal for purchasing a new Hyundai Starex to replace the used Toyota Estima. The existing Toyota Estima could still be sold for 21,000 USD, which is still a good market price. On the other hand, the cost of a Hyundai Starex VIP is currently at around 45,100 USD.

Dr. Watcharas also added that the Toyota Estima is already five years old, and was bought back at a price with tax exemption. According to Thai policy, the car can still be sold at the actual market price after 5 years. Therefore, he suggested that MI sell the existing one and buy the Hyundai Starex with a tax exemption instead.

Dr. Narongchai expressed his support of the idea, and shared that as MI has the advantage of tax exemption, it would be wise to do this.

The Council approved the procurement of a new vehicle.

6.4 Appointment of Sub-committee for Executive Director's Performance Evaluation

Dr. Narongchai shared that the sub-committee, as discussed from the Steering Committee meeting held the previous day, should be composed of himself as the Steering Committee Chairman; Mr. Tun Tun Naing as the Council chair; and Mr. Li Hong from China (but currently resides in Bangkok).

The Council approved the appointment of a sub-committee for the Executive Director's Performance Evaluation.

6.5 Approval of the Revision of Operation Manual HRP-014: Performance Appraisal

According to Dr. Watcharas, its purpose is to provide an effective means to motivate and compensate eligible employees on an annual basis, as well as ensure the retention of valued employees who provide exemplary performance or meet specified targets. It is intended to reward staff whose achievements have resulted in a particular benefit to MI.

The compensation contemplated under this subject is to allow giving three steps of salary increment based on outstanding performance to selected employees (limited to one or two), who demonstrated and sustained outstanding achievements that consistently exceed goals and job expectations.

Dr. Narongchai shared, as discussed from the Steering Committee meeting held yesterday, that the three-step salary increase would depend on the performance of the department. A department not earning any surplus is not qualified for the increase.

Mr. Tun Tun Naing clarified who is supposed to select the employees to be given this privilege.

Dr. Watcharas explained that this should be based on the performance of the staff against his or her Key Performance Indicators. According to the evaluation last year, very few staff members exceeding expectations were given a salary increase by two steps. Therefore, the number of staff members to be given a three-step increase should be fewer.

Dr. Narongchai added that MI has already developed good document regarding staff evaluation system, and therefore should be reliable.

Dr. Kittichai Triratanasirichai asked about MI's plan on dealing with staffs who are already earning the ceiling salary (maximum). Dr. Watcharas clarified that majority of the staff today are only at the salary step 6 (in a scale of 1-15), and thus this will not be a problem in the near future.

The Council approved the Revision of Operation Manual HRP-014: Performance Appraisal.

6.6 Approval of the Appointment of External Auditor

According to Dr. Watcharas, the suggestion from council meeting no.1/2016 held in August about the hiring of an external auditor for fiscal year 2017 has already been accepted. However, MI needs to select a new auditing firm, as KMPG's (the current one) rate is too expensive.

To provide credible financial reports to MI's development partners, which include various international and local organizations, the selection of an international audit company is still required. Therefore, MI proposes to hire Baker Tilly International as its new external auditor instead, whose audit fee is half less than KMPG.

Dr. Narongchai expressed his support to the proposal, as Baker Tilly is currently the best option.

The Steering approved the appointment of a new external auditor.

ITEM 7: COUNCIL MEMBERS INPUTS AND RECOMMENDATIONS

1. Cambodia - H .E. Mrs. Pen Sopakphea congratulated MI in achieving its targets for the year. Secondly, she pointed out that MI needs to continue working on migration and labor mobility issues. Lastly, she wished MI fruitful results in implementing the projects next year with a sustainable budget.
2. P. R. China - Mr. Ma Jun delivered his remarks on behalf of H.E. Mr. Liu Huiyan. He said he was very happy to see the successful projects of MI, despite having some projects delayed. He also commended MI's remarkable progress for the year 2016, and expressed his congratulations to the organization. He said he is happy about what MI has achieved this year.

He further added that the Chinese government is continually supporting MI's activities, and shared that early this year, MI has successfully implemented the modular training course on Poverty Alleviation and Sustainable Rural Development funded by the Yunnan Province. He said that Yunnan evaluates MI's projects by asking the participants to fill out evaluation forms regarding MI's courses, to see what they have learned. According to him, most of the participants are very happy with the MI programs, so he also would like to express his sincere thanks to MI as well as its hardworking staff. He added China is very happy to have more strategic partnerships with MI year after year.

He further responded that next year, the government would be more careful in selecting the most appropriate participants to attend the training programs in MI. He added that it is very crucial for MI to have representation from many government agencies in Yunnan in MI's trainings. Lastly, he said that for the year 2017, Yunnan will again support MI in its activities and continue to provide funding for its projects.

3. Lao PDR – Mr. Songkane Luangmuninthon commended MI's works this year. He mentioned that on behalf of Lao PDR, he would like to especially express his appreciation to the RLED-EWEC project in Khammouane, which largely contributed to the livelihoods of the small farmers in the province. He hopes that the project would continue to expand to Savannakhet province.

Finally, he expressed his thanks to Thailand and New Zealand, as well as China, for their support to MI.

4. Thailand –Mrs. Jitkasem Tantasiri thanked the MI Council and Secretariat for the arrangement of the meeting. On behalf of Thai government, she reiterated their commitment to provide support to MI. She further added that to narrow income disparity and achieve economic development, there should be an emphasis to social aspects when crafting projects.

She also said that TICA is fully aware of the MI Strategic focus on human resource development in Mekong Sub-region to support connectivity and facilitate mobilization of labors and goods in order to increase the competitiveness of the region. Therefore, TICA is discussing with MI to design capacity building programs that tackle issues on labor migration and trade facilitation, which hopefully could be implemented as soon as possible. TICA may also, in the future, discuss with MI to join hands for long term projects that are in line with TICA's development cooperation strategy and MI's capacity.

Regarding the SDGs, she shared that the Thai government is continuing the initiatives led by the late King. She shared that the principles under sufficiency economy is applicable in many aspects, and could therefore serve as guiding principles of MI's projects.

Finally, she shared TICA's proposal of having a refreshment course facilitated by MI. She also further emphasized her suggestion for MI to have more publicity via television exposure, so the public could better be informed about the organization's work. She likewise hoped that the current MI staff would still be with the organization until next year.

5. Vietnam - Mr. Dao Xuan Nang commended MI's achievements for the year. He mentioned that almost all indicators for this year have been achieved, and that MI keeps

a good relationship with CAs, Steering Committee members, and CAs. He added that he hopes MI would continue to coordinate better with donors, such that it could find support for all GMS countries.

6. New Zealand Aid Programme - Mr. Brent Rapson commended the discussions done during the meeting, and thanked MI for its comprehensive presentation of operation results. Secondly, he expressed his support to his colleagues who suggested better publicity and public relations for MI. He added that MI have done a lot of works for the region. Therefore, MI should have a good communication plan to have a better profile in the region and outside. Thirdly, he talked about the NZAP's support for the Food Safety Project, which was expected to be completed next year. He also said he wanted to better tie their future support with MI's strategic plans, and recommended for NZAP and MI to begin discussing their future joint projects.
7. Asian Development Bank - Mr. Yasushi Negishi congratulated MI for its work during the year, as well as for the approval of the Operational Plan and Budget for 2017. During the previous year, he mentioned that ADB has been providing specialists in MI's training programs, and would like to continually send resource persons to MI's trainings in the future.

He then recommended that it is always good for MI to provide enough leetime for ADB to select and send resource persons to attend MI's trainings.

8. Khon Kaen University - Dr. Kittichai Triratanasirichai, on behalf of Khon Kaen University, expressed his support to MI being KKU's neighbor organization. He added that MI plays a very important and critical role, especially in the region. According to him, MI has always specialized in specific areas such as agriculture and trade, but he recommended for MI to try and explore relevant new issues such as climate change and renewable energy, as well as those under pharmaceutical sciences.
9. Hue University - Dr. Le Van Thuyet thanked MI for the invitation to the meeting, as well as the success of MI this year. He said their university would continue to work with MI, especially for those projects in Quang Tri and Savannakhet areas.

In 2017, he proposed MI to increase its training participants. He also hoped that MI can organize trainings in Quang Tri, so that it can reach more beneficiaries in the province.

10. Honorary Advisor - Dr. Tej Bunnag congratulated MI, and commended MI's improving reports and meeting organization year after year. He also thanked Dr. Watcharas for the well-written reports, which was followed by an equally fruitful discussion. He also commended how MI continues to follow its strategic plans in the projects it implements.

Afterwards, he specifically thanked New Zealand for its continuous support to MI. He believes that MI's long-term projects are not only aligned with MI's strategic plan, but are also aligned with the regional and national plans. He again congratulated MI, and hoped that MI would keep up the good work.

11. Business Representative - Dr. Narongchai Akrasanee stated firstly that he was not satisfied with MI's financial performance this year. He said that MI should have more assets than what it currently has, and should strive to earn surplus every year. He added that he wanted to see MI more financially-sustainable in the future.

Secondly, as a member of KKU, he informed everyone that KKU is working very closely on GMS issues. However, he said these initiatives are not coordinated, and therefore suggested the forming of a sub-committee under KKU to work with MI. He added that KKU has numerous resources that are not fully utilized, and this cooperation between MI and KKU would enhance MI's capability to manage and handle more projects.

Lastly, he said he wanted the GMS to have a number of sustainable "ecosystems", wherein institutions are all interdependent and coordinating. He added that time flies fast, and the US could, in the future, might not be very willing to support Asian developing countries anymore. He then stated that it is good to have New Zealand and Australia continually cooperating with the GMS.

12. Myanmar – Mr. Tun Tun Naing, on behalf of Myanmar, thanked MI and its staff, as well as all development partners. He summarized the discussion for today, as well as that of the previous governing board meetings, which include the Mekong Forum now being an annual event, as well as the establishment of a new MI logo, among others.

He then expressed his support for MI's current strategic plans. Furthermore, he cited some problems Myanmar is currently facing especially in terms of agriculture and trade. He also expressed his belief that one of the problems in the region is the wide disparity among ASEAN countries, and therefore asserted that the GMS region should continue to work together in order to move forward. He concluded his remarks by thanking MI and all development partners for all their support in the region.

ITEM 8: DATE AND VENUE OF THE NEXT MEETING

The Chairman called on the members to propose the date and venue of the next meeting.

Dr. Watcharas, on behalf of the Steering Committee, proposed that the next Governing Board Meetings be held in Mekong Institute in Khon Kaen between the first two weeks of July (3-7 and 10-14). He also stated that he wanted the meetings to be conducted between Monday to Thursday, with the Mekong Forum reserved for the last day.

Dr. Narongchai then suggested that MI's next Governing Board meetings be held from 6-7, to suit some of the members' current schedule.

The Chairman then approved Dr. Narongchai's suggestion.

No comments were received and the Council approved the date and venue of the next meeting.

Dr. Watcharas briefly explained the progress of the recommendations from the Steering Committee and Council members from the previous meeting. He ensured that all recommendations are taken into account, and are currently being implemented.

He then encouraged everyone to watch the video clip regarding MI's successful relationship with the Yunnan government.

No other matters were discussed and the meeting adjourned at 12:30 PM.

Item 5

Report by the Steering Committee Chairman on the Results of the Steering Committee Meeting 1/2017 on July 12, 2017

- 5.1 MI Operations Report (January - June 2017)
 - 5.1.1 Project Reports
 - 5.1.2 Administration and Finance Report
- 5.2 Relationship with Development Partners
- 5.3 Monitoring and Evaluation Midterm Report
- 5.4 Review of Steering Committee and Council Meeting 2/2016 Recommendations
- 5.5 Work Plan for July – December 2017
- 5.6 Vehicle Procurement
- 5.7 Progress on the Renovation of MI Building (Office Space)

Item 5: Matters for Acknowledgement

5.1 MI Operations Report (January - June 2017)

5.1.1 Project Reports

I. Long-term Projects

1. NZAP: MI-Food Safety Project (MI-FSP)

In 2016, the Mekong Institute-Food Safety Project (MI-FSP) was launched to provide training and support services on food safety for local governments and small- and medium-scale enterprises from Cambodia, Lao PDR, Myanmar, and Viet Nam (CLMV). Anchored on the vision of developing responsibility and promoting a food safety culture across relevant actors along the horticultural value chain, the MI-FSP targets to enhance the capacity of local governments and private sector actors in the region. This initiative is supported by the New Zealand Aid Programme (NZAP) under the New Zealand Ministry of Foreign Affairs and Trade.

- *MI-FSP New Zealand Study Visit.* A delegation from Mekong Institute, led by Executive Director Dr. Watcharas Leelawath, visited New Zealand to better understand the current food safety situation and systems adopted in the country and seek possible areas of collaboration with relevant organizations. With the assistance of Ms. Kay Shapland, Agriculture Development Manager-ASEAN and Southeast Asia of the NZ Ministry of Foreign Affairs and Trade (MFAT), the delegation met with more than 20 individuals composed of government representatives from MFAT and Ministry of Primary Industries as well as food safety experts and practitioners.
- *In-country Visits for Action Plan Monitoring.* The MI FSP country coordinators met with some participants from the Regional Training Program on Food Safety Management Tools in Food Manufacturing to monitor their progress in implementing their respective action plans. During these visits, the following outreach activities were conducted:
 - Visual monitoring of Vanida Rice Mill and Sayboua Rice Mill in Khammouane, Lao PDR;
 - Visual monitoring of Viet Ha Agriculture Company, Ltd. in Ho Chi Minh, Viet Nam;
 - Visual monitoring of Genius Coffee Packing Facilities in Yangon, Myanmar; and
 - Provision of technical support for a localized training on GMP certification for agro-food processors in Phnom Penh, CambodiaThe team also met with some CLMV focal points/senior level officials to discuss future FSP activities and the draft national strategic action plans developed during the Regional Consultation Workshop on Promoting Food Safety in CLMV held in October 2016.
- *Regional Training Course on “Assuring Food Safety through Pest and Agrichemical Management”.* The training course was conducted on May 15–26, 2017 at Mekong Institute in Khon Kaen, Thailand. The training targeted to enhance the participants’ knowledge and technical capacity to make decisions on the sustainable use of

agrichemicals and integrated pest management (IPM) practices, as well as enable them to understand other issues related to promoting food safety and sustainable agriculture in the region. After the training course, the participants are expected to implement an action plan to demonstrate knowledge/skills gained.

- *Regional Training Course on “Improving Agri-food Inspection and Audit in CLMV”*. The training course was conducted on June 19–23, 2017 at Mekong Institute in Khon Kaen, Thailand. The training program targeted to enhance the capacity of government officials in CLMV in food safety inspection and audit, particularly inspection during processing and distribution stages, as well as during cross border trade. It also aimed to expose private sector actors and business entities to efficient and effective food safety inspection and audit systems in Thailand and New Zealand.

2. SDC: Regional and Local Economic Development – East West Economic Corridor Project (RLED-EWEC)

With financial support from the Swiss Agency for Development and Cooperation (SDC), Mekong Institute has been implementing the Regional and Local Economic Development on East West Economic Corridor (RLED-EWEC) project since 2013. The project aims to promote a more inclusive and equitable growth in the EWEC through facilitating the development of three selected value chains of rice, maize and coffee, as well as fostering an enabling environment for cross-border trade, particularly agricultural products on the corridor. The project phase 1 will end in July 2017, but SDC and MI agreed to extend the cooperation to a phasing out phase in the next two years till July 2019. The Project Documentation of the phasing out phase was already developed and submitted to the SDC, while the process of approval of the project documentation is ongoing.

By the near end of the phase 1, the project has achieved results exceeding the targets in the value chain development. However, the magnitude of achievement differs in the selected value chains and targeted countries. Achievements in facilitation of cross-border trade are modest and have been generated from the interventions at the border post between Vietnam and Lao PDR.

2.1 Value Chain Development

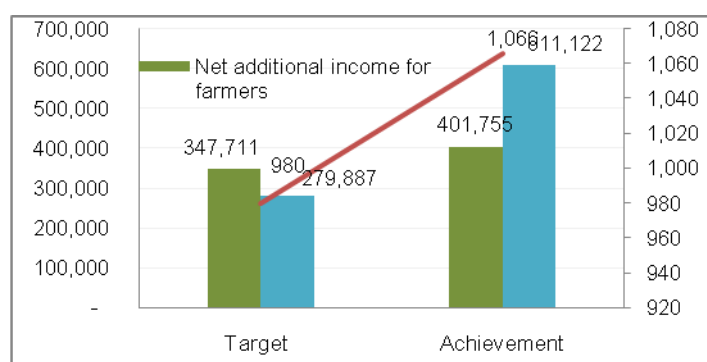


Figure 1. Results of the key indicators of the rice, maize, and coffee value chain development.

The figure on the left shows the overall results of the key indicators of the rice, maize, and coffee value chain development. Specifically, the target indicator of ‘number of household beneficiaries’ (980) has been exceeded with total number of 1,066 household beneficiaries. The ‘net additional income for farmer’ indicator is 116% of the

target - \$401,760 as against the target of \$347,700 of the whole project phase. On the indicator of 'net profit increase for SMEs', the project has achieved 218% of the target with net additional profit obtained by benefiting SMEs at \$611,120 more than doubling the target of \$279,900.

The results achieved differ by selected value chains and country. The table below shows the overall project results as per country. The project interventions in the coffee sector generate the most significant results. All the targets are fully achieved.

Table 1. Overall EWEC project results.

In the rice sector, the project has benefited 555 farmer households, achieving 98% of the target. However, the amount of net additional income for farmers is only 54% of the target. For the rice mills, the project has helped generate a significant increase in the net additional profit.

For the maize in Kayin state, Myanmar, the results are extremely modest. The project has only involved 74 household which have benefited from the project interventions. This was only 54% of the project target.

	Laos	Myanmar	Vietnam
<i>Number of household beneficiaries</i>			
Target	568	137	275
Achieved	555	74	437
% completion	98%	54%	159%
<i>Amount of net additional income for household beneficiaries in USD</i>			
Target	176,013	41,344	130,354
Achieved	94,629	24,778	282,348
% completion	54%	60%	217%
<i>Amount of increased profit for SMEs in USD</i>			
Target	123,120	26,600	130,167
Achieved	315,464	26,524	269,134
% completion	256%	100%	207%

2.2 Cross-border trade facilitation

In phase 1, the project had conducted three studies on cross-border trade facilitation of agricultural products in three selected border crossings of Lao Bao – Dansavan, Khammouane – Nakhon Phanom, and Myawaddy – Mae Sot. Particularly, the study at the border post of Lao Bao – Dansavan had provided useful inputs with concrete recommendations for the project further implementation; while the studies in other two border posts were somehow inadequate in information and they could not provide practical solutions to the project.

Implementation of the action plans by twin provinces of Quang Tri and Savannakhet has results in some significant achievements. In January 2017, Quang Tri province had implemented one of its commitments by reducing the border infrastructure use fees of all types of vehicles. The reduction rates range from 30% to 60% including transport vehicles of agricultural products. The reduction of the border fee indicates a strong commitment of the province in facilitating the cross-border trade and fostering the trade flow.

These are very encouraging results from the project dialoguing process of the twin provinces. Similar approach is being implemented at the two other border posts of Khammouane – Nakhon Phanom, and Myawaddy – Mae Sot. Implementation of action plan by the twin provinces is expected to start from June 2017 onward.

2.3 Organizational Development:

In the whole phase 1, the financial support from SDC under the RLED-EWEC project implementation has helped significantly strengthen the MI's staff capacity. Specifically, MI currently has 22 competent and skilled staff who can serve as resource persons in training programs, accounting for 33% of the total staff members. Besides, under this component of the project, MI had developed and adopted its Strategic Plan 2016-2020 that reinforces the organizational vision, mission as well as approaches and means for achieving its development objectives. A Monitoring, Evaluation and Learning Department (MEL) system had been established to provide supports to a more result-oriented management toward transparency and accountability.

2.4 Co-Learning Program between EWEC and TIF Departments

National Consultations (4)

Attended by a total of 46 participants, four national consultations on “Enabling Regulatory Environment for Facilitating Cross-Border Trade (CBT) on East-West Economic Corridor (EWEC)” were conducted in:

- Naypyidaw, Myanmar on February 21, 2017;
- Bangkok, Thailand on March 22, 2017;
- Vientiane, Lao PDR on March 23, 2017; and
- Ha Noi, Viet Nam on March 3, 2017

Regional Consultation (1)

Further to the results of the two provincial policy dialogues and the four national consultations, the first regional consultation was conducted in Bangkok, Thailand on May 29, 2017 aimed to a) further review the results of national consultations; and b) confirm the prioritized policy and action programs in support of cross-border trade at the respective border crossing points and along the EWEC. Thirty participants from the government and the private sector attended the consultation.

EWEC Business Database Upgrading and E-Commerce Promotion

As part of the co-learning project, TIF has been working with EWEC project team to promote SMEs through business database development and e-commerce platform. In this regard, a series of activities were designed and implemented as below:

- East West Economic Corridor (EWEC) Business Database Upgradation (www.ewecbiz.com)- The work on the database, which was conducted from November 2016 to June 2017, is aimed to develop the website as a business database and a dynamic Business-to-Business (B2B) E-platform to promote SMEs products through e-commerce model. The website will also be linked with the leading e-commerce platform, such as alibaba.com to help SMEs along EWEC to showcase in a wider market.
- Three local workshops were conducted in Khammouane, Lao PDR on December 14, 2016; in Tak, Thailand on December 27, 2016; and in Quang Tri in February 17, 2017 to introduce the EWEC database to the local officials involved in trade

promotion agencies, business services providers and SMEs. A total of 86 participants participated in the workshops.

3. AJCEP / JAIF: Enhancing Competitiveness of Small and Medium-sized Enterprises along the Southern Economic Corridor (SEC) of the ASEAN Mekong Subregion

Supported by the ASEAN-Japan Comprehensive Economic Partnership (AJCEP) Component of Japan-ASEAN Integration Fund (JAIF), MI is implementing a two-year project on “Enhancing Competitiveness of Small and Medium-Sized Enterprises along the Southern Economic Corridor (SEC) of the ASEAN Mekong Sub-region.”

- *Technical Assistance (TA) on SME Cluster Development and Export Consortia Formation (October 2016 – May 2017)*: As a part of the Regional Training on SME Cluster Development and Export Consortia Formation, participants developed and implemented Action Plans (APs) on SME cluster development in their respective provinces. MI provided a lump sum grant of US\$2,000 per province to support the implementation of APs.
- *Technical Assistance (TA) on Business Profiles Collection (January – June 2017)*: As part of the Regional Training on Business Research and Database Development in the SEC, participants developed and implemented Action Plans (APs) to collect business profiles covering (i) provincial profiles; (ii) company / SME profiles including technological support requests; and (iii) Trade Promotion Organization (TPO) profiles in 19 provinces along the SEC. The TIF Department developed Cooperation and Partnership Agreement with stakeholders in project provinces along the SEC for developing the business/company profiles.
- *SEC Business Database Web Portal (February – June 2017)*: MI is developing the SEC Business Database web portal (www.sec4business.com). The web portal is expected to include relevant information as a dynamic Business-to-Business (B2B) e-platform to promote SMEs in 19 provinces along the SEC.
- *Research on Cross-Border Value Chain Bottlenecks*: The research focuses on mapping the sectoral and geographical trade flows of the 19 SME cluster products in the SEC and identifies bottlenecks of the trades of the products and exploring policy changes to promote cross-border trade in the SEC. The team of TIF staff together with an external consultant carried out the fieldwork in 10 border provinces along the SEC in CMTV from March 14 – 24, 2017.
- *Joint Synthesis and Evaluation (S&E) Workshop (June 8-9, 2017)*: MI organized the Joint S&E Workshop on Regional Trainings on “SME Cluster Development and Export Consortia Formation” and “Business Research and Database Development in the SEC.” The Workshop aims to (i) provide a platform for participants to reflect and learn from each other on their Action Plans (APs) implementation; and (ii) to share outcomes, experiences, lessons learned and the best practices from the APs implementation. A total of 38 participants attended the workshop.
- *Regional Training on Trade Event Promotion (June 12-16, 2017)*: The training program aims to strengthen the capacity of public and private trade promotion organizations (TPOs) including Chamber of Commerce and Industry (CCI), Business

Association (BA) and other agencies in the project provinces in CMTV to conduct effective trade event so as to facilitate cross border trade in the SEC. A total of 38 participants attended the training.

- *Mid-Term Evaluation (June – July 2017)*: The mid-term evaluation will assess the progress of the project against stated outputs and outcomes as of up to now, as well as identify issues and recommend solutions. It will also highlight issues and challenges that may affect effective and efficient implementation and the contribution to project successes.

4. MRCF Project: Certified Logistics Master Project (Phase III)

Funded by the Mekong – ROK Cooperation Fund (MKCF), the 3rd phase of the three-year project on Certified Logistics Master Program is being implemented from October 2016 to September 2017. Under the 3rd phase of the project, Mekong Institute (MI) conducted the Training of Trainers (ToT) program on Certified Logistics Master Program on May 1-5, 2017. The ToT, which was attended by a total of 18 participants, aimed to promote a pool of professional trainers to localize the Certified Logistics Master program training modules in Cambodia, Lao PDR, Myanmar, Viet Nam, and Thailand (CLMVT). The participants developed nine action plans, which are being implemented in the CLMVT countries from May to July 2017.

5. ROK MOFA: The Mekong–ROK Cooperation Fund (MKCF)

The MKCF aims to promote regional cooperation and prosperity in the Mekong region through annual contribution from the Ministry of Foreign Affairs, Republic of Korea (ROK MOFA). The MKCF supports innovative projects through grants in six priority areas, and as endorsed by the ROK MOFA and CLMVT countries in 2015, MI acts as a fund manager of the MKCF. The following activities have been accomplished during the reporting period (January to June 2017):

- Drafted the MKCF Management Manual, prepared guidelines for project concept papers with cost norms for full project proposals.
- Announced the 2nd call for proposals; received 60 project concept papers.
- Reviewed and shortlisted the project concept papers, provided inputs to the RoK-Mekong SoM held in March 2017 for endorsement of the shortlisted projects. The shortlisted project proponents will submit full project proposals in June 2017.
- The full proposals will be reviewed for endorsement by the SOM leaders before the Mekong – ROK Foreign Ministers Meeting (planned in September, 2017).

Table 2. Shortlisted projects under MKCF in 2017.

Country	Proponent	Project Title/Objective
Cambodia	National council for sustainable development, Ministry of Environment	Guidelines and certification for green buildings in Cambodia
Lao PDR	Department of Meteorology and Hydrology, Ministry of Natural Resources and Environment	Master Plan Establishment and Capacity Building for the Modernization and Advancement of Hydro-meteorological Infrastructure at Mekong River Basin in Lao PDR

Myanmar	University of Mandalay	Effective ecological assessment on water resource and human resource development in the vicinity of Hydropower projects
Viet Nam	Viet Nam Agency of E-commerce and Information Technology, Ministry of Industry and Trade	Enhance the capacity of applying e-commerce in agriculture of Mekong region
Thailand	IPSR, University of Mahidol	Promoting safe migration for temporary migrants to Thailand
Mekong region (CLMVT)	Mekong Institute	Green Freight and Logistics Development in the Mekong Region

6. China/CSG: Capacity Building on GMS Power Grid Interconnection

In collaboration with the Yunnan Power Grid Co., Ltd. (YNPG), MI is implementing a six-year project from January 2015 to December 2020. The project aims to enhance GMS' power connectivity, and build a communication platform at both managerial and technical levels for GMS counterparts in the power sectors. Through a series of trainings, workshops, and research, the project is expected to lay a foundation for power grid interconnection and facilitate bilateral and multi-lateral electricity trade in GMS.

Meanwhile, MI and the China Southern Power Grid Co., Ltd (CSG) will co-design and implement a series of human resource development programs and research projects, which includes power system planning, transmission and distribution technology, power grid operation and management, renewable energy, energy conservation and emission reduction, and power grid operation standard and code, among others. In addition, both parties will share training facilities and instructional resources to provide professional knowledge and technical support for power grid interconnection at the sub-regional level.

7. Thailand International Cooperation Agency (TICA)

TICA has just approved MI's three-year (2017-2019) capacity-building projects on three different topics, namely: Green Freight and Logistic Development, Gender Equality and Women Empowerment, and Labour Migration Management in the Greater Mekong Sub-region. One two-week training program would be conducted every year for the duration of each of the three projects.

8. IDRC: Making Trade Work for Small Producers in Southeast Asia's Least Developed Countries

MI has signed a contract with the International Development Research Centre (IDRC), Canada to implement a one year action research project on Making Trade Work for Small Producers in Southeast Asia's Least Developed Countries. The project, which was kicked off in June 2017, aims to promote women entrepreneurship to join export business in Cambodia, Laos PDR, Myanmar and Vietnam (CLMV). The project will be implemented in a modular format to train 24 women entrepreneurs from CLMV countries to master the knowledge and skills required for export business and assist them to integrate their business in the regional and global markets.

9. YASTD: GMS Strategy Research Base and GMS Technological Innovation and Technology Transfer Base

In collaboration with Yunnan Academy of Science and Technology Development (YASTD), MI is implementing a three-year (2016-2019) cooperative project. The purpose of the project is to promote GMS modernization, innovation and technological connectivity, and support Yunnan to become a new GMS economic cooperation highland and a radiation center catering to South Asia and Southeast Asia.

10. USAID: The Lower Mekong Initiative Food Security Donor Mapping Project

Supported by the United Nations Agency for International development (USAID), this project was completed in July 2015, but the ADC Department continues its work in maintaining the database by adding new projects and partners; reposting feature stories and news articles related to agriculture and food security in the region; managing its social media sites, Twitter and Facebook; and sending out monthly alerts to the database subscribers to keep interested parties up-to-date with the latest projects, development partners, and stories related to agriculture and food security in the region. As of current writing (June 7), the website got a total of 5,607 page visits from January to June, according to Google Analytics.

11. ADB: Development of the Strategy and Action Plan for Promoting Safe and Environment-friendly Agro-based Values in the Greater Mekong Subregion (GMS)

Mekong Institute (MI) is part of a Drafting Committee which is designated by the GMS Working Group on Agriculture (WGA) to develop a Strategy and Action Plan for promoting safe and environment-friendly agro based value chains in the GMS. The Strategy focuses on strengthening and promoting the competitive advantage of the GMS countries through value chain integration that especially involve the smallholder farmers, rural women, and small and medium agro-enterprises.

The Strategy and Action Plan has four pillars: to develop common policies in the production, trade and investments for safe and environment-friendly agro-based food products, regional value chain infrastructure, knowledge sharing and dissemination of innovations, and regional branding and marketing for increased awareness-raising and advocacy and outreach. Being known as the regional training center for the GMS, MI has an important role in implementing pillar 3 of the strategy to improve systems for generating and sharing knowledge and innovations related to safe and environment-friendly agro-based value chains. According to the action plans proposed by MI, the institute in partner with national and other regional centers will be strengthened to provide better services to regional trainees, particularly for short-term training courses on technical and managerial skills enhancement. MI also has some role to play in establishing research and extension network, and developing information sharing platform to exchange of information related to SEAP, business opportunities, and identification of investment partners.

12. Memorandum of Understanding (MoU)

MOU Signed between MI and KLF

Mekong Institute (MI) and the Korea Labor Foundation (KLF) signed an MOU on February 28, 2017 at MI to identify and implement collaborative projects in the GMS. The MOU was signed between Dr. Watcharas Leelawath, Executive Director of MI and Mr. EOM, Hyeon-taek, Secretary General & CEO of the KLF.

MOU Signed between MI, UTCC and Alibaba

A tripartite MoU between Mekong institute, Alibaba.com and University of the Thai Chamber of Commerce was signed on April 26, 2017 to promote market access of Small and Medium Enterprises (SME) through e-commerce platforms in the Greater Mekong Subregion (GMS). The MoU outlined the specific role of the three parties. MI will coordinate with public and private sectors in GMS to create the enabling environment and networks for SMEs to start e-commerce activities, while UTCC will provide technical support on e-commerce to guide SMEs to set up online business and effectively use the e-marketplace to promote their businesses. Alibaba.com will provide relevant services for SMEs to source prospective buyers in Thailand.

II. Customized Programs

During the first half of the year, MI organized nine customized training programs funded by seven donors. The table below shows the list of customized activities from January to June 2017, as well as their highlights.

Table 3. List of customized activities (January - June 2017).

Activities	Development Partners	Status	Highlights of Accomplishments
Training Programs			
1. Hydropower Project Construction and Power System Operation Management in the GMS (February 6-10)	Thailand International Cooperation Agency (TICA)	C	<ul style="list-style-type: none"> developed the professional capacity of government officials and other relevant stakeholders of the GMS countries in hydropower project construction and power system operation management
2. Effective Human Resource Management in the Context of Public Administration (March 13-17)	Thailand International Cooperation Agency (TICA)	C	<ul style="list-style-type: none"> developed the capacity of government officials in public administration
3. Renewable Energy in the Greater Mekong Subregion (March 27-April 7)	Energy Policy and Planning Office (EPPO), International Institute for Trade and Development	C	<ul style="list-style-type: none"> enhanced the capacity of participants from GMS countries in renewable energysourcesavailability and affordability in the region

	(ITD), Yunnan Power Grid Co., Ltd. (YNPG)		
4. Affordable, Sustainable, and Innovative Technology-Based Energy for Mountaneous Rural Area (April-24-May 5)	Yunnan Provincial Government	C	<ul style="list-style-type: none"> improved the capacity of participants from the GMS in affordable, sustainable, and innovative technology-based energy for mountaneousrural area using best practices and experiences in Thailand and PRC
5. Energy Efficiency Policies in the Greater Mekong Subregion (June 5-16)	Energy Policy and Planning Office (EPPO), Yunnan Power Grid Co., Ltd. (YNPG)	C	<ul style="list-style-type: none"> increased the participants' understanding of accessible and profitable energy-saving mechanisms in the region enabled participants to understand government policies and improve their knowledge on regulatory, information, and market-based measures that could hasten energy efficiency in GMS
Research			
6. Capacity Building Needs Assessment on the Application of Electronic Supply Chain Management for the Logistic Service Providers in the Greater Mekong Sub-region (April-July)	People's Government of the People's Republic of China (PRC)	O	<ul style="list-style-type: none"> this research study will be the basis for identifying and examining the capacity constraints and technological gaps in the GMS concerning the application of electronic supply chain management for logistics services, and define specific capacity-building and training needs
7. Harmonizing Food Safety Systems and Increasing Market Access in the Greater Mekong Subregion (March-May)	Asian Development Bank	C	<ul style="list-style-type: none"> examined the food safety situation in the GMS in terms of risks, the current policy and investment environment, and implications for public health and market access described current food safety initiatives in the subregion and identified key gaps and constraints, and provided recommendations and next steps to achieving improved food safety and market access for GMS agri-food products
Regional Consultation			
8. The GMS Transport Information Connectivity Initiative & Regional Consultation (April 19-21)	People's Government of the People's Republic of China (PRC)	C	<ul style="list-style-type: none"> served as the first step in the development process of the GMS Transport Information Connectivity (GTIC) initiative through the assessment of its feasibility and the initial project design

Focused Group Discussions (FDGs)			
9. Two FDGs on the Financial Role in Supporting the Sustainable Development Goals in ASEAN: Lao PDR and Cambodia (March 15-16, 28-29)	Fiscal Policy Research Institute (FPRI), International Institute for Trade and Development (ITD)	C	<ul style="list-style-type: none"> presented and validated the preliminary findings of the research study on <i>financial role in supporting the Sustainable Development Goals (SDGs) in ASEAN</i> using the framework “The Addis Ababa Action Agenda” (the Addis Agenda)

5.1.2 Administration and Finance Report

I. Human Resource

1. Staffing

As of June 2017, there are a total of 64 staff members—consisting of both regular and special contract staff—working for MI. The table below shows the staff distribution according to different analytical groupings:

Table 4. Staff distribution.

Grouping	Distribution Detail	Number
Country Representation	Cambodia	2
	China	4
	England	1
	India	2
	Japan	1
	Lao PDR	2
	Myanmar	3
	Pakistan	1
	Philippines	5
	Republic of Korea	1
	Thailand	35
	Vietnam	7
Gender	Male	31
	Female	33
Position Classification	Management	7
	Professional	30
	General Support	27
Employment Status	Regular employees	59
	Special Service / Temporary	5

Note: Three staff members have been on temporary contracts for 6 months.

Since the last reporting to the Steering Committee in December 2016, six (6) regular and two (2) temporary staffs resigned. The table below presents regular staff resignations (as of 30 June 2017), and reasons for such:

Table 5. Staff resignation.

Name	Position	Date of Resignation	Reason for Resignation	Country
Mr. Bhakta Karki	KM Officer	16 June 2017	Health condition	Nepal
Ms. Im Mi Jung	Program Officer	16 June 2017	End of contract	Republic of Korea
Mr. Jadsadawut Sinton	Driver	5 April 2017	Got a new job	Thailand
Ms. Bui Thi Mai Ngan	Program Officer	31 March 2017	Health condition	Vietnam
Mr. Reza Iftekhar Patwary	Program Specialist	17 February 2017	Got a new job	Bangladesh

The table below presents temporary staff resignations and reasons for such:

Table 6. Staff resignation (temporary staff).

Name	Position	Date of Resignation	Reason for Resignation	Country
Mr. Michel Valat	Director of Finance and Operations	30 April 2017	End of contract	France
Ms. Denise Stilley	Communications Coordinator	14 April 2017	End of contract	USA

Meanwhile, seven (7) regular and two (2) temporary staffs were hired within the last six months, as detailed in the following table:

Table 7. Newly hired regular and temporary staff.

Name	Position	Date of joining	Country
Mr. Kyaw Min Tun	Program Officer	19 June 2017	Myanmar
Ms. Soobin You	Program Officer	5 June 2017	Republic of Korea
Mr. Edward MacDonagh	Program Officer	1 June 2017	United Kingdom
Ms. Hoang Ngoc Han	Program Officer	22 May 2017	Vietnam
Ms. Sikanya Thongchuen	Communications Assistant	15 May 2017	Thailand
Mr. Bhakta Karki	Knowledge Management Officer	1 May 2017	Nepal
Mr. Suthep Thepnok	Technician	1 May 2017	Thailand
Ms. Mara Escurel	Communications Officer	15 March 2017	Philippines
Dr. Antonio L. Acedo Jr.	Senior Program Specialist	6 March 2017	Philippines

2. Staff Capacity Building

A three-year capacity building plan outlining core training packages with estimated budget and timeframe for each function was developed as part of the HR plan, and has been implemented since January 2014. The capacity building plan is based on the organizational direction, function requirements, and staff's skills development needs. From December 2016 to June 2017, MI staff participated in the following trainings:

- A Program Coordinator from the Agricultural Development and Commercialization (ADC) Department attended a four-day conference entitled "The Asian Conference on Sustainability, Energy and Environment 2017" organized by The International Academic Forum (IAFOR) in Kobe, Japan on October 31 - November 3, 2016.
- A Program Coordinator of the Trade and Investment Facilitation (TIF) Department is attending a four-week training course on "Sustainable Business and Responsible Leadership" organized by the Swedish Institute Management Program Asia 2017.
 - Phase 1: Kick-off workshop, May 8-9, 2017 in Indonesia
 - Phase 2: Module 1: Sustainable business strategy, management and responsible leadership, May 8-19, 2017 in Sweden
 - Phase 3: Module 2: Corporate responsibility in practice, October 9-13, 2017 in Asia (TBC)
- A Project Coordinator of the East West Economic Corridor (EWEC) Project attended a three-day training on "Managing Cross Border Trade and Value Chains in Southeast Asia", organized by NUS-Business School in Singapore on April 25-28, 2017.
- Two IT Assistants attended a two-day training course on "Wireless Network Administration" on February 25-26, 2017, organized by the Bureau of Information Technology at Khon Kaen University.
- An IT Officer attended a training on "Intranet Server/Network and Analysis System Monitoring" organized by LinuxCup company head office in Bangkok from April 1-5, 2017.
- A Project Officer attended a three-day training on "Result Measurement for Sustainable Private Sector Development" organized by Hans Posthumus Consultancy in Bangkok, from March 13-17, 2017.
- A Program Specialist from TIF Department attended a technical training on "Development Project Preparation, Analysis and Financing" organized by the International Law Institute (ILI), USA from March 27-April 7, 2017.
- The Director of TIF attended a one-week training on "International Trade Theory and Practices" organized by the Research Information Systems for Developing Countries-RIS, New Delhi, India, from June 19-24, 2017.

II. Financial Report (As of May 31, 2017)

The financial report as of June 30, 2017 will be presented in the meeting.

Consolidated Statement of Financial Position

Total assets as of the first five months of fiscal year (FY) 2017 amounted to US\$5,276,784. Cash and cash equivalent in this report is US\$3,836,570, while other current assets are at US\$175,503, with the net value of the fixed assets being US\$1,264,711.

Total Liabilities as of the first five months of FY 2017 amounted to US\$3,111,260, including unearned revenue from the GMS countries' contribution. Meanwhile, total equity is at US\$2,165,524. The total equity decreased by 6% compared with FY 2016 (as of December 31, 2016).

Summary of Statement of Financial Position

As of May 31, 2017

Asset	Amount	Percentage
Cash and cash equivalents	3,836,570	72.9%
Other current asset	175,503	3.1%
Fixed asset	1,264,711	23.9%
Total of Assets	5,276,784	100.0%
Liability and Equity		
Current liability	71,607	1.4%
Unearned revenue: GMS Contribution	287,669	5.5%
Grant advance received	2,746,053	54.6%
Total Liability	3,111,260	61.2%
Equity	2,165,524	38.8%
Total of Liability and Equity	5,276,784	100.0%

Consolidated Statement of Revenue and Expenses

Total revenue as of the first five months of FY 2017 amounted to US\$1,142,878, achieving 26% of the target approved budget. This report includes total revenue from long term projects(US\$661,305), one-off activities(US\$234,637), the GMS countries' contribution (US\$223,228, with US\$508,396 received as of June), and other revenue (US\$23,708).

Total expenses amount to US\$1,131,651. This report includes expenses from project / MI program delivery and program administration expenses, which is equal to US\$792,077 (70% of total expenses), and total operating expenses of US\$339,321(30% of total expenses). MI recorded net earnings of US\$11,480 as of May 31, 2017.

Summary of Statement of Revenue and Expenses

for the six-month period ending in May 31, 2017

Revenue	Amount	Percentage
Long term projects	661,305	57.9%
Short term programs	-	-
One-off activities	234,637	20.5%
GMS countries' contribution	223,228	19.5%
Other revenue	23,708	2.1%
Total revenue	1,142,878	100.0%

Expenses		
Project /Program delivery	489,369	43.3%
Program administration	300,344	26.5%
New program / Organization development	2,365	0.3%
Total project expenses	792,077	70.0%
Operation Expenses	339,321	30.0%
Total expenses	1,131,399	100.0%
Revenue over (under) expenses	11,480	1.0% (of total revenue)

Country Annual Contribution

Commitment and a sense of ownership from all six GMS countries are vital to MI's operation. As of May 31, 2017, MI has received the annual contributions from Cambodia, Lao PDR, Myanmar, P.R. China, and Thailand, which totals to US\$508,396. More country contributions will be transferred to MI during fiscal year 2017.

Table 8. GMS countries' annual contribution.

Country	Contribution (in USD)	Status
Cambodia	10,000	Received in May 2017
P.R.China	200,000	Received in Mar 2017
Lao PDR	10,000	Received in Mar 2017
Myanmar	10,000	Received in Jun 2017
Thailand	278,396	Received in Dec.2016
Vietnam	20,000	-

5.2 Relationship with Development Partners

1. **New Zealand Aid Programme (NZAP)** - Funded by NZAP, MI is implementing the 18-month Food Safety Project (MI-FSP), which aims to assist policy makers in Cambodia, Lao PDR, Myanmar and Viet Nam (CLMV) responsible for developing and implementing food safety regulations create an enabling food regulatory environment that will facilitate access of agri-food producers and traders to market. Discussions are now underway regarding the extension of the project for the next 3 to 5 years.
2. **Asian Development Bank (ADB)** - Mekong Institute (MI) is part of a Drafting Committee which is designated by the GMS Working Group on Agriculture (WGA) to develop a Strategy and Action Plan for promoting safe and environment-friendly agro based value chains in the GMS. The Strategy focuses on strengthening and promoting the competitive advantage of the GMS countries through value chain integration that especially involve the smallholder farmers, rural women, and small and medium agro-enterprises.
3. **Swiss Agency for Development and Cooperation (SDC)** - SDC has been cooperating with MI in implementing the project "Regional and Local Economic Development – East West Economic Corridor" for inclusive and equitable growth towards poverty reduction and effective regional integration and cooperation. The project will end its first phase in July 2017. MI and SDC has developed a Project Documentation for a two-year phasing-out phase and it is under the approval process by the SDC at the Headquarters.

4. **Thailand International Cooperation Agency (TICA)** - TICA is continually supporting a number of MI long-term projects and courses. Two training programs focusing on "Hydropower Project Construction and Power System Operation Management in the GMS" and "Effective Public Administration and Human Resource Management in GMS" for Lao participants were conducted with the support of TICA on Feb 6-10 and Mar 13-17, respectively. Moreover, three individual three-year projects, which focus on Green Freight and Logistic Development, Gender Equality and Women Empowerment, and Labour Migration Management in the Greater Mekong Sub-region, were proposed by MI and were consequently approved by TICA. Along with these is a new project on "Enhancing Trade Competitiveness for Regional Integration," which was just recently accepted by TICA.
5. **People's Government of Yunnan Province/People's Republic of China:** The training on "Affordable, Sustainable and Innovative Technology-Based Energy for Mountainous Rural Area" was organized on April 24-May 5 with the support of the People's Government of Yunnan Province. The "Capacity Building Needs Assessment on the Application of Electronic Supply Chain Management for the Logistic Service Providers in the Greater Mekong Subregion" and the "GMS Transport Information Connectivity Initiative" are also being conducted from April to July through funding from the PRC. Meanwhile, a three-year proposal on Mekong-Lancang Young Scholar Program was submitted in June for PRC's consideration.
6. **Ministry of Foreign Affairs, Republic of Korea** - MI joined the Mekong-Korea Senior Official Meeting (SoM) held on March 24 at Pakse, Lao PDR to report on the progress of the Mekong Korea Cooperation Fund. During the meeting, the SoM approved 6 shortlisted projects, including the MI project on "Green Freight and Logistics Development in Mekong Countries".
7. **Ministry of Commerce (MOC), Thailand** - Three modular training courses were proposed by MI to the Ministry of Commerce, Thailand, namely: SME Business Development through E-Commerce in GMS Countries, Food Safety and Market Access, and Strengthening Cross Border Systems in Trade of Agricultural Products. Furthermore, a Regional Training cum Structured Learning Visit and Business Networking on Sustainable Transport and Logistics Planning and Management will likewise be organized by MI from July 31 - August 11, 2017, through the support of the Trade Policy and Strategy Office (TPSO) under the MOC.
8. **Swedish International Development Cooperation Agency (SIDA)** - MI recently submitted two project proposals for SIDA's consideration—one entitled "Mekong Climate Adaptation Program for Integrated Transboundary Agrifood System and Livelihood Sustainability (Mekong CAPITALS)," and one GMS Symposium on "Sustainable Development of Transboundary AgriFood Chains: Climate, Gender & Private Sector Challenges". MI is currently on the process of revising the Mekong CAPITALS proposal, with guidance from SIDA.

5.3 Monitoring and Evaluation Midterm Report

In the first half year of 2017, MI organized 24 Human Capacity Building events covering 545 direct participants (HCB1). According to the survey with 418 direct participants, 91% (382) improved their knowledge and skills. Seven new training curriculums were developed and two

curriculums were revised. Eight (8) grants and 47 technical assistances were provided to direct participants to support them in implementing their actions plans. As a result, 178 (95% of the respondents) direct participants applied the learnt knowledge and skills. Fifty-four (54) human capacity events were organized by them in their local context (HCB2), generating 2,159 indirect participants. The survey results from 832 indirect participant respondents show that more than 92% (765) of them increased their knowledge and skills by attending HCB2 events.

Considering the progress against 2017 annual targets, MI achieved less than 50% of its targets at HCB1 (output) level. At HCB2 (outcome) level, most of the targets have been completed by more than 50% except HCB21.1 and 2.2. According to MI's annual work plan, more HCB events will be conducted in the second half year of 2017.

At the Building Enabling Environment (BEE) level, MI produced two research reports/publications and developed one policy paper. Two policies on cross-border trade were improved under EWEC Project. One is the “Decision on Regulation of Fee and Charges under the Jurisdiction of the Provincial Council’s Committee of Quang Tri”, which reduces the border infrastructure-use fees by 40% to 60%. The other is a decision issued by Savannakhet Governor to remove all check points along the route (Asian Highway No. 9) in Savannakhet Province.

Table 9. Overview of program progress (Jan. – June) against 2017 annual targets.

Level of Intervention	Indicators	Targets	Actuals	Progress
OUTPUTS	HCB 1.1. # of events	58	24	41%
	HCB 1.2. # of participants	1,465	545	37%
	HCB 1.3. # of participants reporting increase in knowledge or skills	1,253	382 (91%)	30%
	HCB 1.4. # of participants reporting relevance of event to work	1,241	399 (94%)	32%
	HCB 1.5. # of grants provided to participants	66	8	12%
	HCB 1.6. # of technical assistances provided according to action plan	96	47	49%
	HCB 1.7. # of training curriculums developed and implemented [new, revised]	19	9	47%
	BEE 1.1. # of researches / studies / publications	3	2	67%
	BEE 1.2. # of policy papers developed	0	1	-
OUTCOMES (Intermediary)	HCB 2.1. # of direct participants reporting how knowledge/skills were applied	850	178 (95%)	21%
	HCB 2.2. # of events led by participants	131	54	41%
	HCB 2.3. # of participants [indirect]	1,922	2,159	112%
	HCB 2.4. # of participants reporting increase in knowledge or skills [indirect]	1,244	765 (92%)	61%
	HCB 2.5. # of participants reporting relevance of event for work	1,245	679 (84%)	55%
	BEE 2.1. # of collaborative agreements	6	0	0%
	BEE 2.2. # of policy changes	2	2	100%

OUTPUT SUMMARY (HCB1)

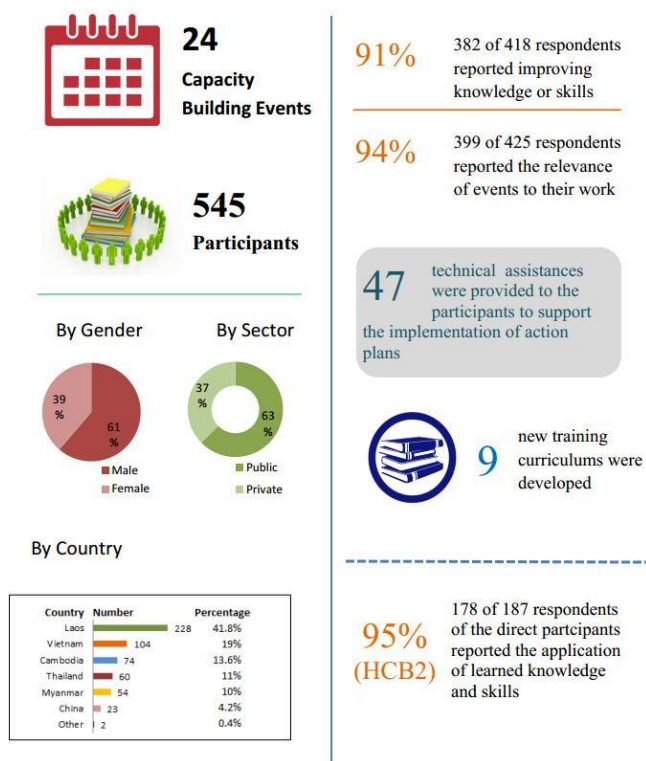


Figure 2. Output summary (HCB1).

OUTCOME SUMMARY (HCB2 & BEE)

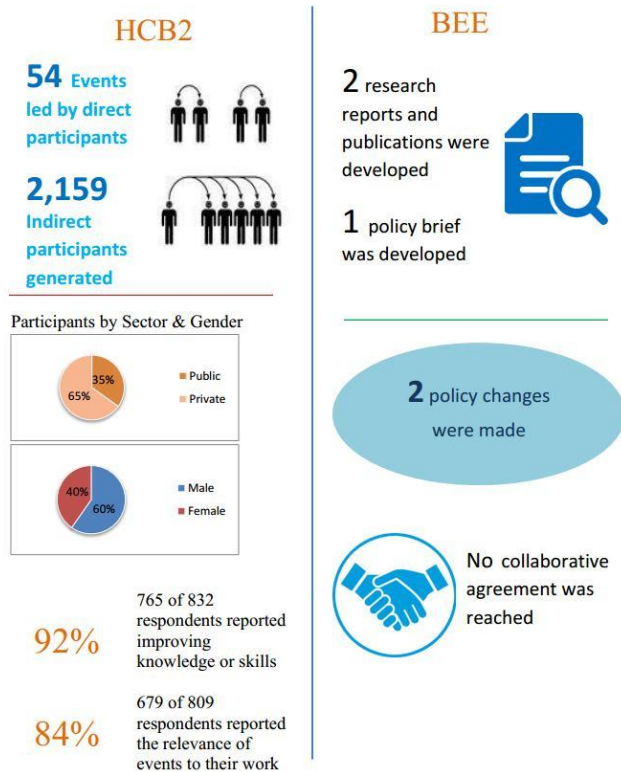


Figure 3. Outcome summary (HCB2 & BEE).

The Council is requested to acknowledge the report of MI's activities from January – June 2017.

5.4 Review of Steering Committee and Council Meeting 2/2016 Recommendations

The table below shows some of the key recommendations given by the Steering Committee and Council members from the previous Governing Board Meetings.

Table 1. Steering Committee and Council meeting 2/2016 recommendations.

Subject	Person	Recommendation	Status
Fund Management and Spending	Mr. Songkane Luangmuninthone	<ul style="list-style-type: none"> Suggested for project spending to be monitored and evaluated in relation to the effects and benefits it delivers to the beneficiaries 	O
Political Sensibility and Partnerships with Other Country	Mr. Li Hong	<ul style="list-style-type: none"> Suggested for MI to halt any partnership with Taiwan, China 	C
		<ul style="list-style-type: none"> Suggested for MI to consult with all GMS governments first before getting into any agreement or partnership with other non-GMS countries 	C
		<ul style="list-style-type: none"> Urged MI to always refer to Taiwan as "Taiwan, China" 	C

Study Leave	Ms. Sayan Kongkoey	<ul style="list-style-type: none"> Suggested for MI to have a back-to-work contract for staff member who took study leave, which states that he or she could only be gone for a certain time period, after which MI cannot guarantee a position vacancy for him or her anymore 	C
Secondment	Dr. Narongchai Akrasanee	<ul style="list-style-type: none"> Suggested for MI to organize a Secondment Program quite similar to that of the YGMS 	O
Finance Terminologies	Dr. Narongchai Akrasanee	<ul style="list-style-type: none"> Asserted that the terms “profit and loss” should not be used by an IGO such as MI, and should therefore use “surplus and deficit” instead 	C
Office Renovation	Dr. Narongchai Akrasanee & Mrs. Jitkasem Tantasiri	<ul style="list-style-type: none"> Suggested for MI to conduct another fund-raising activity for the office renovation, as what was done for the MI Annex building 	O
Revision of Operation Manual HRP-014 on Performance Appraisal	Dr. Narongchai Akrasanee	<ul style="list-style-type: none"> Suggested that the three-step salary increase can only be given to directors who generate surplus 	C/O
		<ul style="list-style-type: none"> Further suggested for the directors’ KPI to include generating surplus 	C/O
MI’s Publicity and Visibility	Mrs. Jitkasem Tantasiri	<ul style="list-style-type: none"> Suggested for MI to advertise via national television 	O
	Mr. Songkane Luangmuninthone	<ul style="list-style-type: none"> Suggested for MI to link its website to the GMS website 	O
M&E indicator for <i>Participants’ Knowledge and Skills Gain</i>	Mr. Brent Rapson	<ul style="list-style-type: none"> Suggested for MI to set the target for this indicator higher (62%<) 	C
Country Contributions for Operational Plan and Budget 2017	Mrs. Jitkasem Tantasiri	<ul style="list-style-type: none"> Requested for MI to put the exact amount of country contributions in the document 	C
		<ul style="list-style-type: none"> Further suggested for MI to put as remark the date when the currency exchange was made, for transparency 	C/O
MI’s Work in the Region	H .E. Mrs. Pen Sopakphea	<ul style="list-style-type: none"> Suggested for MI to continue working on migration and labor mobility issues 	C/O
	Dr. Kittichai Triratanasirichai	<ul style="list-style-type: none"> Recommended for MI to try and explore relevant new issues such as climate change and renewable energy, as well as those under pharmaceutical sciences 	O
	Dr. Le Van Thuyet	<ul style="list-style-type: none"> Proposed for MI to increase its training participants 	O
		<ul style="list-style-type: none"> Hoped that MI can organize trainings in Quang Tri, so that it can reach more beneficiaries in the province 	O
MI’s cooperation with KKU	Dr. Narongchai Akrasanee	<ul style="list-style-type: none"> Suggested the forming of a sub-committee under KKU to work with MI 	C/O

The Council is requested to acknowledge the review of Steering Committee and Council meeting 2/2016 recommendations.

5.5 Work Plan for July – December 2017

Table 11. Work plan (July – December 2017).

No.	Time	Planned Activities	Department	Partner
1	April-July	Capacity Building Needs Assessment on the Application of Electronic Supply Chain Management for the Logistic Service Providers in the Greater Mekong Subregion	ITC	P.R China
2	July	TOT on Certified Logistics Master (Phase III) - Action Plan	TIF	MKCF
3	July	Regional Training Program on Mainstreaming Food Safety Risk Analysis	ADC	NZAP
4	July	Regional Training Program on Raising Public Awareness for Safe Food Consumption	ADC	NZAP
5	July	MI-FSP Action Plan Monitoring Visit in CLMV	ADC	NZAP
6	July	Promoting Women Entrepreneurship for Export Business	TIF	Canada - IDRC
7	July	Workshop on GMS Power Equipment Operation & Maintenance and Safety Management Standard Code	ITC	YNPG
8	July-August	Training on Sustainable Transport planning and Management	TIF	TPSO-MOC
9	August	Regional Training Program on Food Safety Management Tools in Food Manufacturing	ADC	NZAP
10	August	Regional Media Training on Communicating Food Safety	ADC	NZAP
11	August	MI-FSP Action Plan Monitoring Visit in CLMV	ADC	NZAP
12	August	First Cycle TOT on Logistics Management for Myanmar and Cambodia	TIF	EU Switch Asia Program
13	August	Certified Logistics Master Program - Final Project Evaluation	TIF	MKCF
14	August	SLV for BDS Providers and Export-Oriented SMEs	TIF	JAIF-SEC
15	August	International Training Program on Green Freight and Logistics Development	TIF	TICA
16	August	Energy Cooperation in the Greater Mekong Sub-region	ITC	EPPO/ITD/YNPG
17	August-September	Effective and Coordinated Information Management System to Facilitate Investment and Business in the Greater Mekong Subregion	ITC	TICA
18	September	MI-FSP Action Plan Monitoring Visit in CLMV	ADC	NZAP
19	September	SLV on Cassava Value Chain in Thailand	ADC	NZAP
20	September	Regional Seminar cum SLV on Enhancing Trade and Investment for CLMV countries and provinces of South of China	TIF	Nakhon Phanom Commercial Affairs Office
21	September	Gender Equality and Women Empowerment	ITC	TICA
22	September	Professional Training on Power Equipment Operation & Maintenance and Safety Risk Management	ITC	YNPG
23	October	International Seminar on Logistics	TIF	Khon Kaen Commercial Affairs Office
24	October	ROK-Mekong Business Forum 2017	TIF	ROK-MOFA
25	October	Synthesis Workshop on Trade Event Promotion	TIF	JAIF-SEC
26	October	Dissemination Workshop for the Field Research on Cross – Border Value Chain Bottlenecks	TIF	JAIF-SEC

27	October	PSC Meeting for Midterm Evaluation	TIF	JAIF-SEC
28	October	Investor Forum	TIF	JAIF-SEC
29	October	Comprehensive Labor Migration Management in the GMS	ITC	TICA
30	October-November	Forum on Accelerating Innovation through Energy Technology Cooperation in the Greater Mekong Subregion	ITC	P.R China
31	November	Regional Training on Sustainable and Inclusive Entrepreneurship	ITC	MASHAV
32	November-December	Final Project Evaluation	TIF	JAIF-SEC

The Council is requested to acknowledge MI's planned activities for the next six months.

5.6 Vehicle Procurement

After getting the approval of the Council, the committee for Vehicle Procurement was set-up to proceed on the vehicle procurement, including:

1. Selling the Toyota Estima: At the MI Council meeting 2/2016, the Council approved MI's proposal to sell its Toyota Estima at the expected maximum market price of 21,000 USD. Following this, an auction was held where the Toyota Estima was officially sold. The winner of the auction, Mr. Sonthaya Yodsang, bought the Toyota Estima at the final amount of 990,000 Baht (28,762.34 USD), after which it was officially transferred to him. Hence, **MI was able to sell the Estima at a price 7,762.34 USD higher than what was initially proposed.**
2. Buying the new vehicle: At the MI Council meeting 2/2016, MI proposed to buy a Hyundai Starex VIP at the price of 45,100 USD, which was consequently approved by the Council. However, upon consultation, the supplier recommended for MI to get the Toyota Vellfire instead. The Vellfire, whose price is at 45,307.96 USD, is larger, has bigger seating capacity, and better after sales service compared to the Hyundai Starex. The duration of importing the Toyota Vellfire to Thailand is four months, and **the new car should be delivered to MI by mid-November.**
3. The information below shows the net expense from buying the new vehicle and selling MI's old one:

- The cost approved for buying Hyundai Starex:	45,000.00 USD
- The earning expected from selling the old vehicle:	21,000.00 USD
The net expense initially proposed:	<u>24,100.00 USD</u>
- The cost of buying Toyota Vellfire:	45,307.96 USD
- The actual earning from selling the old vehicle:	28,762.34 USD
The net expense actually incurred:	<u>16,545.62 USD</u>

Therefore, the net expense incurred is lower than what was initially proposed, with a difference of **USD 7,554.38**

The Council is requested to acknowledge the report regarding vehicle procurement.

5.7 Progress on the Renovation of MI Building (Office Space)

The renovation of MI office (4th floor), which was approved by the Council in December 2015, is going as planned. The detailed renovation plan is given below:

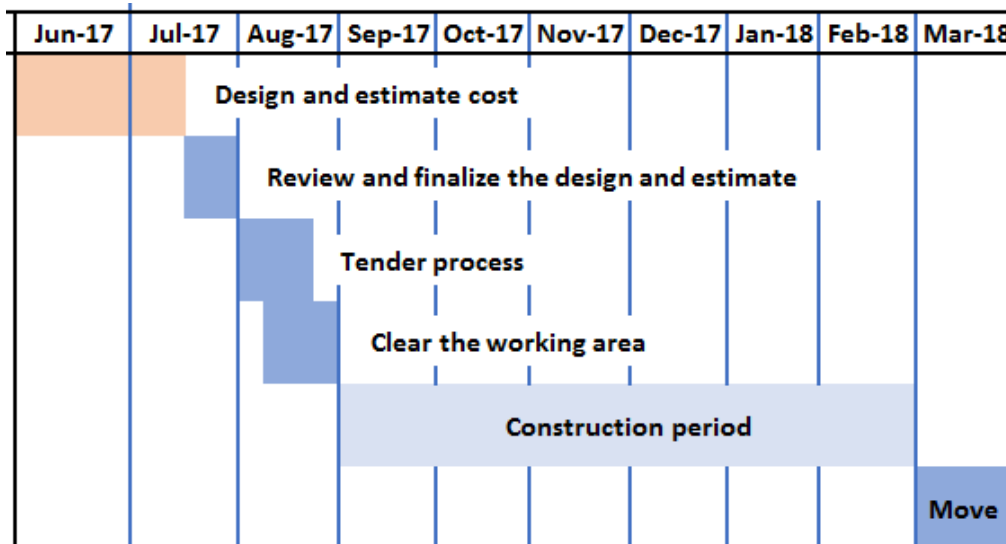


Figure 4. MI office renovation plan.

The design has been completed and approved by the renovation committee. The construction bidding would take place in August, and the construction will start in September. The renovation is expected to be completed by the end of February 2017.

The Council is requested to acknowledge the progress on the renovation of the MI Building (office space).

Item 6

Matters for Consideration

- 6.1 Audited Financial Report 2016
 - 6.2 Budget Revision 2017
 - 6.3 Executive Director Performance Evaluation and Term of Office
- (Closed door meeting)

6.1 Audited Financial Report 2016

MI's statement of financial report for the end of fiscal year 2016 was audited by the KMPG Phoomchai Holding Co.,Ltd. from March 27, to April 7, 2017. The auditor's opinion on MI's financial statement will be presented in the meeting.

Consolidated Mekong Institute's Financial Performance for Fiscal Year 2016

As of the end of FY 2016, MI's total revenue was at US\$3,081,018, showing a decrease of US\$245,382 or 7% compared with the FY of 2015. This report includes revenue from long term projects, which amounts to US\$1,588,255 (decreased by 30% compared with FY 2015), short term projects, at US\$801,484 (increased by 68% compared with FY 2015), GMS countries' contribution (US\$533,495), and other revenue (US\$157,784).

The total expenditure for the year ended 2016 amounted to US\$3,109,935, which excludes non-operating activities (loss from foreign currency exchange rate) amounting to US\$28,935. This report includes expenses from project and learning program delivery, at US\$1,477,388 (decreased by 15% compared with FY 2015), expenses from program administration amounting to US\$678,370 (increased by 17% compared with FY 2015), expenses from program and organization development, at US\$42,261, and operating expenses of US\$911,917 (increased by 5% compared with FY 2015).

As a result, MI recorded a deficit of US\$57,853 as of December 31, 2016. With regards to the KPI of financial performance, MI has achieved the target of 71:29 ratio for total expenses from program operation in relation to revenue.

Table 12. Statement of revenue and expense as of December 2016 (in USD).

	2016	2015	Difference	% of Dif.
REVENUE				
Long term project implementation				
New Zealand Aid Programme (NZAP)	247,145	789,205	(542,060)	-69%
Swiss Agency for Development and Cooperation (SDC)	825,257	1,026,306	(201,049)	-20%
U.S. Agency International Development (USAID)		47,810	(47,810)	-100%
Mekong - ROK Cooperation Fund	198,802	287,949	(89,146)	-31%
ASEAN - China Cooperation Fund	-	107,090	(107,090)	-100%
ASEAN - Japan Comprehensive Economic Partnership	317,050	-	317,050	100%
Total long term project implementation	1,588,255	2,258,360	(670,105)	-30%
Short term project and one off Activities				
Thailand International Development Cooperation Agency (TICA)	205,028	80,320	124,708	155%
The People's Government of People's Republic of China (P.R. China)	140,721	152,632	(11,911)	-8%
Trade Training and Research Institute (TTRI)	140,000	-	140,000	100%
The People's Government of Yunnan Province, China	97,245	67,025	30,220	45%
Yunnan Power Grid Corporation (YNPG)	50,606	9,086	41,520	457%
The International Institute for Trade and Development (ITD)	34,598	4,671	29,927	641%
The Monitoring Office of Program 165, Vietnam	33,307	-	33,307	100%
Food and Agriculture Organization of the United Nations (FAO)	15,215	22,904	(7,690)	-34%
Khon Kaen Provincial Government	-	69,707	(69,707)	-100%
Catalyst (SDC)	-	40,651	(40,651)	-100%
Other	84,764	29,029	55,735	192%
Total short term project and one off activities	801,484	476,025	325,459	68%

Grant from GMS Countries Contribution	533,495	250,000	283,495	113%
Other incomes	157,784	342,015	(184,230)	-54%
Total income	3,081,018	3,326,400	(245,382)	-7%

	2016	2015	Difference	% of Dif.
EXPENSES				
Project expenses				
Long term project	1,164,312	1,521,003	(356,691)	-23%
Short term project and one off activities	313,075	222,536	90,539	41%
Subtotal project expenses	1,477,388	1,743,539	(266,152)	-15%
Program administration	678,370	579,797	98,573	17%
New programs/Project development fund	8,246	43,598	(35,351)	-81%
Organization development plan	34,015	26,429	7,586	29%
Total expenses	2,198,019	2,393,362	(195,343)	-8%
Operating expenses				
Salary	566,053	486,935	79,118	16%
Common Staff Benefit	112,194	99,559	12,635	13%
Business Travel	11,791	5,822	5,969	103%
Stationery and Supplies	19,559	18,589	970	5%
General operation expenses	55,884	75,452	(19,568)	-26%
Contractual Service	34,443	30,066	4,377	15%
Repair and maintenance	17,766	21,960	(4,194)	-19%
GMS resource center and IT development	10,326	15,232	(4,906)	-32%
Marketing and public relation	7,009	22,682	(15,673)	-69%
Official functions	35,714	41,142	(5,428)	-13%
Depreciation and amortization	41,178	53,179	(12,810)	-24%
Total operation expenses	911,917	870,618	41,299	5%
Total expenditure before non- operation activities	3,109,935	3,263,980	(154,045)	-5%
Revenue lower than expenditures	(28,917)	62,420	(91,337)	-146%
Loss of foreign exchange (FX) rate	28,935	59,388	(30,453)	-51%
Net revenue lower than expenditures	(57,853)	3,032	(60,885)	-2008%

The Council is requested to review and endorse the Audited Financial Report 2016.

6.2 Budget Revision 2017

The budget revision for 2017 will be presented during the meeting.

6.3 Executive Director Performance Evaluation and Term of Office (Closed Door Meeting)

Item 7

Council Member Inputs and Recommendations (Commitments of GMS Governments and Key Development Partners)

**ITEM 7: Council Member Inputs and Recommendations
(Commitments of GMS Governments and Key Development Partners)**

1. Cambodia
2. P. R. China
3. Lao PDR
4. Thailand
5. Vietnam
6. New Zealand Aid Programme
7. Asian Development Bank
8. Khon Kaen University
9. Hue University
10. Business Representative
11. Honorary Advisors
12. Myanmar

Item 8

Appointments

- 8.1 Thailand assumes MI Chairmanship from August 5, 2017 -August 4, 2019
- 8.2 Appointment of Steering Committee members for August 5, 2017 -
August 4, 2019

Agenda Item 8: Appointments

8.1 Thailand assumes MI Chairmanship from August 5, 2017 - August 4, 2019

Article 4.3 of the Mekong Institute Charter states that the tenure of the Chair will be two years, and the Chair shall be filled by rotation on an alphabetical basis among the GMS government representatives.

Myanmar's Chairmanship will end on August 4, 2017, and in accordance with the Charter, Mrs. Suphatra Srimaitreephithak, the Council Member for Thailand shall assume the Chairmanship of the MI Council from August 5, 2017 to August 4, 2019.

8.2 Appointment of Steering Committee members for August 5, 2017 - August 4, 2019

The current Steering Committee will complete its term on August 4, 2015, and each country has already nominated the members of the Steering Committee of the new term (August 5, 2017 to August 4, 2019). The names of the members of the MI Steering Committee will be presented by the MI Secretariat for the Council's approval during the Council meeting.

Item 9

Date and Venue of the Next Meeting

ITEM 9: Date and Venue of the Next Meeting

The date and venue of the next Council Meeting will be discussed during the meeting.

Item 10

Other Matters (if any)

ITEM 10: Other Matters (if any)