MEKONG INSTITUTE

MID-YEAR PERFORMANCE REPORT

2024

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List of Abbreviations and Acronyms

ADC	Agricultural Development and Commercialization
ACMECS	Ayeyawady-Chao Phraya Mekong Economic Cooperation Strategy
ASEAN	The Association of Southeast Asian Nations
APPRACA	Asia-Pacific Rural and Agricultural Credit Association
BGCF	Broader GMS Cooperation Frameworks
CD	Capacity Development
CKM	Communication and Knowledge Management
CLMV	Cambodia, Lao PDR, Myanmar, and Vietnam
CLMVT	Cambodia, Lao PDR, Myanmar, Vietnam, and Thailand
DFAT	Department of Foreign Affairs and Trade
EOP	End of Project
FAOYN	Foreign Affairs Office of the People's Government of Yunnan Province
GMCA	Greater Mekong Community Affairs
GMS	Greater Mekong Sub-region
GS	General Services
HR	Human Resources
HRD	Human Resource Development
ICT	Information and Communication Technology
IGO	Intergovernmental Organization
IT	Information Technology
LM	Lancang-Mekong
LMCSF	Lancang-Mekong Cooperation Special Fund
MEL	Monitoring, Evaluation, and Learning
MI	Mekong Institute
MI-CDM	MI Capacity Development Model
MKCF	Mekong – Korea Cooperation Fund
NZ	New Zealand
NZAP	New Zealand Aid Programme
PROSAFE	Promoting Safe Food for Everyone
RF	Results Framework
ROK	Republic of Korea
SEE	Sustainable Energy and Environment
SDC	Swiss Agency for Development and Cooperation
SIV	Social Inclusion and Vulnerability
SOMY	ASEAN Senior Officials Meeting on Youth
SP	Strategic Plan
SMT	Senior Management Team
TICA	Thailand International Cooperation Agency

Executive Summary

This report describes six-monthly progress of the annual work plan 2024 from January to June 2024. The progress of key activities is the major highlight of the report, whereas some key results achieved during the reporting period are also captured. The program progress of activities implemented by MI's three program departments (ADC, TIF, and SEE) and its three institutional units (OED, CKM, and Finance) are presented according to the Regional Development themes of MI Strategic Plan 2021-2025. Several program departments have addressed more than one thematic area and contributed to the overall results of MI towards GMS development. The institutional strengthening part has been described separately, contributed by the operation units (OED, Finance, HR, General Services, Procurement, MEL, CKM, and PRM). The activities under MI's Flagship Program and MI's contribution to broader GMS Cooperation Frameworks were also briefly described in the report.

During the first half of the year, 22 projects were implemented under the thematic areas. Among the implemented projects, 9 were long-term projects, seven were short-term projects, and six were one-off activities. Six projects were implemented under Agricultural Development and Commercialization (ADC) thematic area, six projects under Trade and Investment Facilitation (TIF), three projects under Sustainable Energy and Environment thematic area, one project under Social Inclusion and Vulnerability cross-cutting area, and seven projects were implemented under MI's Contribution to Broader GMS Cooperation Frameworks. One of the projects under the ADC thematic area was jointly implemented by ADC and SEE program departments.

Under the thematic areas, 76 activities were planned to be conducted in 2024; among the activities, 27 were completed from Jan-Jun 2024. To support better implementation of the program activities, under institutional strengthening 397 activities were planned by the MI operation units in 2024; among them- 122 are completed. Based on the real-time update of the MEL system, overall, 51% of the planned activities were implemented by both programs and operations from Jan-Jun, compared to the annual work plan 2024.

During Jan-Jun 2024, 19 Capacity Development (CD) events were organized by MI, where 702 direct participants attended from the GMS countries and outside. Among the direct participants who attended MI's events, 51.1% were male, and 48.9% were female. Disaggregating the participants according to their sectors, 70.8% were from the public sector, and 29.2% were from the private sector. MI's direct participants organized 25 Capacity Developments (CD) events and built a capacity of 1,917 indirect participants in their countries. Among the indirect participants who attended the events of MI's direct participants, 51.6% were male, and 48.4% were female. Disaggregating the participants according to their sectors, 13.4% were from the public sector, and 86.6% were from the private sector.

MI's total revenue was US$ 1,427,047, achieving 39% of the targeted budget for 2024 and MI's total expense amounted to US$ 1,582,454 as of June 30, 2024. MI recorded net deficit of US$ 155,407 as of June 30, 2024, and MI's deficit is US$113,163 excluding the non-cash expenses.

1. Introduction

Mekong Institute (MI) is an intergovernmental organization (IGO) founded by the six-member countries of the Greater Mekong Sub-region (GMS), namely Cambodia, China (Yunnan Province and Guangxi Zhuang Autonomous Region), Lao PDR, Myanmar, Thailand, and Vietnam. Mekong Institute was established under the Memorandum of Understanding between the New Zealand Ministry of Foreign Affairs and Trade; and the Thai Department of Technical and Economic Cooperation (presently known as Thailand International Cooperation Agency - TICA) in August 1996. MI provides, implements, and facilitates integrated human resource development (HRD), capacity-building programs, and development projects related to regional cooperation and integration. MI works with and through various local government authorities, development partners, and local organizations to deliver, implement standardized and customized learning programs, workshops, seminars, policy consultation, and research and development projects.

This half-yearly performance report covers the key highlights on MI's achievements from January to June 2024 covering two main focuses of the Results Framework (see Annex 1) of MI Strategic Plan 2021-2025: MI's Contribution to GMS Development and Institutional Strengthening of MI in delivering the results, as well as MI' Contribution to Broader GMS Cooperation Frameworks.

2. Key Progress of MI Activities during Jan-Jun 2024

During the first half of the year, 22 projects were implemented under the thematic areas. Among the implemented projects, 9 were long-term projects, seven were short-term projects, and six were one-off activities. Six projects were implemented under Agricultural Development and Commercialization (ADC) thematic area, six projects under Trade and Investment Facilitation (TIF), three projects under Sustainable Energy and Environment thematic area, one project under Social Inclusion and Vulnerability cross-cutting area, and seven projects were implemented under MI's Contribution to Broader GMS Cooperation Frameworks. One of the projects under the ADC thematic area was jointly implemented by ADC and SEE program departments. 76 activities were planned to be conducted in 2024. From January to June 2024, MI completed 27 activities. The activities are summarized in the following table:

Table 1: Number of MI Events by Type of Activities

Type of Activity	Number of Activity
Workshop	9
Training	7
Meeting	4
Seminar/Forum	2
Project Management Activity	2
Research/Assessment	1
Solutions/Initiatives	1
Structured Learning Visit	1
Grand Total	**27**

To support better implementation of the program activities, under the institutional strengthening, 122 activities were completed from January-June among the planned 397 activities by the MI operation units in 2024.

MI's new web-based MEL system regularly tracks the progress of activities and provides monthly updates to MI teams. Based on the real-time update of the system, overall, 52% of the planned activities were implemented by programs and operations as of 30 June 2024, compared to annual work plan for 2024.

Progress of MI Activities from Jan-Jun as per Annual Work Plan 2024
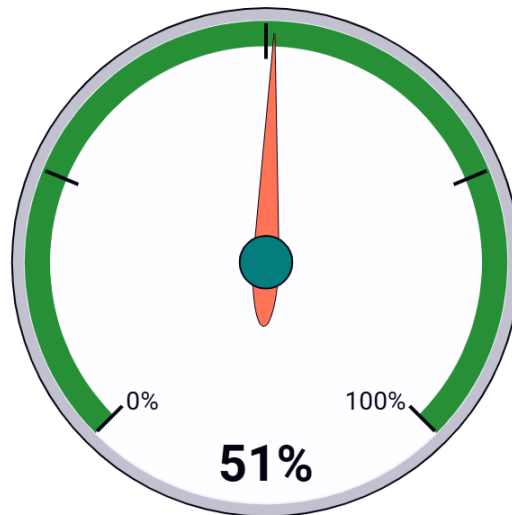
% Progress of MI-wide Activities (Programs and Operations)

% Progress of Activities by Thematic Areas
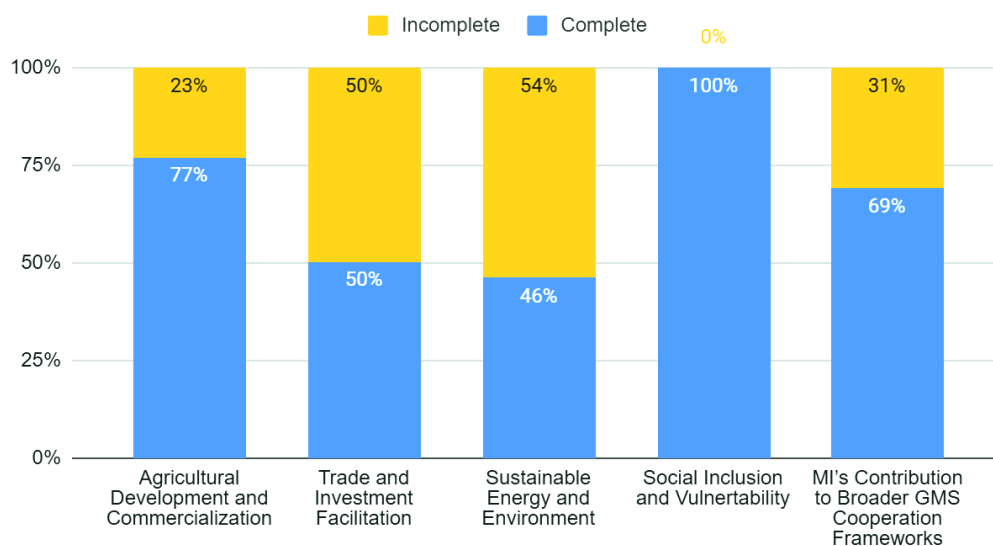
% Progress of Activities under Operation Units
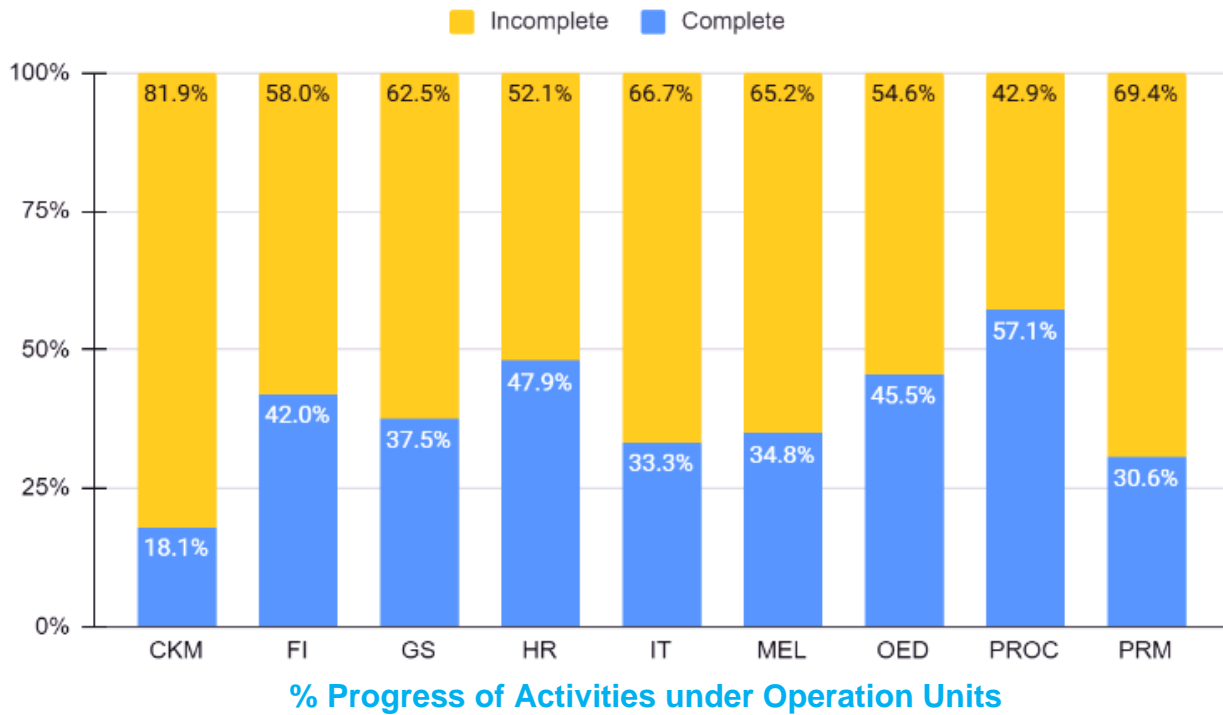
3. MI's Contribution to the GMS Development

This section briefly describes the capacity development events conducted and key results achieved in the last six months under the Regional Development and Cross-Cutting Themes by MI's departments/units. During Jan-Jun 2024, 19 Capacity Development (CD) events were organized by MI, where 702 direct participants attended from the GMS countries and outside. Most of the participants were from Thailand (26.9%) followed by Lao PDR (20.5%). Around 10.5% of the total participants were from non-GMS countries.

Direct Participants by Country
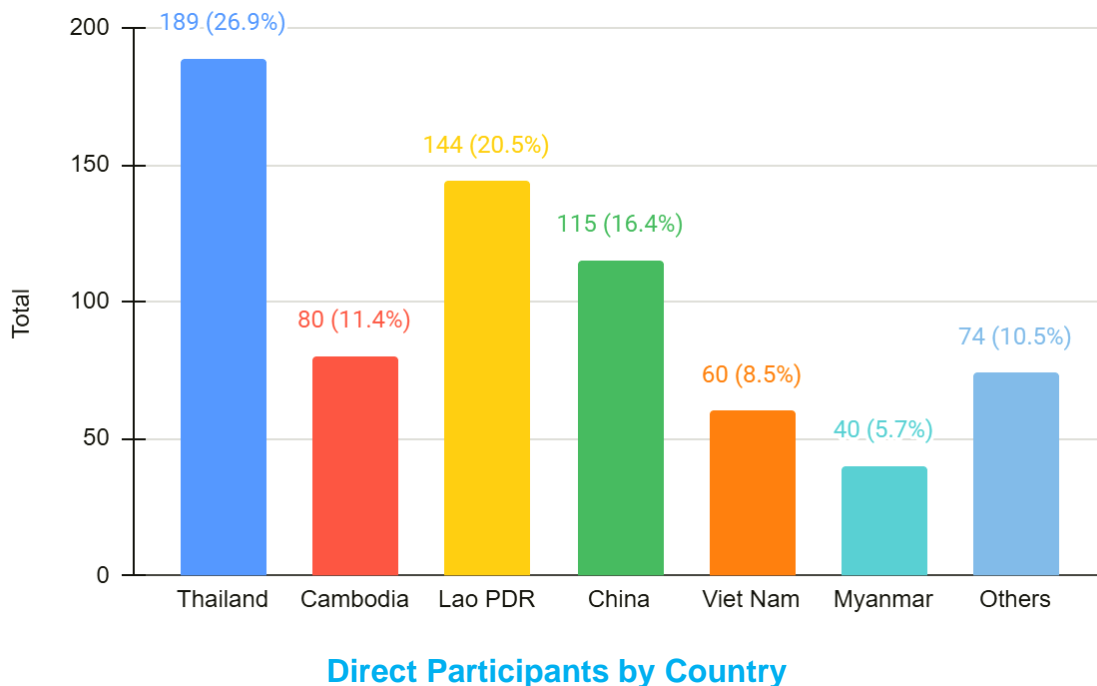
MI always emphasizes women's participation in its CD events. Among the direct participants who attended MI's events, 51.1% were male, and 48.9% were female. Disaggregating the participants according to their sectors, 70.8% were from the public sector, and 29.2% were from the private sector.

Direct Participants by Sex
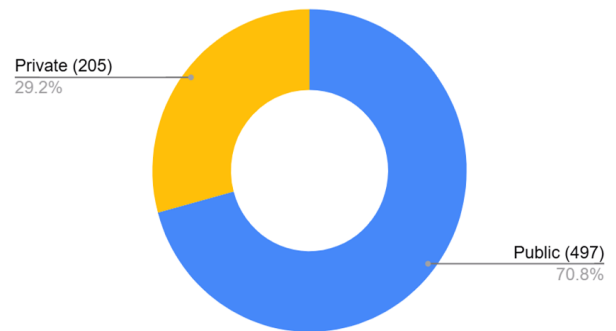
Direct Participants by Sector

During the after-event evaluation survey among the 239 participants, 137 responded. Among the responses, 84.7% of participants reported that the CD events were relevant to their works, 75.2% of participants were confident to apply their knowledge and skills gained from the CD events, 84.7% reported their increased knowledge and skills, and 93.4% were satisfied with the training quality.

Direct Participants' Perception and Satisfaction
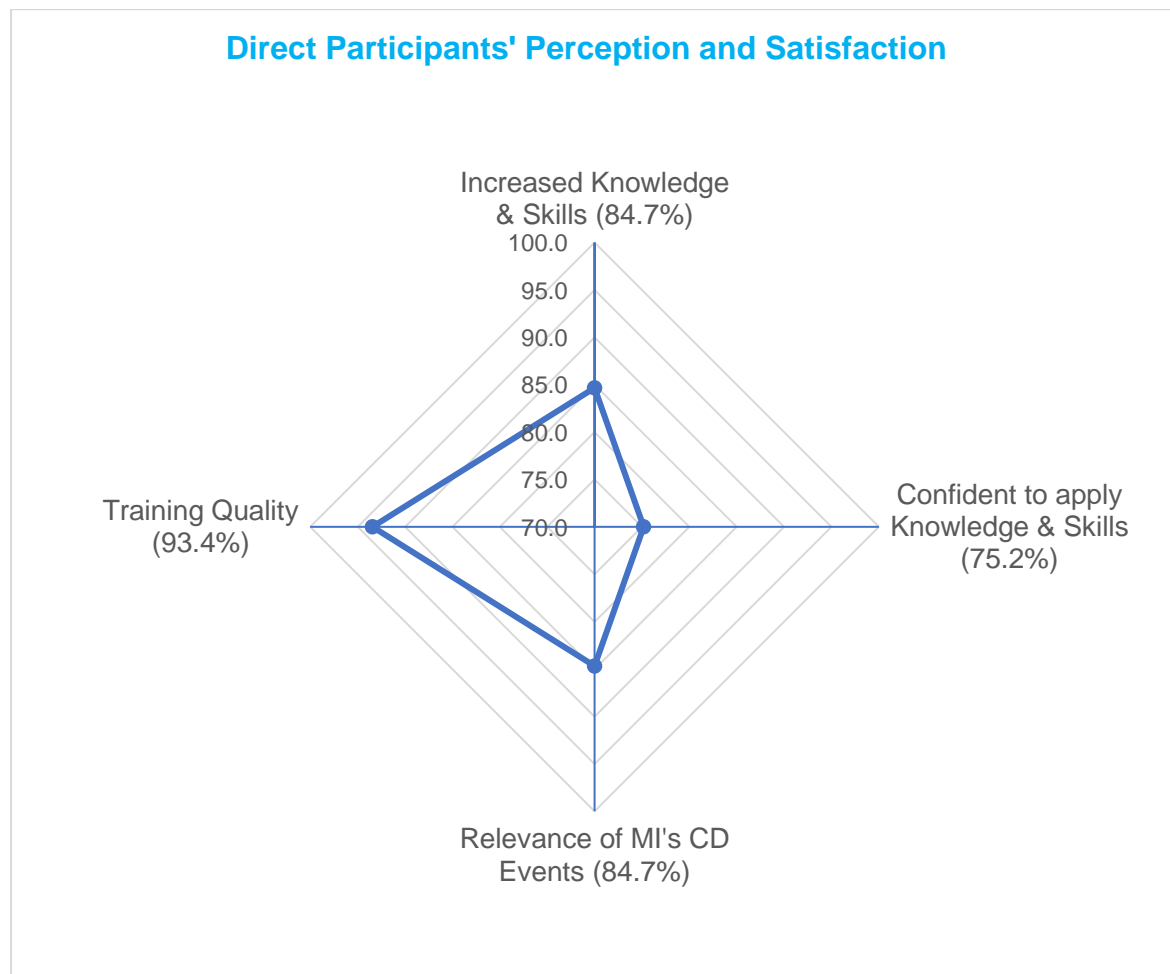
From Jan-Jun 2024, MI's direct participants organized 25 CD events and built a capacity of 1,917 indirect participants in their countries. Most of the participants were from Cambodia (50.2%) followed by Thailand (29.6%).
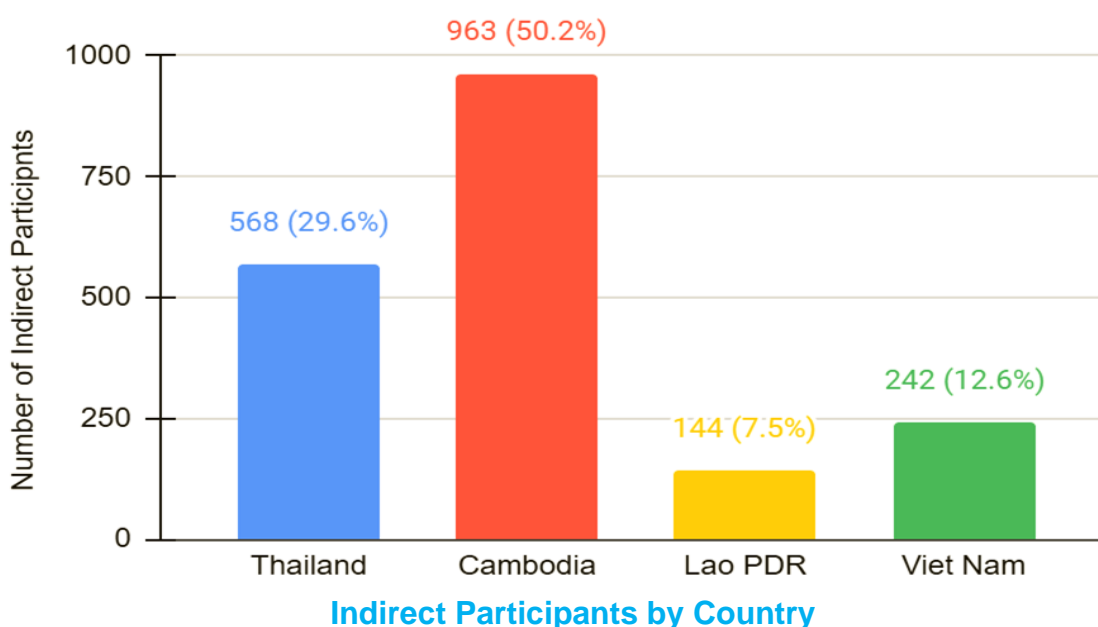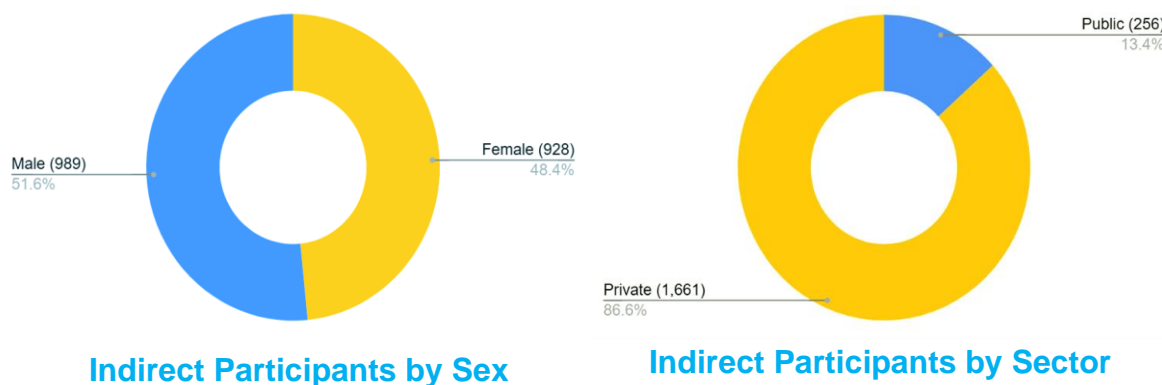
Indirect Participants by Sex

Indirect Participants by Sector

Indirect Participants by Country

Among the indirect participants who attended the events of MI's direct participants, 51.6% were male, and 48.4% were female. Disaggregating the participants according to their sectors, 13.4% were from the public sector, and 86.6% were from the private sector.

3.1. Regional Development Themes

This section gives a brief description of the project's progress and key results achieved under the regional development themes (thematic areas) in the last six months. Based on the percentage of completion of activities under each of the projects, the calculated average percentage of the status reflects the progress of projects in terms of number of activities. Please see Annex 3 for the detailed list of activities and their implementation status as of June 2024.

3.1.1. Agricultural Development and Commercialization (ADC)

Table 2: Progress of the Projects under ADC Thematic Arae from Jan-Jun 2024

Thematic Area	Project Title	Donor	Implementing Departments/Units	Status
Agricultural Development & Commercialization (ADC)	Promotion of Crop Insurance in ASEAN through the Public and Private Partnership (Consultancy Services)	ASEAN	ADC	69%
	Knowledge Management in Agricultural Development	APRACA	ADC	88%
	Co-organizing the Intervention Package 4 Workshop: Enhancing Value Chains and Regional Trade of CGIAR-ASEAN Project	IFPRI	ADC	100%
	Promoting Climate-Smart Agriculture Technologies and Innovations in Lower Mekong Countries	DFAT	ADC, SEE	75%
	Promoting Sustainable and Nutrition-sensitive Agriculture Development in the Lancang- Mekong Countries	China	SEE	25%
	Inventory of Innovative Cultivation Technologies that Potentially Contribute to Reducing GHG Emissions in the Rice Sector in South Asia and Southeast Asia (Bangladesh, Cambodia, Lao PDR, India, Indonesia, Thailand, and Viet Nam)	GIZ	SEE	100%

Key Progress during Jan-Jun 2024

I. The Promotion of Crop Insurance in ASEAN through the Public and Private Partnership

Initiated by the Department of Agriculture, Ministry of Agriculture and Cooperatives of Thailand, and implemented by Sanyu Consultants Inc. (SCI) in collaboration with MI, the project aims to enhance knowledge, enabling conditions, and policy frameworks to promote regional collaboration on crop insurance with a focus on public-private partnerships. It provides capacity development for stakeholders to establish and strengthen national crop insurance programs, with additional support for countries with early experience in this field.

A hybrid kick-off workshop was organized on February 27, 2024, featuring 49 onsite participants, and involved relevant stakeholders from ASEAN Member States (AMS). Subsequently, a Regional Technical Meeting on Climate-Resilient Crop Insurance in ASEAN, held on May 15-16, 2024, in Bali, Indonesia, brought together 60 participants from across ASEAN. Jointly organized by the Innovative Climate Risk Financing for the Agricultural Sector in the ASEAN Region and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, the meeting examined the feasibility and challenges of climate-resilient crop insurance through public-private partnerships. Participants reviewed the status of crop insurance in ASEAN, explored innovative models, and identified capacity-building needs.

II. Knowledge Management in Agricultural Development

MI and Asia-Pacific Rural and Agricultural Credit Association (APRACA) have a long-term partnership to implement a 3-year project to support knowledge management for agricultural development. Through this joint effort, capacity-building programs are being held to catalyze a transformative approach to agricultural finance from 2021. In 2024, a training program on Developing Financial Solutions for Climate-Resilient Agricultural Value Chains was organized for 15 participants, mostly from GMS countries, from June 19-21. The three-day training was designed to enhance the capacity of key stakeholders in the agricultural finance sector to tailor financial and support services that will assist farmers in transitioning to more resilient agricultural practices.

III. Co-organizing the Intervention Package 4 Workshop: Enhancing Value Chains and Regional Trade of CGIAR-ASEAN

MI and the Consortium of International Agricultural Research Centers (CGIAR)'s research arm, the International Food Policy Research Institute (IFPRI), organized an inception workshop on February 23, 2024. The workshop aimed to foster a unified understanding of the ASEAN-CGIAR Regional Program Intervention Package 4 (IP4) and its alignment with ASEAN's objectives. IP4 is one of eight intervention packages in the ASEAN-CGIAR Innovate for Food and Nutrition Security Regional Program, focusing on inclusive, efficient, and sustainable agri-food trade and value chains through evidence-based innovations and policies. The workshop reviewed IP4's progress and fostered partnerships for its 2024-2027 implementation, involving key stakeholders from ASEAN Member States and partner organizations.

IV. Promoting Climate-Smart Agriculture Technologies and Innovation in Lower Mekong Countries

MI launched this one-year project in 2023 to enhance the resilience of agricultural value chains in the Lower Mekong region. The project aims to ensure the implementation of suitable and context-specific CSA approaches through capacitated technical manpower, accessible climate finance services, and increased collaboration among key actors in the value chain.

This year, a Regional Training Program on Climate-Smart Postharvest Technologies was organized from February 19-23, where 30 CLTV representatives from government agencies, academic institutions, and private sectors participated. The five-day training aimed to build the capacity of Lower Mekong Countries on climate-smart postharvest technologies and establish a network of connected and empowered stakeholders equipped to drive CSA adoption.

As a follow-up support of two regional training programs, MI partnered with the University of Queensland (UQ) to deliver a Study Visit Course in Australia on Advancing Climate-Smart Agriculture (CSA) across the Value Chain, held from June 3-8. This program was designed to facilitate knowledge exchange between the Lower Mekong Countries and Australia for adaptable strategies that will enhance the promotion of CSA practices in CLTV. From the training alumni, 12 were provided an opportunity to witness firsthand the successful integration of climate-smart technologies and sustainable practices across various stages of the agricultural value chain in Queensland. The visit fostered the exchange of experiences and best practices among participating countries, facilitating a collaborative approach towards addressing common agricultural challenges and promoting sustainable development.

V. Promoting Sustainable and Nutrition-sensitive Agriculture Development in the Lancang- Mekong Countries

MI is implementing the project to improve knowledge of climate-smart agriculture and agroecological farming, identify entry points for mainstreaming nutrition in sustainable agricultural, and enhance understanding of sustainable soil and water management for nutrition-sensitive agriculture from March to September 2024. Under the project, a regional training program on Promoting Sustainable and Nutrition-sensitive Agriculture Development in the Lancang- Mekong Countries from 25 March-5 April 2024, where 26 participants attended the training. Currently, the participants are implementing their country's action plans.

VI. Inventory of Innovative Cultivation Technologies that Potentially Contribute to Reducing GHG Emissions in the Rice Sector in South Asia and Southeast Asia (Bangladesh, Cambodia, Lao PDR, India, Indonesia, Thailand, and Viet Nam)

Numerous South and Southeast Asian countries, aligning with the 2015 Climate Agreement, have committed to reducing economy-wide GHG emissions, including those originating from the agricultural sector, and promoting sustainable agricultural technologies and practices. The project offers insights into the cost-effectiveness of each technology, including its mitigation/adaptation co-benefits, limitations, key considerations, and potential risks. In this context, the project conducted a study on stocktaking low-emission rice cultivation technologies.

A regional knowledge-sharing workshop was organized on Stocktaking Low-emission Rice Cultivation Technologies in South and Southeast Asia from 30 April 30 - 1 May 2024, where 41 participants attended. The workshop aimed to consult regional stakeholders to spread the findings.

Key Results Achieved

- In the first six months, four academic institutions including the Center of Excellence on Sustainable Agricultural Intensification and Nutrition (Cambodia), the National University of Laos, Souphanouvong University (Lao PDR), Viet Nam National University of Agriculture, improved six curricula on sustainable agriculture, clean agriculture production, climate-smart practices in production and processing, and postharvest technologies.

- Communities and producers have adopted and applied twelve climate-smart agricultural practices and technologies that collectively enhance soil health, improve water management and utilization, reduce greenhouse gas emissions, and build resilience to climate change impacts. These practices include the fertigation program, which efficiently combines fertilization and irrigation, and the use of solar-powered pumps for sustainable water management. The implementation of net houses and pergola trellis systems, along with drones for pesticide spraying, helps optimize resource use and reduce environmental impact. Cover crops and crop rotation are employed to maintain soil fertility and prevent erosion, while rice straw is used as mulching to retain soil moisture. Integrated soil nutrient management ensures balanced fertilization, and micro-irrigation, drip irrigation, and precision irrigation systems optimize water usage. Lastly, cassava-legume intercropping systems enhance soil health and improve crop yields. Together, these practices contribute significantly to sustainable and resilient agricultural systems.

- Besides the practices in the production stage, farmers and processors adopted three key post-harvest agricultural practices and technologies to enhance the quality of agricultural products and promote the circular utilization of agricultural waste. First, waste management from coffee husks was implemented to reduce waste and potentially create value-added products. Second, biochar, specifically rice husk biochar, was used to improve soil quality, and sequester carbon, contributing to sustainable agricultural practices. Third, safe composite films for preserving fruits were developed, extending the shelf life of fruits, and reducing food waste. These practices collectively contribute to sustainable agriculture by improving product quality and effectively managing agricultural waste.

- One mango processing factory in Myanmar (Thazin Nwe Family Trading Co., Ltd.) complied with the food safety management system and successfully certified the HACCP standard in May 2024.

- The action plan implementation by the direct participants improved public awareness of effective and sustainable soil management by creating infographic media for distribution on the website and social media and developing climate-smart

agricultural concept and agroforestry approach posters to promote knowledge and enhance knowledge of local people for long-term knowledge transfer and sharing.

3.1.2. Trade and Investment Facilitation (TIF)

Table 3: Progress of the Projects in TIF Thematic Area from Jan-Jun 2024

Thematic Area	Project Title	Donor	Implementing Departments/Units	Status
Trade & Investment Facilitation (TIF)	Promoting Creative Industry for Heritage Tourism development in the Mekong region	MKCF	TIF	33%
	RoK-ACMECS Regional Branding Project - Facilitating Cross Border Trade through Synchronization of Rules and Regulation in the ACMECS	ROK	TIF	100%
	Lancang-Mekong Business Forums	MLCSF	TIF	100%
	Inception Workshop on Trademark Development Assist to Launch Support for Selected Lao Female Businesses to Develop Their Trademark	RT4D	TIF	100%
	Study to Re-assess and Re-orient SEZs and BEZs in the Greater Mekong Subregion for Growing Together (Thailand Segment)	ADB	TIF	50%
	Transport and Logistics Information System in Lancang-Mekong Region (Cambodia)	LMCS	TIF	0%
	Special Economic Zones (SEZs) Promotion for intra-regional Trade in the Lancang-Mekong Region (LMC)	LMCSF	TIF	20%

Key Progress during Jan-Jun 2024

I. Promoting Creative Industry for Heritage Tourism Development in the Mekong Region

MI will implement the project from March 2024 to February 2027. It focuses on strengthening creative industries, cultural heritage conservation, and tourism development for socio-economic recovery with a digital platform in selected five World Heritage Sites of Mekong countries, namely Siem Reap (Cambodia), Luang Prabang (Laos), Bagan (Myanmar), Ayutthaya (Thailand), and Hue (Vietnam).

To formally launch the project, MI organized the project inception meeting with the appointed Project Advisory Committee (PAC) and key stakeholders. on 3 April 2024, via an online platform. 36 participants from CLMVT and ROK countries attended the meeting. Overall, the meeting received dedicated support from all participants, and members of PAC composed of representatives from both the government and private sector from the five Mekong countries have been established.

Additionally, MI is conducting a baseline study to map and develop taxonomy and industry classification, identify the existing creative industries' product clusters, and develop a database encompassing Creative Industries and Associations in five selected World Heritage Sites of Mekong countries.

II. Facilitating Cross Border Trade through Synchronization of Rules and Regulations in the ACMECS

MI is tasked to deliver specific activities to support the ACMECS-ROK Regional Branding Project implementation on "Facilitating Cross Border Trade through Synchronization of Rules and Regulations in the ACMECS" from May 2023 to June 2024. The project aims to address the common issues in the ACMECS concerning to cross border trade through a common intervention strategy with countries leading individual activities with defined outputs contributing to the overall outcome of the project on improved cross border trade through synchronized rules and regulations in the ACMECS. Overall, the project successfully supported and connected coordination and collaboration with more than 500 stakeholders representing concerned Government agencies and private sector across the ACMECS countries. This includes import and export firms, freight forwarders, transportation businesses, MSMEs and startups.

III. Lancang-Mekong Business Forum

Continuing its commitment to explore synergies and open up investment avenues for the key players of the agribusiness and processed food sectors in the Lancang-Mekong (LM) countries, MI, in collaboration with the Foreign Economic Cooperation Center (FECC) of the Ministry of Agriculture and Rural Affairs (MARA), China, and the China-ASEAN Business Center (CABC), hosted the 6th Lancang-Mekong Business Forum (LMBF) on January 10-11, 2024, in Beijing. 125 participants from the agrifood industry in LM countries including the private sector, government organizations, research institutes, business associations, and international organizations participated in the forum. This two-day gathering facilitated the promotion of green, innovative, and sustainable trade and investment in agribusiness and food processing. It featured discussions on sustainable technologies, products, and business models, underpinning the pivotal role they play in

fostering a green and innovative landscape within these industries. It also spotlighted China's agrifood processing market while addressing key aspects such as trade and investment policies, as well as incentives.

A ceremonial signing of the Memorandum of Understanding (MOU) occurred between MI and FECC during the event. This MOU is expected to further set the stage for enhanced cooperation between the two entities in agribusiness, food processing, and related economic initiatives.

A one-day Synthesis and Evaluation Workshop for the long-term project on Lancang-Mekong Business Forum was organized on March 15, 2024, at Mekong Institute, Khon Kaen, Thailand. The workshop aimed to share the best practices and outcomes of the long-term project and obtain suggestions and recommendations from key stakeholders from Lancang-Mekong (LM) countries on future cooperation areas and project ideas for enhancing the agri-business and food processing industry in the region. The workshop welcomed previous forums' co-organizers, entrepreneurs, governmental agencies, business associations, and research institutes actively engaged in shaping policies, trade, investment, and technology advancements within the agri-business and food processing sector across the LM region.

IV. Inception Workshop on Trademark Development Assist to Launch Support for Selected Lao Female Businesses to Develop Their Trademark

MI, in collaboration and coordination with the Department of Intellectual Property, Ministry of Industry and Commerce and the Regional Trade for Development (RT4D) Facility, Vientiane, Lao PDR, organized this 3-day from 17-19 June 2024. A total of 26 participants and delegations from Lao PDR attended the workshop. They are representatives of Lao female businesses on pepper, honey, herb and oil palm, coconut, silk and cotton fabric, handicraft, shampoo, wine, natural water-weed from 11 provinces and officers from Department of Intellectual Property, Ministry of Industry and Commerce, Lao PDR.

Throughout the entire workshop program, all participants and delegations gained knowledge and skills delivered and shared by the team of resource persons and instructors comprised Khon Kaen University Science Park, Thai-ASEAN SMEs Promotion Network Organization, Trade and Investment Facilitation Department of MI with a profound knowledge and experience in trademark, product design, branding, slogan and logo, marketing, trade event promotion and tool for selecting the right market for products.

V. Study to Re-assess and Re-orient SEZs and BEZs in the Greater Mekong Subregion for Growing Together (Thailand Segment)

MI, with engagement as National Expert with ADB team, is conducting the study to reassess and reorient SEZs and BEZs in the Greater Mekong Subregion for growing together, focusing on the Thailand segment. The study's ultimate objective is to strengthen the strategic relevance of border economic zones in the subregional initiative and identify actions for promoting them. MI worked closely with the lead consultant assigned by ADB in conducting comprehensive background research and developing a data collection survey specifically for Border Economic Zones in Thailand. This involved overseeing the

administration of the survey, including data collection, tabulation, and basic analysis of the results, guided by the study's lead consultant.

VI. Special Economic Zones (SEZs) Promotion for Intra-regional Trade in the Lancang-Mekong Region

In coordination with the Ministry of Commerce, the Royal Government of Thailand, MI is implementing the project from 2024-2026. The project aims to promote SEZs in Thailand and the Lancang-Mekong Countries and coordination among them, boost trade and investment both from within and outside the Mekong region, improve supply chain, upgrade production base, facilitate and enhance trade, as well as reduce poverty, and better the livelihood of the people.

To kick off the project, an inception meeting was organized on May 13, 2024, to set the stage, aligning expectations, and laying the groundwork for successful project implementation towards promoting SEZs in Thailand for intra-regional trade in the Lancang-Mekong region. The Meeting welcomed over 50 participants both online and onsite, including key government officials from the Ministry of Commerce of Thailand, and other 40 relevant stakeholders from LM countries, including representatives from the Thailand Board of Investment, The Thai Chamber of Commerce, The Federation of Thai Industries, The National Economic and Social Development Council, Eastern Economic Corridor Office of Thailand, The Asian Development Bank, Representatives of the 10 border SEZs authorities in Thailand, and Representatives from Cambodia, China, Lao PDR, Myanmar, and Viet Nam. The meeting allowed key stakeholders and partners to be aware of the project objectives.

Key Results Achieved

- The one-year project on "Facilitating Cross Border Trade through Synchronization of Rules and Regulations in the ACMECS" implemented by ACMECS Implementing Agencies (PIAs) yielded good results in terms of assessing feasibility of common control area (CCA) to support cross border trade facilitation, enhancing cross border digital trade with a creation of its guidebook, improving cross border trade paperless trade measures and sharing its information through a web based platform at www.r12connex.com and acquiring technology for producing quality coconut products for further accessing to international markets.

3.1.3. Sustainable Energy and Environment (SEE)

Table 4: Progress of the Projects in SEE Thematic Area from Jan-Jun 2024

Thematic Area	Project Title	Donor	Implementing Departments/Units	Status
Sustainable Energy and Environment (SEE)	The Triangular Cooperation Project on Sustainable Development in the Lower Mekong Basin based on the Water-Energy-Food (WEF) Nexus (Phase 3)	UNOSSC	SEE	45%

Thematic Area	Project Title	Donor	Implementing Departments/Units	Status
	Upstream single-use plastic reduction solutions for Khon Kaen's street food complexes	NREF	ADC	56%
	Promoting Greater Energy Connectivity for Equitable Development and Growth in the Lancang-Mekong Region	China	SEE	38%

Key Progress during Jan-Jun 2024

I. Triangular Cooperation Project on Sustainable Development in the Lower Mekong Basin based on the Water-Energy-Food (WEF) Nexus

MI continued the implementation of a five-year project of Triangular Cooperation on Sustainable Development in the Lower Mekong Basin based on the Water-Energy-Food (WEF) Nexus (RoK-UNOSSC Facility Phase 3) from September 15, 2021, to December 31, 2025. The project is supported by the Republic of Korea (RoK)'s Ministry of Science and ICT (MSIT) in collaboration with the United Nations Office for South-South Cooperation (UNOSSC), the Science and Technology Policy Institute (STEPI), the Mekong River Commission (MRC). It intends to strengthen access to water, food, and energy for vulnerable communities in the Lower Mekong Basin (Cambodia, Lao PDR, Thailand, and Viet Nam) by strengthening development approaches and management in these sectors. MI provided capacity-building assistance to national pilots in four countries from January 1 to June 30, 2024.

- The 2023 Annual Review and 2024 Planning Workshop, January 23, 2024: The workshop reviewed the progress, achievements, and challenges of the project implementation, exchanged experiences, and lessons learned in 2023, and discussed the 2024 work plan.

- The side event on the "Digital Innovations for Enhancing Sustainable Local Livelihoods in the Mekong Subregion based on the Water-Energy-Food (WEF) Nexus Approach": The MI Executive Director joined the event and delivered a presentation on the Multilateral Stakeholder Engagement Platform for the WEF Nexus.

- The 3rd Steering Committee Meeting, June 28, 2024: The steering committee members reviewed the implementation progress of the project in 2023, approved the 2024 work plan and fund allocation, and discussed the project risk treatment actions and plans, scalability, and sustainability plans.

- The National Pilot Launch in Lao PDR, June 28, 2024: The national pilot of Integrated water management through centralized national facilities and enhanced local flood forecasting and early warning system in Xebangfai river basin in Khammouane Province was officially kicked off.

- Online Workshop on National Pilot Implementation Progress Update under the WEF Nexus Framework, April 26, 2024: 15 participants attended the workshop virtually. The workshop gathered participants to share updates on the progress and outcomes of their national pilots. The event served as a platform for connecting

them to share specific challenges encountered during project implementation and discuss strategies for overcoming them.

II. Upstream Single-use Plastic Reduction Solutions for Khon Kaen's Street Food Complexes

MI has partnered with the Environmental Coalition on Standards AiSBL (ECOS) to implement a project to address the prevalent issue of single-use plastics in Khon Kaen province. The project endeavors to combat the regular practice of food packaging and serving using single-use plastics by adopting the city as a case model.

In a collective move to tackle the environmental impacts of plastic waste, MI collaborated with local government authorities in Khon Kaen to initiate the 'What's SUP (Single Use Plastics)' campaign, targeting the reduction of single-use plastics (SUP) in night markets. On April 5, 2024, MI hosted a pre-launch meeting to strengthen the partnership for the single-use plastic reduction initiative with the participation of the 13 representatives from the Khon Kaen Municipality Office, the Health and Environment Promotion Division, the Provincial Office of Natural Resources and Environment, and the management teams of local markets. In May 2024, MI launched the 'What's SUP' campaign which to reduce SUP reliance in street food markets by adopting sustainable alternatives and promoting eco-friendly practices. The campaign started with Green Market Nights on May 9 and 10 at Mor Din Daeng and Ton Tann markets, respectively, with 60 food vendors and about 500 consumers participating. The campaign reached 3,200 audiences, 1200 page visits, and almost 100 followers on the "What's SUP Khon Kaen" fan page in Facebook.

III. Promoting Greater Energy Connectivity for Equitable Development and Growth in the Lancang-Mekong Region

MI and China Southern Power Grid Co., Ltd. (CSG) are jointly implementing the project" from June 2023 to August 2024. This project aims to foster sustainable energy solutions, enhance regional cooperation, and contribute to the socio-economic advancement of the LM Region.

Key Results Achieved

Under the project on Promoting Greater Energy Connectivity for Equitable Development and Growth in the Lancang-Mekong Region, MI's direct participants implemented two action plans:

Action plan for Myanmar:

- The Knowledge Sharing Workshop on Promoting Greater Energy Connectivity for Equitable Development and Growth was held in Nay Pyi Taw, Myanmar, on December 19, 2023. Organized by the Myanmar team, the event was designed based on the results of a learning program needs assessment, which included pre- and post-workshop evaluation questionnaires. 33 participants attended the workshop, including one professional facilitator, three presenters, and 29 departmental officers from energy-related ministries.

Action plan for Thailand:

- The Thai team held a knowledge-sharing workshop on Power Security and Infrastructure Network Connectivity Development for Green Electricity in the ASEAN and Mekong Region on April 25, 2024. The workshop aimed to provide knowledge to personnel under the Ministry of Energy regarding power security, green electricity markets, and international power grid development in the ASEAN and Mekong regions. It allowed stakeholders to exchange views on analyzing Thailand's potential and opportunities in developing the green electricity market and becoming a center for electricity trading in the future ASEAN and Mekong regions. The event was attended by 53 participants.

3.2. Cross-Cutting Themes

Social Inclusion and Vulnerability (SIV)

Table 5: Progress of the Projects in SIV Thematic Area from Jan-Jun 2024

Thematic Area	Project Title	Donor	Implementing Departments/Units	Status
Social Inclusion and Vulnerability	Regional Workshop on Development and Social Harmony in the Greater Mekong Subregion (GMS)	MI, KKUIC	OED	100%

Regional Workshop on Development and Social Harmony in the Greater Mekong Subregion (GMS)

In commemoration of Khon Kaen University's 60th-anniversary celebration, themed "60 years of creativity and development for society the workshop was organized jointly with MI and KKUIC to introduce social harmony as a novel framework for addressing the multifaceted challenges faced by the GMS, particularly amid rapid social transformations occurring across various societal levels—local, national, regional, and international. Convening a diverse cohort of 34 participants, including esteemed researchers, policymakers, government officials, community leaders, and representatives from academia and international organizations, the workshop embodied a collaborative spirit aimed at tackling the region's pressing challenges. At its core, the workshop seeks to explore strategies and interventions to foster social cohesion amidst evolving social landscapes, laying the groundwork for sustainable development and inclusive growth across the GMS.

3.3. MI's Flagship Programs

GMS Knowledge Network

The stocktaking study of the GMS Knowledge Network (GMSKN) has been completed and the report was submitted to GMS Secretariat. Currently, the 2-year work plan for the GMSKN, including indicative activities, is being drafted. The years 2024 and 2025 are expected to be busy years for GMSKN as many activities are expected to be rolled out.

'Low-hanging fruits', small-scale and achievable activities are expected to begin implementation in August 2024. If in time for the GMS Summit, tentatively scheduled for November/ December, the results are suggested to be highlighted.

4. MI's Contribution to Broader GMS Cooperation Frameworks (BGCF)

Table 6: Progress of the Projects in BGCF Thematic Area from Jan-Jun 2024

Thematic Area	Project Title	Donor	Implementing Departments/Units	Status
MI's Contribution to Broader GMS Cooperation Frameworks (BGCF)	MKCF Fund Management	MKCF	TIF	50%
	Capacity Building on Regional Project Design, Implementation, Monitoring & Evaluation of MKCF projects	MKCF	TIF	57%
	Capacity Building for Mekong Institute for Enhanced Secretarial Support and Development in the Mekong Region	DFAT	OED	33%
	ASEAN Youth Convergence 2024	ASEAN & SOMY	CKM	100%
	Comprehensive Human Resource Development for the Lancang-Mekong Cooperation	FAOYN	SEE	100%
	Mobile App Development for HR Management System of Mekong River Commission Secretariat (MRCS)	MRC	FIN	75%

I. Mekong-Korea Cooperation Fund (MKCF) Management

In the dynamic socio-economic landscape of the Mekong region, the MKCF continues to play a crucial role in fostering collaboration and development across the Mekong region. Established in 2013 with an annual contribution from the Republic of Korea (ROK), the MKCF serves as a catalyst for initiatives in MKCF's priority areas, including Culture and Tourism, Human Resources Development, Agriculture and Rural Development, Infrastructure, Information and Communication Technology, Environment, and Non-Traditional Security Challenges.

Under the capable coordination of MI, appointed as the Fund Coordinator, significant strides were made across these sectors. MI ensured the smooth execution of the MKCF-funded projects by extending invaluable support to Project Implementing Agencies (PIAs).

This assistance included the implementation of stringent quality assurance measures aimed at preserving the integrity and effectiveness of undertaken endeavors.

During the period of January-June 2024, MI conducted the following activities:

- Reviewed and updated the MKCF Management Manual for the 8th Call
- Prepared and announced the 8th MKCF call for Expressions of Interest (EOIs)
- Shared the progress and achievements of the MKCF at the Mekong-ROK Senior Officials meeting co-chaired by the Ministry of Foreign Affairs, Lao PDR, and the Ministry of Foreign Affairs, Republic of Korea, in Vientiane, Laos PDR, on May 6, 2024
- Visited Laos PDR and Cambodia in May to monitor the MKCF projects and to participate in the project launching event
- Evaluated 208 EOIs of prospective fund recipients from CLMVT, ROK, and International Organizations (having operating Offices in Mekong countries and ROK)
- Processed the project agreements and MI's administrative costs
- Provided technical and financial advisory services to the PIAs to ensure project implementation compliance with the MKCF Management Manual
- Coordinated with the PIAs and prepared the materials for the project launching

II. Capacity Building on Regional Project Management (Project Identification, Design, Implementation, Monitoring & Evaluation) of MKCF Projects

MI is implementing a project on Capacity Building for Regional Project Management of MKCF projects, called the PRIME project, which aims to enhance the institutional capacities on regional cooperation and integration among the Mekong countries and RoK. This would be achieved through designing and delivering collaborative projects addressing national priorities contributing to regional priorities of the Mekong RoK Plan of Action. This would reinforce regional development process while improving quality of project identification, design and project delivery contributing to the sustainable development of the Mekong region.

- Training on Regional Project Identification was conducted from 18-22 March 2024 to develop participants' capacity to identify, plan and develop regional development projects that address issues of the seven priority sectors of the MKCF in the Mekong region. Thirty (30) project development and implementing professionals from six countries (Cambodia, Lao PDR, Myanmar, Viet Nam, Thailand (CLMVT), and Republic of Korea, 5 participants from each country) participated in the 5-day training. The training course focused on developing projects underlining regional cooperation and addressing regional challenges including M&E design.
- MKCF web-based Platform was developed MKCF web-based web platform that serves as an information hub, promotes collaboration, and highlights MKCF's accomplishments, and concurrently launched a dynamic social media campaign to enhance the visibility and engagement with relevant stakeholders. A website Content Management System (CMS) was also developed to for relevant Project Implementation Agencies (PIAs) to upload their project-related information,

pictures, videos, impact stories, and reports. The website is now publicly available at https://mekongrok.org.

- Regional Project Monitoring and Evaluation Training was conducted on April 22-26, 2024, as an important part of the project 'Capacity Building for Regional Project Management of MKCF projects. A total of 30 participants (PIAs) from Cambodia, Lao PDR, Myanmar, Vietnam, and the Republic of Korea were trained. The training workshop enhanced the technical aspects for the Project Implementing Agencies (PIAs) in conducting project monitoring and evaluation, linking their projects to a higher/regional level, and presenting lessons learned, impacts, success stories, strategies to sustain their respective projects, and recommendations to relevant key stakeholders.

- A web-cloud-based monitoring and evaluation (M&E) system development is underway. The online M&E system was built to support MKCF project implementation with accurate, evidence-based reporting, and improved project performance contributing to organizational learning and knowledge sharing, upholding accountability and compliance as per MKCF requirements, and assisting PIAs to access, analyze, process, and convert data into useful information using various search, sort, filter, and rank queries accessible both on local intranet and internet system. In this reporting period, the system development remains a work in progress with a focus on finalizing the analytics dashboard.

III. Capacity Building for Mekong Institute for Enhanced Secretarial Support and Development in the Mekong Region

In February 2024, MI signed a Memorandum of Understanding (MoU) with Ministry of Foreign Affairs (MFA) of Thailand, designating MI to assume the role of back-office support of an interim Ayeyawady-Chao Phraya-Mekong Economic Cooperation Strategy (ACMECS) Secretariat with the aim to utilize member countries' diverse strengths and promote balanced development in the subregion. In preparation for MI to assume the role, it was imperative for MI to enhance its knowledge and expertise in several areas, such as policy, planning, and coordination, communication strategy, and reporting skills. With the support of the Australian Government's Department of Foreign Affairs and Trade (DFAT), MI is implementing this one-year project to strengthen MI's internal capacities, its support to the Ayeyawady-Chao Phraya-Mekong Economic Cooperation Strategy (ACMECS), and its reputation as an organization across the Greater Mekong Subregion (GMS) on policy, planning and coordination, and communication strategy.

A 10-day training program was organized in two phases (29 April–3 May 2024 and 10–14 June 2024). A team of five renowned faculty members from the Faculty of Political Science and Public Administration, Chiang Mai University, Thailand, designed and facilitated the training program. 22 MI staff including director, specialist, unit head, program manager, program coordinator, officer, and assistant participated in different sessions of the training. The customized training program enhanced MI's capacities on Policy Formulation, Strategic Planning, and Coordination; Proposal and Report Writing Skill; and Communication Strategy.

IV. ASEAN Youth Convergence 2024

To empower youth in civic engagement, the MI implemented the ASEAN Youth Convergence 2024 (AYC) Project which aimed to inspire future leaders through the exemplary journey, achievements, and advocacies of ASEAN Prize Recipients (APRs) and forge a stronger and more sustainable regional community. The project centered on three core themes, namely, regional cooperation, youth leadership and volunteerism, and women empowerment.

Under the project, three main activities were organized:

i. An online pre-departure delegates meeting: On May 13, 2024, youth delegates convened for a meet-and-greet session and Letters to Leaders Workshop. The objective was for participants to get to know each other, be provided with useful information on logistical notes and learn how writing letters to leaders and organizations can be a simple yet powerful tool to make a difference in their communities.

ii. ASEAN Prize Symposium 2024: To create heightened awareness of the prestigious ASEAN Prize and facilitate the building of mutual understanding among ASEAN individuals and entities about their pivotal roles in shaping a robust regional community, the ASEAN Prize Symposium was organized on May 20, 204, in Vientiane, Lao PDR. Co-organized by ASEAN Secretariat and MI, the event provided a face-to-face platform for interaction with the distinguished ASEAN Prize recipients of 2021, 2022, and 2023. The symposium featured the "ASEAN Prize Talks" session and a breakout session, facilitating stakeholders to take on impactful roles in fostering the ASEAN spirit and advancing regional cooperation and integration efforts. 114 participants attended the one-day event.

30 selected youth delegates attended the ASEAN Prize Symposium 2024 in Vientiane, Lao PDR on May 20, 2024, where they were provided with the opportunity to have direct learning and mentoring session with the three most recent ASEAN Prize Recipients, respectively, Mekong Institute (2021), represented by its Executive Director Mr. Suriyan Vichitlekarn; Muhamad Iqbal Damit (2022); Madam Nguyen Thi Tuyet Minh (2023).

Aside from the ASEAN Prize Recipients, the youth delegates had the opportunity to engage other leaders in the region, including government representatives from ASEAN Member States, civil society leaders, and members of the private sector based in Vientiane. The delegates actively participated in the breakout sessions promoting solution development through peer learning and collaboration among participants from various backgrounds.

iii. ASEAN Youth Conference: The ASEAN Youth Conference was organized on May 21, 2024, with the aim to enrich the capacities, honing the technical skills, and deepening the understanding of youth participants in forging ASEAN's regional development, particularly on regional cooperation and integration, youth leadership and volunteerism and advancing women socio-economic empowerment.

V. Empowering Human Capital: Advancing Lancang-Mekong Cooperation through Comprehensive HRD Initiatives

This initiative is designed to bolster the human resource capacity of public institutions, empowering government officials with advanced HRD skills, regional insights, and

expansive professional networks. One notable endeavor within this project is the Regional Training Program on Comprehensive Human Resource Development for the Lancang-Mekong Cooperation on May 13-24, 2024. MI aspired to fortify the human resource capabilities of public institutions while arming government officials with advanced HRD proficiencies, a nuanced understanding of regional dynamics, and a broad array of professional and personal connections. Drawing the participation of 25 delegates hailing from Cambodia, China, Lao PDR, Myanmar, Vietnam, and Thailand, this program serves as a testament to the collaborative spirit driving human capital development across the LM region.

VI. Mobile App Development for HR Management System of Mekong River Commission Secretariat (MRCS)

The project commenced in 2022 when MI signed a consultancy contract with MRCS to develop a comprehensive mobile application for their HR Unit. This project aimed to facilitate enhanced cooperation among Mekong Country Organizations and significantly boost the capacity of MI's professional staff. The developed mobile application encompasses six key HR modules: Recruitment, Performance Appraisal Report (PAR), Frequently Asked Question (FAQ), Absence, Knowledge and Development, and Staff Directory and Personal Information. Completed in 2023, the application now serves as a pivotal tool for streamlining HR functions. The 2024 work plan involves providing ongoing technical support, conducting user and HR-administrations team training, and ensuring smooth application usage.

5. Institutional Strengthening

5.1. Strategic Leadership and Management

5.1.1. Leadership

Throughout the first half of 2024, the Office of the Executive Director has been dedicated to enhancing strategic management to advance the implementation of the second half of MI's Strategic Plan 2021–2025. Regular engagements with the Chair of the Council, the Chair of the Steering Committee, the Senior Management Team (SMT), and Coordinating Agencies (CAs) have been instrumental in strengthening accountability and transparency among GMS member countries and MI. These interactions have focused on effectively implementing MI's strategies, policies, and procedures.

The executive director ensured that major decisions were made collaboratively with SMT members to align with MI's strategic objectives and enhance oversight and decision-making. This collective approach was facilitated through channels such as executive orders, internal memos, email communications, and announcements at staff meetings, ensuring that all MI staff were promptly informed of key decisions and organizational updates.

Bi-monthly staff meetings have been instrumental in fostering a culture of transparency and accountability within MI. Prior to these meetings, the executive director requests that the executive secretary gather agenda items from focal persons in operation unit heads and program directors. This proactive approach ensures that staff concerns are effectively

addressed during the meetings, creating an environment where critical issues can be openly discussed.

These meetings provided a platform to update all staff on MI's operational progress, discuss emerging challenges, and reinforce the shared norms and values of the MI Secretariat towards the vision of "One MI." This ongoing engagement ensures that all staff members are aligned with MI's strategic goals and actively contribute to its mission of regional development and cooperation.

5.1.2. Organizational Structure and Culture

Throughout the first half of 2024, MI made significant strides in operationalizing its revised organizational structure, approved by the MI Council in December 2023. Key positions have been successfully filled, including the new SEE Director who joined the Senior Management Team (SMT), becoming its fifth member, which will enhance explicit decision-making.

Other structural changes include the consolidation of the Procurement unit with the Human Resources (HR) unit and the establishment of a separate Information Technology (IT) unit. These changes enhanced MI's governance mechanisms and reflected its progress in aligning the organizational structure with the outcomes of the mid-term review of the MI Strategic Plan 2021–2025, conducted from August to October 2023.

DFAT-funded training on MI staff's capacity-building and collaborative projects like the Mekong Forum fostered a culture of mutual learning and synergies. These efforts were crucial in promoting deeper cooperation and aligning MI's teams towards achieving our strategic objectives.

5.1.3. Business Model and Funding Diversification

Amidst MI's strategic endeavors, diversifying MI's funding sources was pivotal for ensuring long-term development results and sustainability in the GMS region. While concrete project outcomes were yet to materialize in the past half-year, several promising initiatives are in their final stages.

For instance, MI is finalizing project cooperation with PRHL under the Global Fund, positioning MI as the fund management entity. Ongoing dialogues with esteemed agencies in China, including China-ASEAN Business Center (CABC) and Huazhong University of Science and Technology (HUST), along with collaborative efforts with the Foreign Economic Cooperation Center (FECC), Ministry of Agriculture and Rural Development Affairs, are progressing towards submitting impactful project proposals to the ASEAN-China Cooperation Fund (ACCF). Beyond China, strategic partnerships with countries such as France, England, and Australia significantly broadened the scope of our programs and funding opportunities.

MI also diversified its services expanding its one-off activities, e.g., MI co-organized an expert consultation workshop with International Food Policy Research Institute East and Central Asia (IFPRI) in Bangkok in February 2024. This workshop served as a steppingstone towards greater collaboration with IFPRI, with ongoing meetings discussing future partnerships.

Through proactive governance, robust stakeholder engagement, and strategic financial management, the executive director has adeptly positioned MI to meet the dynamic demands of the GMS region. These concerted efforts not only enhance MI's operational effectiveness but also reaffirm MI's pivotal role in driving regional development and fostering cooperation.

5.2. Greater Mekong Community Affairs

5.2.1. Monitoring, Evaluation and Learning

I. Developed Action Plan for Implementation of MTR Recommendations

Following the pre-planned schedule to review the progress of its current strategic plan, Mekong Institute (MI) conducted the Mid-Term Review (MTR) during August-October 2023. MI involved an independent regional expert/consultant for this review. The overall objective of the MTR was to reflect on the progress of the strategic plan implementation, identify challenges, and recommend changes and improvements to the strategies and approaches for better implementation in the remaining duration of the strategic plan. The consultant jointly worked with MI's Monitoring, Evaluation and Learning (MEL) unit, finalized the methodologies and tools of the data collection of the MTR, conducted some Key Informant Interviews (KIIs) to capture MI's progress, achievements, and results; identify gaps and challenges, and actions for course-correction; and developed an MTR report.

The key recommendations were included in the report and the findings of the report were presented to the MI Steering Committee in the second Governing Board (GB) meeting in December 2023. During the Council meeting in the following day, MI Council approved the creation of a subcommittee comprised of representatives from China, Cambodia, Lao PDR, MI, and New Zealand. Hence, MI has formed a subcommittee which will be chaired by the MI Steering Committee (SC) Chair; the SC members of Cambodia, China, and Lao PDR and a Council member from the New Zealand Aid Programme (NZAP) will be the members of the subcommittee. The MI Executive Director will function as Secretary, and the Monitoring, Evaluation, and Learning (MEL) Specialist will be the Assistant Secretary for the subcommittee. On behalf of the subcommittee, MI has drafted an action plan for implementing the recommendations of the MTR and submitted it to the subcommittee for review.

II. Improved Web-based MEL System

For smooth operation of the MEL system, with the help of MI's internal expert on Appsheet, MI has modified and improved the data collection, analysis, and management. The MEL data for this mid-year performance report have been collected through the MEL system and it generated automated information on the projects and operations' progress.

5.2.2. Communications and Knowledge Management

MI updated news, events, and activities on MI platforms, namely the website and social media channels regularly. To reach out to different target audiences, corporate materials were developed with customized key messages. The E-Briefing and the Annual Report are produced as a tool to inform MI's stakeholders of its activities and impacts related to MI's capacity development, research advocacy, and advisory services.

A Communication Strategy was developed where strategic engagement with GMS stakeholders has been identified. To systematically track the reach of the PR activity, media coverage is being monitored to compile news that has been covered by the media.

MI's website and social media channels were updated regularly (Facebook 88 posts, Twitter 82 posts, LinkedIn 75 posts and YouTube 5 videos). It is worth noting that MI continued to increase its social media followers, particularly Facebook where MI got 1,862 new followers during the reporting period.

5.3. Finance and Operations

5.3.1. Financial Management:

To improve MI's internal financial mechanism, MI developed a system to report expenses incurred by each department/unit against the approved budget, aiming to control expenses within the approved budget. Cash flow forecasting, monitoring, and control mechanisms were applied by MI improving visibility and planning for liquidity needs and minimizing cash flow gaps. MI conducted regular internal audits, identifying areas of improvement, addressing gaps, and strengthening compliance with international accounting standards that minimized the risk of financial irregularities.

MI supported MKCF's PIAs in implementing projects by launching 7 Projects across the Mekong countries and disbursing $2.8 million to the PIAs. At the launch meeting, MI outlined the project modalities, requirements, and alignment with ongoing projects, covering procurement, compliance, and MKCF manual norms, along with introducing AppSheet for capturing financial details. MI aimed to ensure quality and smooth project implementation with transparency and accountability by providing handholding support to all ongoing, newly launched, and recently closed projects. To support MKCF's PIAs, MI representatives visited several organizations to provide orientations. Additionally, MI conducted assessments of PIAs' grant financial management, including finance policies and systems, procurement, funding management capabilities, internal financial control, and financial reporting. MI also reviewed and provided feedback on PIAs' financial reports which meet the requirement of regional necessities and phase out the identified challenges as much as possible

5.3.2. General Services Management:

During the reporting period, several initiatives were undertaken to enhance the efficiency and functionality of MI's general services. The introduction of new MI signage significantly improved the organization's modern look, making it more outstanding and clearly visible. To maintain a safe environment, MI continued its rigorous cleaning and disinfection protocols to protect against COVID-19.

Asset management was diligently followed using the asset database, ensuring all items were accounted for and regularly maintained. MI's in-house technician played a crucial role by providing repair and maintenance support as needed, effectively reducing overall maintenance costs. In addition, the accommodation facilities were upgraded by providing kettles in all rooms, enhancing participant comfort.

MI demonstrated substantial support in organizing and facilitating events. The conference rooms were reserved and utilized 323 times for various trainings, workshops, and webinars, accommodating onsite, online, and hybrid formats. Also, transportation arrangements were

made 435 times for training, workshops, and staff activities, with a strong emphasis on maintaining vehicle conditions for safe and ready use.

Throughout this period, MI ensured that its vehicles were well-maintained for safe driving, always keeping them in a state of readiness. These efforts collectively contributed to a more efficient, safe, and comfortable environment for all MI staff and all participants.

5.3.3. Human Resources Management:

Following MI Policy, MI always emphasize the recruitment of diversified staff based on the principles of non-discrimination, equal treatment, and opportunity in all aspects of employment, irrespective of race, religion, ethnicity, gender, age, or national origin. During Jan-Jun 2024, the following staff were recruited by MI:

Table 7: List of MI Staff Joined from Jan-Jun 2024

Name	Position	Date of Joining	Nationality
Regular			
Joel Emmanuel Manalo	CKM Officer	15-Feb-24	Filipino
Liu Guohua	SEE Director	15-May-24	Chinese
Temporary			
Ployphitcha Phukphan	Human Resources Assistant	15-Jan-24	Thai
Praneenit Chawarit	Administrative Assistant	29-Apr-24	Thai
Quan Anh Nguyen	Program Consultant	07-May-24	Vietnamese
Nichaphat Hemathulin	Finance Assistant	20-May-24	Thai
Eastword De Guzman Manlises	Special Project Support Coordinator	15-Feb-24	Filipino
Mi Jung Im	Project Coordinator (MKCF)	01-May-24	Korean
Boonyanuch Tanunchaibutra	Project Assistant	15-May-24	Thai

As of Jun 2024, MI employed 49 staff of 11 nationalities; among them 39% were male and 61% were female. Currently, MI staff represents all six GMS countries.

Number of MI Staff according to their Nationalities

Cambodian, 2; Lao, 1; Korean, 1; Vietnamese, 2; Filipino, 5; Indonesian, 1; Chinese, 3; Burmese, 1; Indian, 2; Bangladeshi, 1; Thai, 30
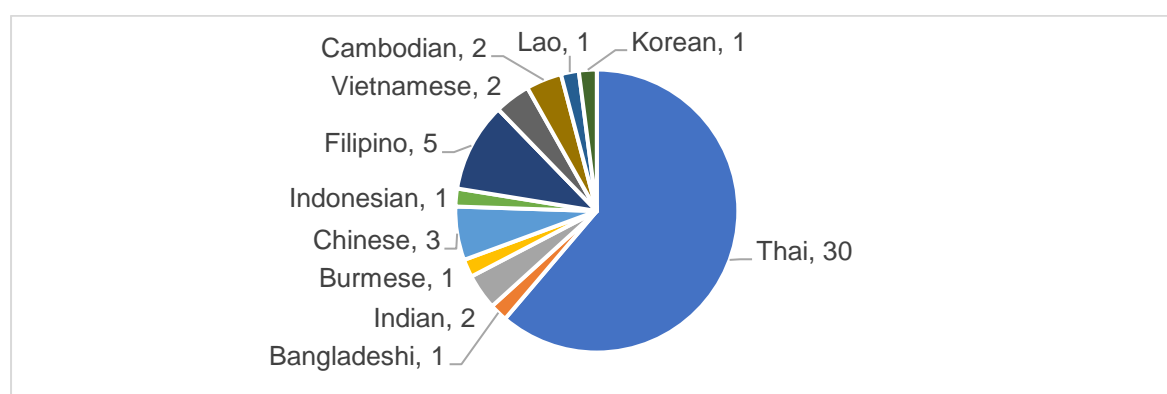
MI revised and announced the implementation of the organizational structure, approved by the council. The revised Operations Manual was edited and put into the revised sections of the detailed operations manual. This Operations Manual was circulated to the council for their review before announcing it for implementation.

MI supported its staff to join the following training/workshop:

- Program Officer of Agricultural Development and Commercialization (ADC) Department participated in the Mekong-U.S. Partnership Track 1.5 Policy Dialogue on Agriculture, Fisheries, and Food Security organized by the Stimson Center and the International Union for the Conservation of Nature in Ho Chi Minh, Vietnam, from March 18 to 19, 2024.
- Finance Manager and Cash and Bank Officer attended a seminar hosted by the Bank of Thailand in Khon Kaen on the topic "How to manage the risk of the foreign exchange rate" on March 20, 2024.
- Executive Secretary participated in "Japan International Youth Innovation Summit 2024" from April 17 to 19, 2024. The summit addressed contemporary challenges through expert conferences, skill development symposiums, and leader speeches on global issues and innovative solutions.
- The Program Assistant of the Trade and Investment Facilitation (TIF) Department was selected to participate in the ASEAN Youth Convergence 2024, from May 20 to 21, 2024. This training aimed to empower and elevate youth capacities in igniting the ASEAN spirit, advancing regional cooperation, and fostering sustainable and inclusive development.
- 22 MI staff joined a 10-days capacity-building training program which was designed and customized for MI staff and facilitated by a team of five faculty members from the Faculty of Political Science and Public Administration, Chiang Mai University, Thailand. The training was divided into three modules and organized in two phases (29 April–3 May 2024 and 10–14 June 2024). Three certificates were provided to participants who completed at least 60%-75% of the sessions for each of the modules and a total of 14 MI staff received certificates of completion. Among the staff who received certificates, 10 staff received certificates in Policy Formulation, Strategic Planning, and Coordination, 11 received certificates in Proposal and Report Writing Skills, and 10 staff received certificates in Communication Strategies. Please see Annex 4 for the list of MI staff who attended the internal capacity-building training.

5.3.4. Procurement Services Management:

During the first half of the year, MI managed 194 purchase requests and orders for office supplies and other essentials across departments. This ensured the timely and quality delivery of goods and services, leading to uninterrupted operational flow. MI renewed service contracts promptly, contributing to continuous service provision. A major highlight was the successful negotiation with vendors, resulting in significant cost reductions for copying machines and internet services, saving $2,920. Additionally, under the Special Service Agreement (SSA), MI hired nine consultants and resource persons, providing crucial support for MI's program activities, and enhancing their quality and impact.

MI also made substantial progress in policy enhancement, revising, and updating the procurement guidelines for hiring consultants and resource persons, which received approval from the Senior Management Team (SMT). These improvements have streamlined the hiring process, making it more efficient and transparent. MI revamped its consultant and resource person database, migrating it to the Appsheet platform. This new system enables secure, self-service profile management, ensuring that personal information is up-to-date and protected. The database's categorization by areas of expertise has made it easier for MI staff to quickly identify and engage the right professionals for various training courses, activities, and research studies, thus enhancing operational efficiency.

Overall, MI's proactive approach and commitment to excellence have not only led to significant cost savings but also strengthened MI's capacity to deliver high-quality services. The initiatives undertaken in the first half of the year reflect MI's dedication to continuous improvement, operational superiority, and fiscal responsibility, setting a new benchmark for future performance.

5.3.5. IT Services Management

Developed and operationalized an efficient IT infrastructure for MI:

MI continued upgrading its online facilities, including IT program software such as Zoom and Google Workspace. Furthermore, it includes upgrading both software and hardware, with 10 sets of computers being improved to ensure optimal performance. Furthermore, MI acquired five new sets of computers. The IT team implemented a robust backup system to ensure data security and continuity of operations. These advancements were part of MI's ongoing commitment to providing state-of-the-art IT facilities and maintaining an uninterrupted workflow.

IT infrastructure and services during events:

MI's IT team excelled in providing seamless IT services during events hosted by the organization. This accomplishment involved ensuring uninterrupted internet connectivity, robust Wi-Fi services, and efficient audio-visual setups for conferences, webinars, and other events. The team's ability to handle high-stress situations and maintain an elevated level of performance during critical events was a significant achievement. MI's IT team supported the program departments with training and workshops smoothly and effectively both in Thailand and outside of Thailand; for example, there were three events in Bangkok and one event in Vientiane, Lao PDR, which were managed by the IT team successfully.

Smooth operation and maintenance of computers and IT equipment:

The IT team effectively managed the operation and maintenance of all computers and IT equipment within the organization. This achievement includes timely hardware and software upgrades, regular maintenance, and proactive troubleshooting to minimize downtime. As a result, employees experienced minimal disruptions, and productivity remained consistently high.

MI enhanced its IT capability to support online meetings, training, webinars, and forums throughout the pandemic. MI's IT team supported 297 onsite, online, hybrid, training courses, webinars, and meetings. IT personnel enriched their ability to organize online

events and planned to prevent interference. Besides, IT equipment was repaired/maintained to extend their lifetimes.

Information technology security:

MI implemented and monitored the security of its sensitive data. Data security involved implementing measures such as encryption, access controls, data loss prevention (DLP) solutions, and regular data backups to prevent data breaches and ensure data integrity and confidentiality. MI implemented its guidelines of the authorization to access IT share folder, Server, emails, and IT room. In addition, the data backups were kept in MI Server monthly, and Website was kept in cloud at host company weekly. MI is now capable of restoring and using the updated data at any time.

6. MI's Financial Performance

The statements of financial status based on actual records as of 31 May 2024 outlines our current assets, liabilities, and MI's capital fund. This provides a precise snapshot of our financial performance. For a comprehensive view of our financial performance in the first half of the year, the statement of revenue and expenses combined actual data from 31 May 2024 with forecasted figures for June 2024, based on MI's work plan. This approach aims to provide clearer understanding of MI's financial situation, enabling informed decision-making for the upcoming period.

During Jan-Jun 2024, MI's total revenue was US$ 1,427,047, achieving 39% of the targeted budget for 2024 and MI's total expense amounted to US$ 1,582,454 as of June 30, 2024. MI recorded net deficit of US$ 155,407 as of June 30, 2024, and MI's deficit is US$113,163 excluding the non-cash expenses.

6.1. Financial Management

The first half of the year presented significant financial challenges due to the completion of three long-term projects last year, which reduced Mi's income-generating activities. However, the organization saw positive income from one-off activities, contributing to Mi's anticipated projects for the year.

MI has enhanced its internal systems through connecting financial data with program M&E data and ensured close monitoring of MI's plan and budget. Despite not achieving its financial targets for the first half of the year, MI exercised careful expense management and regularly evaluated its financial situation to ensure prudent financial oversight.

6.2. Consolidated Statement of Financial Status (January 1 – May 31, 2024)

MI's current total assets amounted to US$ 12,811,844. The cash and cash equivalent amounted to US$ 11,610,184, while other current assets were US$ 195,357, with the net value of fixed assets being US$ 1,006,304. On the other hand, MI's total liabilities was of US$ 10,926,704, including unearned revenue from GMS countries' contributions of US$ 205,959. The total equity was US$ 1,884,816, which was decreased by 3.1% compared to December 31, 2023.

Table 8: Summary Statement of Financial Status (as of May 31, 2024)

Asset	Amount (in USD)	Percentage
Cash and Cash Equivalent	11,610,184	90.6%
Other Current Assets	195,357	1.5%
Fixed Assets	1,006,304	7.9%
Total of Assets	12,811,844	**100.0%**

Liability and Equity	Amount (in USD)	Percentage
Current Liability	127,892	1.0%
Unearned Revenue (GMS Country Contributions)	205,959	1.6%
Grant Advance Received	10,592,853	82.9%
Total Liability	**10,926,704**	**85.3%**
Equity	1,884,816	14.7%
Total of Liability and Equity	12,811,844	**100%**

MI's total revenue was US$ 1,427,047 achieving 39% of the target budget for 2024 as of June 30, 2024, this included total revenue from long-term projects (US$766,757), short-term projects (US$196,998), customized activities (US$191,447), GMS countries' contributions (US$256,930), and other revenues (US$14,914).

Table 9: Summary Statement of Revenue and Expenses (as of June 30, 2024)

Revenue	Amount (in USD)	Percentage
Long-Term Projects	766,757	54%
Short-Term Projects	196,998	14%
Customized Activities	191,447	13%
Total Project Revenue	**1,155,203**	**81%**
GMS Countries' Contributions	256,930	18%
Other Revenues	14,914	1%
Total Revenue	**1,427,047**	**100%**
Expenses	**Amount**	**Percentage**
Project/Program Delivery	639,227	40%
Program Administration	466,205	29%
Business Development	5,711	0%
Total Project Expenses	1,111,143	70%
Total Operation Expenses	429,067	27%
Total Expenses before non-cash operation	**1,540,210**	**97%**
Deficit before non-cash expenses	**(113,163)**	**-7%**
Non-cash expenses	42,224	**3%**
Total Expenses	**1,552,454**	**100%**
Deficit after non-cash expenses	**(155,407)**	**-11%[1]**

MI's total expense amounted to US$1,582,454, covering expenses from project delivery (US$1,111,143), operation expenses (US$429,067), and non-cash operation expenses

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[1] The percentage of deficit is calculated from the total revenue

(US$ 42,244). MI recorded net deficit of US$155,407 as of June 30, 2024, and MI's deficit becomes US$ 113,163 excluding the non-cash expenses.

As of June 2024, MI received US $342,805 from four of its members countries, namely Cambodia, Lao PDR, Myanmar, and Thailand.

Table 10: MI's Member Countries' Annual Contribution in 2024 (as of June 30, 2024)

GMS Country	Contribution (in USD)	Receiving Month
Cambodia	20,000	March 2024
China	150,000	Not yet received
Lao PDR	20,000	March 2024
Myanmar	20,000	May 2024
Thailand	282,805	February 2024
Viet Nam	20,000	Not yet received
Total	**512,805**	

During Jan-Jun 2024, the major revenue of MI was earned from project implementation (80.95%), while only 18% was from annual contribution from the member countries.

Sources of MI Revenues from Jan-Jun 2024
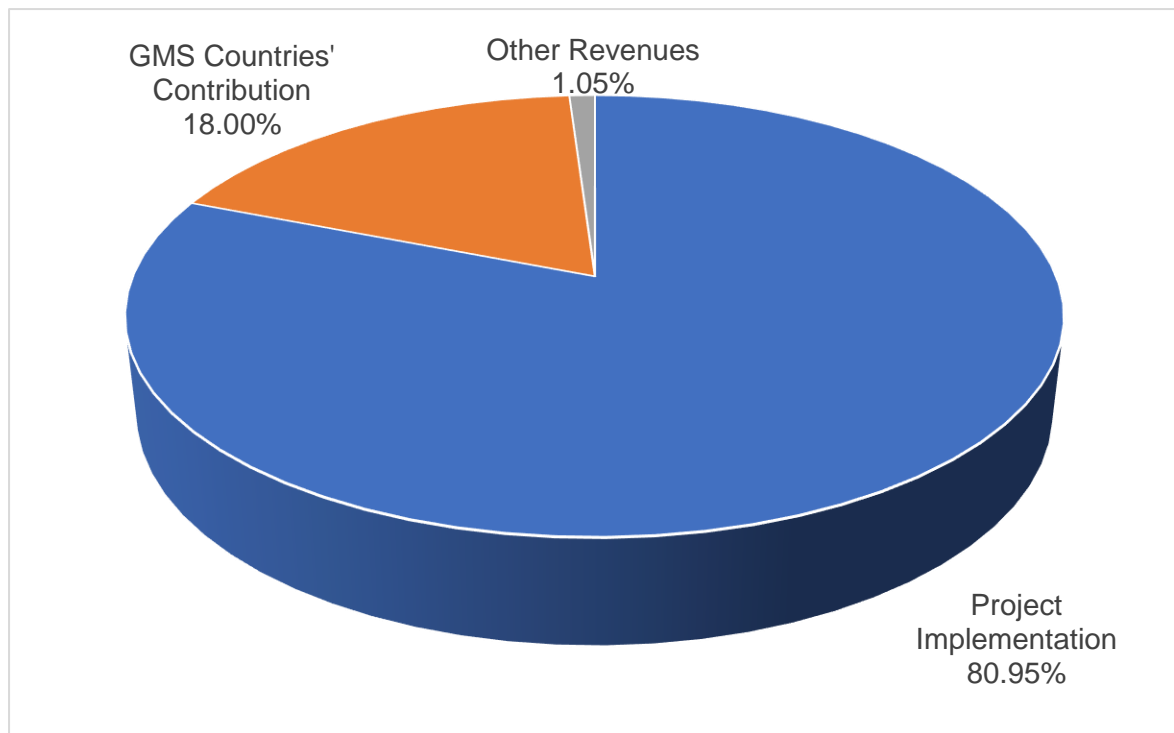
Among the total funding from different countries and multinational organizations, the major contribution was from China (31.2%) followed by Korea (22.2%) and Australia (16.5%).

MI Revenues by Countries from Jan-Jun 2024
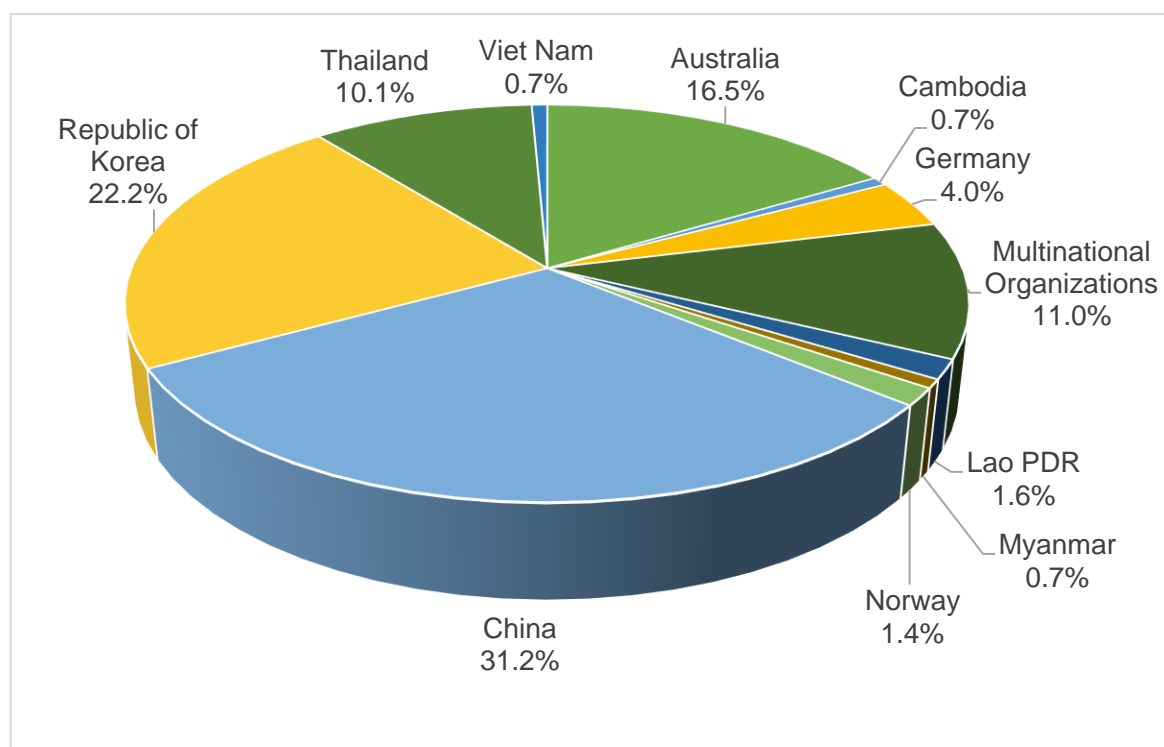
Over the last five years, MI received a same amount of annual contribution from its six member countries, whereas the MI's revenue from the project implementation significantly varied. Table 11 shows the details of project revenue and member country contribution, while segregating the project revenue into traditional and non-traditional funding.

Table 11: MI's Project Revenue and Member Countries' Contribution from 2019-2024

MI Revenue	Year 2019[2]	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024[3]
A. Project Revenue						
i. Traditional Funding Sources (China, NZ, SDC, and TICA)	2,292,680	824,547	782,263	1,186,602	1,371,325	632,130
ii. Non-Traditional Funding Sources	1,145,862	542,074	638,660	1,567,428	1,807,552	1,578,364
Sub-total for Project Revenue	**3,438,542**	**1,366,621**	**1,420,923**	**2,754,030**	**3,178,877**	**2,210,494**
B. Annual Country Contribution[4]	**520,705**	**549,114**	**544,627**	**503,898**	**521,523**	**512,805**
Total Revenue	**3,959,247**	**1,915,735**	**1,965,550**	**3,257,928**	**3,700,400**	**2,723,299**

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[2] 2019 was the last year of funding from SDC (year 7)
[3] Estimated from MI's work plan as of June 27, 2024
[4] Countries have contributed the same amount; the difference occurred due to the exchange rate in conversion from THB to USD

7. Challenge Faced by MI from January-June 2024

Difficulty in scheduling activities involving project partners: Some planned activities have experienced delays due to partners' scheduling constraints.

MI's lack of standard practice or regulations: The lack of a standardized approach and updated guidelines caused some problems in project implementation.

Receiving a lot of less-qualified or less-suitable training applications: Participant recruitment was challenging as it took a longer time to screen and review training applications with less favorable results.

Insufficient contributions from the member countries: There was a notable need for increased financial contributions from member countries to cover MI's operations and support department expenses, highlighting the importance of collaborative financial support.

Delay in the release of NZAP funding support: The delay affected the work plan and financial performance of ADC program in the first half of the year.

Achieving opportunity fund targets: Ensuring success in securing the anticipated budget were a significant challenge, impacting MI's annual financial planning and resource allocation.

Cross-departmental coordination: Cross-departmental projects sometimes created difficulty in terms of coordination and project ownership. This lack of synergy affected timely and effective project delivery.

Inadequate support from MI operations: MI programs got limited information from the procurement and administrative departments on hotel and venue pricing. Besides, they required more proactive support from HR to establish a responsive support system, including comprehensive orientations for new hires to facilitate their swift transition process to MI.

Expense management: Managing expenses within the constraints of a limited project income budget remained a critical issue, necessitating stringent financial oversight and prioritization.

8. Lessons Learned from January-June 2024

Flexibility and external coordination: The difficulty in scheduling activities with partners underscores the need for flexibility and improved coordination.

Establishing a solution through discussion: When dealing with issues that lack standard practices or regulations, it is essential to engage in discussions with supervisors and relevant departments, such as finance, to reach mutual decisions and effective solutions.

Improve MI's marketing strategy: Ensure that the training program announcement reaches the right audience and target marketing efforts towards channels that are accessible to ideal candidates.

Better internal communications: It is crucial to maintain open and sincere communication to ensure everyone is working towards the same goals. Although bi-monthly staff meetings

have brought progress in transparent communication, the attempt to promote transparency through extended Senior Management Team (SMT) meetings was not fully realized, indicating a need for consistent follow-through on planned initiatives.

Improve internal collaboration: Ensuring timely responses and collaboration between departments or units remains crucial. Increasing awareness of MI's organization-wide work and creating a sense of ownership among staff can significantly improve coordination and project execution.

Better financial management: The critical nature of managing expenses within a limited budget reinforces the need for stringent financial oversight. Regular financial reviews and cost-saving measures are key to maintaining fiscal discipline. Besides, prioritizing expenses based on organizational needs and strategic goals can help in effectively managing limited resources.

9. Annex

9.1. Annex 1: MI Results Framework 2021-2025

VISION	Capable and committed human resources working together for a more integrated, prosperous, and harmonious Greater Mekong Subregion
MISSION	Contribute to regional cooperation and integration through capacity development, dialogue, and advocacy for the acceleration of sustainable socioeconomic development and poverty alleviation in the Greater Mekong Subregion

Strategic Goals

Contribution to GMS Development

- **Strengthened Human and Institutional Capacities and Leadership**
- **Enhanced Enabling Environment**
- **Fostered Regional Connectivity**

Institutional Strengthening

- **MI Transitioned to a more Sustainable and Dynamic Organization**

Outcomes

- Increased Agricultural Development and Commercialization
- Increased Trade and Investment Facilitation
- Sustainable Energy and Environment
- Social Inclusion and Vulnerability
- Labor Mobility
- Digital Economy and Innovation

Facilitation of Changes through MI Stakeholders

Strengthened Strategic Leadership and Management

- Leadership
- Organizational Structure and Culture
- Business Model
- Greater Mekong Community Affairs
- Finance and Operations

Activities & Outputs

Capacity Development Interventions by MI
Need Assessment, Study/Research, Training/Workshop, Networking, Advocacy, and Technical/Financial Assistance

Strengthening of MI-wide Institutional Capacities for effective implementation of MI Strategic Plan 2021-2025

MEKONG INSTITUTE (MI)

9.2. Annex 2: MI Capacity Development Model (CDM)
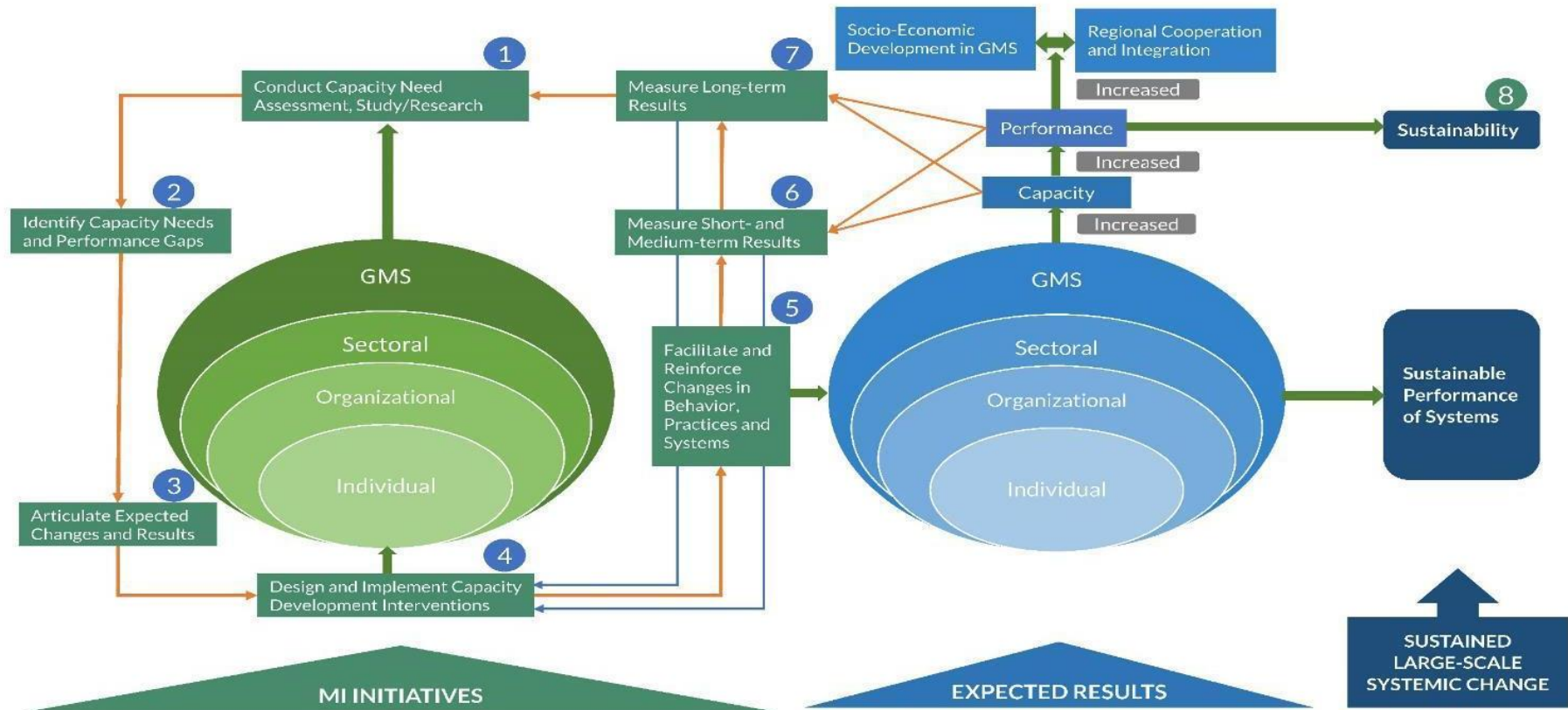
9.3. Annex 3: Status of Implementation of Activities by Thematic Areas

Thematic Area	Project Title	Activity Name	Types of Activities	Implementing Departments/Units	Status
Agricultural Development & Commercialization	Promoting Climate-Smart Agriculture Technologies and Innovations in Lower Mekong Countries	1.2.2 Regional Training: Climate-Smart Postharvest Technologies (February 19–23, 2024)	Training	ADC	100%
		1.3 Exposure Visit in Australia	Structured Learning Visit	ADC	100%
		National Consultation and Knowledge-Sharing Workshop on Advancing Climate-Smart Agriculture in Lower Mekong Countries	Workshop	ADC	25%
		3.2 Knowledge Product Development	Knowledge Dissemination	ADC	50%
		Regional Workshop on Promoting Climate-Smart Agriculture Technologies and Innovations in Lower Mekong Countries	Workshop	SEE	100%
	Promotion of Crop Insurance in ASEAN through the Public and Private Partnership (Consultancy Services)	(Consultancy Services) 1.1 Project Kick-off Workshop	Workshop	ADC	100%
		Regional Technical Meeting on Climate-Resilient Crop Insurance in ASEAN	Workshop	ADC	100%
		Project Management	Project Management Activity	ADC	75%
		Crop Insurance Development and Planning Capacity Building/Coaching	Workshop	ADC	0%
	Knowledge Management in Agricultural Development	Regional Training Program on Developing Financial Solutions for Climate-Resilient Agricultural Value Chain	Training	ADC	100%

Thematic Area	Project Title	Activity Name	Types of Activities	Implementing Departments/Units	Status
		Monthly working with Consultant (Dr. Prasun)	Coaching	ADC	75%
	Co-organizing the Intervention Package 4 Workshop: Enhancing Value Chains and Regional Trade of CGIAR-ASEAN Project on February 23, 2024, held in Bangkok, Thailand	ASEAN-CGIAR Regional Program Intervention Package 4 (IP4) on Enhancing Value Chains and Regional Trade	Workshop	ADC	100%
	Promoting Sustainable and Nutrition-sensitive Agriculture Development in the Lancang- Mekong Countries	Component 1: Regional Learning Program	Training	SEE	100%
		Component 2: Country-wise Action Plan Implementation	Action Plan Implementing	SEE	0%
		Component 3: Online Synthesis and Evaluation Workshop	Workshop	SEE	0%
		Component 4: Webinar	Webinar	SEE	0%
	Inventory of Innovative Cultivation Technologies that Potentially Contribute to Reducing GHG Emissions in the Rice Sector in South Asia and Southeast Asia (Bangladesh, Cambodia, Lao PDR, India, Indonesia, Thailand, and Viet Nam)	Regional Knowledge Sharing Workshop on Inventory of Innovative Cultivation Technologies that Potentially Contribute to Reducing GHG Emissions in the Rice Sector in South Asia and Southeast Asia (Bangladesh, Cambodia, Lao PDR, India, Indonesia, Thailand, and Viet Nam)	Workshop	SEE	100%
		the Regional Knowledge Sharing Workshop to collect feedback/comments from stakeholders/countries representatives	Research/Assessment	SEE	75%

Thematic Area	Project Title	Activity Name	Types of Activities	Implementing Departments/Units	Status
Trade and Investment Facilitation	Promoting Creative Industry for Heritage Tourism development in the Mekong region	Year 2: Project Components / Activities: Year 2: 6. Monitoring and Evaluation 6.2.2: Conduct PAC meeting (Online)	Meeting	TIF	100%
		Conduct baseline study to map and develop a database of creative industries and associations	Research/Assessment	TIF	25%
		Formulate business plans for creative groups associations	Data Collection	TIF	0%
		Design and conduct training for management and development of creative industry association	Training	TIF	0%
		Design and conduct Business training for management and development of creative industry association at MI.	Training	TIF	0%
		Conduct a country wise study to assess the legal, regulatory and institutional arrangements on IPR of creative industries.	Research/Assessment	TIF	0%
		Conduct one familiarization mission on creative industries in RoK for officials from organizations involved in promotion and development of creative industry in ROK.	Workshop	TIF	0%
	RoK-ACMECS Regional Branding Project - Facilitating Cross Border	Project Management: Monitor the PIAs activities and conduct the final project and financial report.	Project Management Activity	TIF	75%

Thematic Area	Project Title	Activity Name	Types of Activities	Implementing Departments/Units	Status
	Trade through Synchronization of Rules and Regulation in the ACMECS	Follow-up: Monitor the PIAs activities and conduct Mid-term progress and financial report	Follow-up	TIF	75%
	Land based connectivity in Greater Mekong Subregion-Regional Workshop Cum Structural Visit along the Economic Corridor in Thailand, Laos, Cambodia	Land based connectivity in Greater Mekong Subregion-Regional Workshop Cum Structural Visit along the Economic Corridor in Thailand, Laos, Cambodia (April 2024 - March 2025)	Workshop	TIF	0%
	Lancang-Mekong Business Forums (5-year-Long-term, LMC-3)	6th Lancang Business Forum	Seminar/Forum	TIF	100%
		Synthesis and Evaluation Workshop on March 15, 2024	Seminar/Forum	TIF	100%
	Inception Workshop on Trademark Development Assistance to Launch the Support for Selected Lao Female Business to Develop Their Trademark	Inception Workshop on Trademark Development cum Structure Learning Visits (SLVs) to Launch the Series of Support for Selected Lao Female Businesses to Develop Their Trademark	SLV Workshop	TIF	0%
	Study to Re-assess and Re-orient SEZs and BEZs in the Greater Mekong Subregion for Growing Together (Thailand Segment)	Study to Re-assess and Re-orient SEZs and BEZs in the Greater Mekong Subregion for growing together," focusing specifically on the Thailand segment	Research/Assessment	TIF	50%
	Transportation and Logistics Information System in Lancang-Mekong Region	Inception meeting	Data Collection	TIF	0%
		Modular training on "Development of Transport and Logistics	Meeting	TIF	0%

Thematic Area	Project Title	Activity Name	Types of Activities	Implementing Departments/Units	Status
		Information System for Lancang-Mekong Countries			
		Data Collection for input into the Transport and Logistics Information System for Lancang-Mekong Countries	Training	TIF	0%
		Design and Development of the Transport and logistics Information System	Data Collection	TIF	0%
	Special Economic Zones (SEZs) Promotion for intra-regional Trade in the Lancang-Mekong Region (LMC)	Activity 1: Project Inception Meeting in Bangkok, Thailand (Hybrid) Activity 2.1: Investment Tour #1 to SEZs along EEC in Thailand	Meeting	TIF	100%
		Activity 3.1.1: Modular training on "Enhancing Trade Promotion in Lancang-Mekong Countries (LMC) Economic Zones (EZs). (One training per year with 24 participants from LM countries) at Mekong Institute, Thailand	Training and Structure Learning Visit	TIF	0%
		Activity 3.2.1: Action Plan Implementation on Data Collection for input into the LMEZ Online Portal	Training	TIF	0%
		Activity 5: Upgradation of interactive web portal of EZ information in the Lancang-Mekong countries for investors	Data Collection	TIF	0%

Thematic Area	Project Title	Activity Name	Types of Activities	Implementing Departments/Units	Status
	Socialization Workshop on the Implementation Plan for the Framework for CLMV Development	Socialization Workshop on the Implementation Plan for the Framework for CLMV Development	Research/Assessment	TIF	0%
Sustainable Energy and Environment	The Triangular Cooperation Project on Sustainable Development in the Lower Mekong Basin based on the Water-Energy-Food (WEF) Nexus (Phase3)	2023 Annual Review and 2024 Planning Workshop	Project Management Activity	SEE	100%
		Online Workshop on the National Pilot Implementation Progress Update under the WEF Nexus Framework	Workshop	SEE	100%
		Side Event on the "Digital Innovations for Enhancing Sustainable Local Livelihoods in the Mekong Subregion based on the Water-Energy-Food (WEF) Nexus approach"	Meeting	SEE	100%
		Side Event on the "Digital Innovations for Enhancing Sustainable Local Livelihoods in the Mekong Subregion based on the Water-Energy-Food (WEF) Nexus approach"	Project Management Activity	SEE	100%
		2024 Annual Review and 2025 Planning Workshop	Project Management Activity	SEE	0%
		Study Tour on Advancing WEF Nexus Pilot Implementation in the Lower Mekong Basin	Structured Learning Visit	SEE	0%
		Pre-tour Briefing Workshop	Workshop	SEE	0%
		3rd Regional Consultative Forum	Seminar/Forum	SEE	0%

Thematic Area	Project Title	Activity Name	Types of Activities	Implementing Departments/Units	Status
		Survey trip	Project Management Activity	SEE	0%
		National Pilot Launch Event in Each Country	Project Management Activity	SEE	0%
		3rd Steering Committee Meeting	Project Management Activity	SEE	0%
		Mid Evaluation: Self/Peer Assessment of the Project	Project Management Activity	SEE	0%
	Upstream single-use plastic reduction solutions for Khon Kaen's street food complexes	Stakeholder Meeting for SUP Reduction Campaign Implementation	Meeting	ADC	100%
		Customer Buy-in Campaign	Solutions/Initiatives	ADC	100%
		Policy Workshop	Workshop	ADC	25%
		Guideline development	Policy Guidelines Development	ADC	0%
	Promoting Greater Energy Connectivity for Equitable Development and Growth in the Lancang-Mekong Region	Component 3.2 : Action Plan Implementation (5 country action plans)	Action Plan Implementing	SEE	75%
		Component 3.3 : Online Synthesis and Evaluation Workshop	Workshop	SEE	0%
Social Inclusion and Vulnerability	MI-Organizing Event and Co-Funding with Partner:	Activity 1: Regional Workshop on Development and Social Harmony in the Greater Mekong Subregion (GMS)	Workshop	OED	100%
MI's Contribution to Broader GMS	MKCF Fund Management # Call 4 - Call 5 - Call 6 - Call 7	MKCF - Fund Management	Project Management Activity	TIF	50%

Thematic Area	Project Title	Activity Name	Types of Activities	Implementing Departments/Units	Status
Cooperation Frameworks	Capacity Building on Regional Project Design, Implementation, Monitoring & Evaluation of MKCF projects	MKCF - Capacity Building for Regional Project Management of MKCF projects	Project Management Activity	TIF	50%
		B1. Trainings on Regional Projects Identification	Training	TIF	100%
		B2. Training on Project Monitoring and Evaluation	Training	TIF	100%
		B3. Structured Learning Visit (SLV) cum Evaluation Workshop in Mekong countries (Cambodia)	Workshop	TIF	0%
		B4. MKCF Roundtable Meeting	Seminar/Forum	TIF	0%
		B5. MKCF web-based Platform Design and Social Media Campaign	Knowledge Dissemination	TIF	25%
		A3. Web Cloud based Projects Monitoring and Evaluation	Knowledge Dissemination	TIF	75%
	Capacity Building for Mekong Institute for Enhanced Secretarial Support and Development in the Mekong Region	Activity 1: Learning from sub regional secretariats and organization	Learning	OED	0%
		Activity 2: Capacity-building training at MI	Training	OED	100%
		Activity 3: One online knowledge-sharing session for MI staff	Knowledge Sharing	OED	0%
	The Forum on "ASEAN Youth Convergence 2024"	ASEAN Regional Integration – Journey of the ASEAN Prize Recipients (in Lao PDR 6 May 2024)	Workshop	CKM	100%
		ASEAN Youth Convergence 2024 (Pre-convergence, Attending ASEAN Prize and Youth Conference) - Grant from ASEAN	Workshop	CKM	100%

Thematic Area	Project Title	Activity Name	Types of Activities	Implementing Departments/Units	Status
	Comprehensive Human Resource Development for the Lancang-Mekong Cooperation	Regional Training on Comprehensive Human Resource Development for the Lancang-Mekong Cooperation	Training	SEE	100%
	Mobile development for HRMS system	Mobile HR application (R&M) Contract	Research/Assessment	FIN	75%

9.4. Annex 4: Status of Implementation of Activities by Operation Units

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
Institutional Strengthening	**CKM**	Event Organization: ACMECS related activities	0%	Not Specified	Not Specified
		Event Organization: GMS City Forum	0%	Not Specified	Not Specified
		Event Organization: GMS Knowledge Network	0%	Not Specified	Not Specified
		Event Organization: ASEAN Prize Recipient Program (New Opportunity Fund)	0%	Not Specified	Not Specified
		Subscription Renewals: iStock, Shutterstock and other Photostock platforms	0%	Jan	Dec
		Subscription Renewals: Two Flickr accounts, one Canva for Teams account, and one Bitly account	50%	Jan	Dec
		Event Organization: Mekong Forum 2024	0%	Jun	Aug
		Subscription Renewals: Storyblocks (video stock HD and 4K footage, music & sound effects, and etc.)	0%	Jan	Dec
		Media Relations Engagement: To organize media relations and other relevant external outreach activities	0%	Not Specified	Not Specified
		Corporate Material Production: MI corporate materials (such as PR materials, souvenirs, etc.)	0%	Not Specified	Not Specified
		Purchase and Maintenance: Replaced toner cartridges (black, white and colors)	25%	Jan	Dec
		Capacity Development and Strategic Meetings of CKM Staff (Manager, Coordinator, Communications Officer and Assistant)	0%	Not Specified	Not Specified
		Service Renewal: Media monitoring service	25%	Jan	Dec
		Purchase and Maintenance: New supporting equipment, tools and devices	25%	Jan	Dec
		Video Production: A new MI corporate video	0%	Jan	Dec
		Partner Event Participation: To participate in partners' events and/or to organize booths/ exhibitions at the events	0%	Not Specified	Not Specified
	FI	Summary and presenting the MI's financial performance and forecasting the financial report to government board meeting	50%	Jan	Dec

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Coordination and review the PIA's expenditure with supporting documents based on The MKCF Manual for ACMECS	Cancelled	Jan	Jun
		MKCF 7th Call project Launching	100%	Jan	Apr
		Monitoring and auditing MI' financial report 2024-2025	50%	Jan	Dec
		Forecasting MI's budget and summary financial report to SMT	50%	Nov	Nov
		Finance staff supporting for the program activity	25%	Jan	Dec
		Review the PIAs expenditure with supporting documents based on MI policy and MKCF Manual	50%	Jan	Dec
		Prepare PIA's report for Executive Meeting and GB Meeting for DFO	50%	Jan	Dec
		Conduct PIAs applications the financial management and internal control	0%	Aug	Oct
		Equipment improvement: New computer for finance manager	0%	May	May
		ACMECS project quarterly meeting with PIA	25%	Jan	Jun
		Monthly Bank Charge	25%	Not Specified	Not Specified
		Preparing the mid-term financial report of MKCF (A19. Capacity Building on Regional Project Design, Implementation, Monitoring & Evaluation of MKCF Projects)	50%	Jul	Jul
		Equipment improvement: New scanner	0%	Jan	Dec
		Prepare and support for the budget proposal (KRT)	50%	Jan	Dec
		Support and provide all supporting documents for organization assessment for new grants (KRT)	50%	Jan	Dec
		Staff development	25%	May	Jul
		Update projects multi-year budget for DFO quarterly (KRT) (Jan, April, July, October)	50%	Jan	Dec
		Exploring new audit company for the contract of 2025-2026 and submit to council for approval	25%	Oct	Oct
		Quarterly financial briefing to all MI staff	50%	Jan	Dec
		Preparing project closing and financial report preparation for APRACA Project	100%	Jan	Feb
		Renew the Appsheet license	100%	Jan	Dec
		Review the payment vouchers with supporting documents based on MI policy and donors' regulations (KRT)	50%	Jan	Dec

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Install the new accounting program	25%	Jan	Dec
		Create and design data structure to integrate information from the exiting online system with Accounting System	0%	Jan	Dec
		Depreciation	50%	Jan	Dec
		Controlling and monitoring the organization's cash flow to ensure that operations run smoothly (KRT)	50%	Jan	Dec
		Conduct quarterly monitoring / field visit to PIAs	0%	Jan	Dec
	GS	Process accommodation service fee (Laundry) - (3K*12)	0%	Jan	Dec
		Process Water and Electricity fee for 2 MI buildings (80k per month)	50%	Jan	Dec
		Process annual fire alarm inspection to ensure MI safety	0%	Jan	Dec
		Renovate Building Section (utility room for housekeeper on 3rd floor)	0%	Jan	Dec
		Repair and Maintain MI building and Assets (Water pump, painting, Electricity, and Gardening)	50%	Jan	Dec
		Process Monthly Security Guard Service (60k x 12)	50%	Jan	Dec
		Sponsor and support	50%	Jan	Dec
		Purchase of functional Items for GS, guest visit, sponsor event, and others	50%	Jan	Dec
		Purchase of Annual Travel insurance for MI drivers (1500x2pax)	0%	Jan	Dec
		Repair and Maintain Accommodation Equipment (Cabinet, Chair, Closet, etc.)	25%	Jan	Dec
		Process building rental fee paid to KKU	0%	Jan	Dec
		Hire temporary staff as a unit assistant	50%	Jan	Dec
		Purchase Building and Gardening supplies, equipment, and miscellaneous	50%	Jan	Dec
		Renew Pest control Contact for MI Building	0%	Jan	Dec
		Process Communication cost for telephone international and domestic - Mobile phone AIS (6k x 12)	50%	Jan	Dec
		Repair and Maintain Air Conditioners for 2 Buildings	50%	Jan	Dec
		Purchase Insurance for Vehicle (Lexus 50k, Velfire25K, 2 Vans50k, Ford15K)	50%	Jan	Dec
		Process MI vehicle (Travel cost for process document in Bangkok, Petrol)	50%	Jan	Dec

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Repair and Maintain Vehicle Capacity (Van, Vellfire, Ford, and Lexus) (7000*5) and other 60k	50%	Jan	Dec
		Renew Lighting Protection Insurance for MI Building	0%	Jan	Dec
		Process meeting and conference room supplies cost	50%	Jan	Dec
		Renovate MI Accommodation room (toilet)	0%	Jan	Dec
		Process Photocopy fee to project (2000 x 12 month)	50%	Jan	Dec
		Check assets twice a year, and prepare the assets and disposal reports	50%	Jan	Dec
		Renew Building Fire insurance for MI buildings (27000 + 23000)	50%	Jan	Dec
		Purchase Accommodation Supplies (room equipment and miscellaneous supplies) (6kx12)	50%	Jan	Dec
		Construct a New MI garden for staff and participant facilitation	75%	Jan	Dec
		Purchase New Accommodation Facilities and Equipment for participants (e.g. kettle, hair dryer, iron, etc.)	75%	Jan	Dec
		Repair and Maintain the Elevators for MI Building	50%	Jan	Dec
		Purchase Office Supplies and Stationery for MI Office	50%	Jan	Dec
		Organize Eco-Friendly Project Apply to MI Buildings	25%	Jan	Dec
		Hire Part-Time Receptionist for MI Operations (7.5K*12)	50%	Jan	Dec
		Renovate Car Parking for MI building	Postponed	Jan	Dec
		Upgrade and develop new system for conference room and transportation booking	0%	Jan	Dec
		Process OT for driver, housekeeper, and technician (10k x 12mns)	50%	Jan	Dec
		Process Communication Cost for International and Domestic Telephone- TOT (6k x 12 months)	50%	Jan	Dec
		Process Postal and Courier Fee (1200x12mns)	50%	Jan	Dec
		Purchase of New Office Supply for Staff's Office (Chair)	Postponed	Jan	Dec
		Purchase new equipment for the conference room (Flip Chart, Cable conductor, etc.)	0%	Jan	Dec
	HR	Facilitate and arrange the Annual Staff Retreat	0%	Oct	Oct
		Prepare staff employment contract, probation letter, offer letter and other letters	50%	Jan	Dec
		Support visa arrangement for staff and family	50%	Jan	Dec
		Prepare the staff leave report	50%	Jan	Dec
		Prepare the list of eligible staff for career progression	0%	Dec	Dec

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Coordinate the staff orientation for newcomers	25%	Jan	Dec
		Facilitate the staff recruitment and onboarding	50%	Jan	Dec
		Facilitate Mid-year 2024 performance review of MI staff	50%	Jun	Jun
		Prepare the staff service awards	75%	Jun	Dec
		Facilitate 2024 Annual performance review of MI staff	0%	Jan	Dec
		Recruit interns, volunteers, and visiting scholars	50%	Jan	Dec
		Support staff in HR policy interpretation	50%	Jan	Dec
		Provide travel support for new staff	50%	Jan	Dec
		Organize a staff birthday celebration	50%	Jan	Dec
		Provide items for SMT discussion and approval regarding HR matters, which are not stated in Operation Manual.	50%	Jan	Dec
		Announce a job vacancy in GMS	50%	Jan	Dec
		Support 2023 Annual Performance Review of Executive Director	100%	Dec	Dec
		Prepare the time record report if requirement	50%	Jan	Dec
		Provide and support DFO and SMT for staff issues (collect, analyze and suggest to DFO for the next action)	50%	Jan	Dec
		Prepare HR report for Executive Meeting and GB Meeting for DFO	50%	Jan	Dec
		Facilitate Home Leave for our international staff and their dependents.	50%	Jan	Dec
		Facilitate the staff termination and offboarding	50%	Jan	Dec
		Prepare staff salary and benefits	50%	Jan	Dec
		Purchase Office Supplies (Ink for 2 printers, stationery)	75%	Jan	Dec
		Provide assignment allowance for new staff	50%	Jan	Dec
		Organize monthly staff activities or events for well-being	25%	Jan	Dec
		Assist in renewing visas for non-Thai staff (60 pax.)	50%	Jan	Dec
		Facilitate quarterly staff engagement activities (New year, Songkran, Sport day, Mini retreat)	50%	Jan	Dec
		Provide shipment allowance for resigned staff	50%	Jan	Dec
		Apply for a visa for the new staff members	50%	Jan	Dec
		Provide travel support for resigned staff	50%	Jan	Dec
		Provide shipment allowance for new staff	50%	Jan	Dec
		Purchase payroll software warranty service (Payday)	100%	Jan	Dec
		Hire a teacher for Thai and English classes	25%	Jan	Dec
		Support individual learning and development	50%	Jan	Dec

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Organize MI Birthday Celebration	50%	Aug	Aug
	IT	Purchase iPad	0%	Jan	Dec
		Observational study	0%	Jan	Dec
		Internet, Network system service rental fee (Cisco Meraki)	50%	Jan	Dec
		Install LED Screen for Mekong River conference room (1 Year)	0%	Jan	Dec
		Setup Internet Backup system	0%	Jan	Dec
		Cloud Computing Expansion (Dropbox, One drive, etc.)	75%	Jan	Dec
		Maintain and Upgrade Share Folder (NAS, Synology, Storage, etc.)	25%	Jan	Dec
		Internet service provider (3BB+NT), Upgrade bandwidth speed, Fix IP	50%	Jan	Dec
		Purchase Microsoft 365 License	25%	Jan	Dec
		Cybersecurity Enhancement (Antivirus, Backup, Recovery system, etc.)	25%	Jan	Dec
		Maintain MI Website and Web project database (Cloud Hosting, Domain, Storage, etc.)	50%	Jan	Dec
		Maintain and Upgrades Hardware (Computer, Laptop, Printer, All Server, Network Device, IT/Audiovisual for conference room, IP Phone, etc.)	50%	Jan	Dec
		IT Accessories / IT Equipment (Mouse, Keyboard, Monitor, Connector, Flash drive, Power bar, UPS, Peripheral devices, etc.)	50%	Jan	Dec
		Maintain, Upgrades and License Software (Zoom, Windows, Office, Adobe, IT Request Ticket, etc.)	50%	Jan	Dec
		Maintain and Upgrades CCTV (Camera, HDD, IP Camera, etc.)	25%	Jan	Dec
		Purchase New Laptop for Staff	25%	Jan	Dec
	MEL	Prepare revised annual work plan and budget report 2024-2025	100%	Jul	Jul
		Prepare presentation for Quarterly Executive Meeting 3 (QEM3)	0%	Oct	Oct
		Prepare presentation for Quarterly Executive Meeting 1 (QEM1)	100%	Apr	Apr
		Review and update the Logical Frameworks for MI's contribution to GMS development and institutional strengthening	0%	Feb	Apr
		Modify and update the existing web-based MEL system	75%	Apr	Jun
		Conduct interviews and develop case stories on MI participants	0%	Jan	Dec
		Prepare annual performance report 2024	0%	Oct	Nov
		Prepare Mid-year Performance Report 2025	100%	Jun	Jul
		Recruit an MEL Officer for the MEL unit	100%	Jan	Apr

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Conduct meetings/workshops to establish/strengthen collaboration with academic/research partners	0%	Jan	Dec
		Participate in international/regional training/workshop/conference	0%	Jan	Sep
		Stationaries and supplies for the MEL unit	50%	Jan	Dec
		Semi-annual reflection and learning workshop	0%	Jul	Jul
		Organize semi-annual reflection and learning workshop	0%	Oct	Oct
		Renew subscription to Appsheet for the MEL system	0%	Oct	Oct
		Upgrade web-based MEL system	0%	Jan	Mar
		Organize annual performance review and planning workshop 2024	0%	Nov	Nov
		Prepare Mid-year Performance Report 2024	100%	Jun	Jul
		Organize 1st quarterly reflection and learning-sharing workshop with key MI staff	0%	Nov	Nov
		1st Quarterly reflection and learning-sharing workshop with key MI staff	Cancelled	Apr	Jul
		2nd Quarterly reflection and learning-sharing workshop with key MI staff	Cancelled	Jul	Jul
		Prepare presentation for Quarterly Executive Meeting 2 (QEM2)	0%	Jul	Jul
		Prepare presentation for Governing Board Meeting 1 (GBM1)	100%	Jul	Jul
		Prepare presentation for Governing Board Meeting 2 (GBM 2)	0%	Oct	Oct
		Prepare presentation for Quarterly Executive Meeting 1 (QEM1)	100%	Jan	Jul
		Prepare mid-year performance report 2024	100%	Jun	Jul
		Orient MI staff on any upgrade or changes to the web-based MEL system	0%	Jan	Dec
		Organize 3rd quarterly reflection and learning-sharing workshop with key MI staff	0%	Oct	Oct
		Renew the subscription for SurveyMonkey	0%	Oct	Oct
	OED	Regular Staff Meeting (6 times/year)	50%	Jun	Nov
		Business Organizational Development: BOD (including business trips, business lunch and dinner)-visit partners	50%	Not Specified	Not Specified
		OED Visibility and Partnership Outreach in Thailand (18 trips/year)	50%	Not Specified	Not Specified
		Quarterly Executive Meeting (2 times/year)	50%	Not Specified	Not Specified

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Senior Management Meeting retreat (1 time/year)	0%	Not Specified	Not Specified
		Official guest receptions at MI (12 times/year) (including coffee break, business lunch and dinner)	50%	Jan	Dec
		OED International Visibility and Partnership Outreach (8 trips/year)	50%	Not Specified	Not Specified
		Filing document and correspondence	50%	Jan	Dec
		Office supplies and stationery	50%	Jan	Dec
		Policy and management consultation with SC Chairman (12 times/year)	50%	Not Specified	Not Specified
		Souvenirs on special occasion for partners (12 times/year)	50%	Jan	Dec
		OED Staff capacity development	50%	Not Specified	Not Specified
		ED performance evaluation 2024	50%	Not Specified	Not Specified
		Key events calendar	50%	Not Specified	Not Specified
		Executive Orders	50%	Not Specified	Not Specified
		Program Supervisory	50%	Not Specified	Not Specified
		Consultations with Governing Board Members (3 trips/year)	50%	Not Specified	Not Specified
		New Year greeting gifts for partners (1 time/year)	50%	Not Specified	Not Specified
		Regular Senior Management/Extended SMT Meetings (10 times/year)	50%	Not Specified	Not Specified
		2025 New Year Token set for Governing Board and CA members	0%	Oct	Dec
		2025 New Year Token set for Key MI Partners	0%	Nov	Dec
		Flowers/Wreath/Fruit or gift basket for MI GB members and partners (congratulations or condolences) Ad-hoc	50%	Jan	Dec
		Plaque appreciation for outgoing Governing Board members	50%	Jan	Dec
	PRM	Budget for PRM Stationeries (Paper, pen, printer ink, etc.)	50%	Jan	Dec

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Representing MI ED in the international Fora (participation in the event, speaker, MI exhibit) - Ad hoc	50%	Jan	Dec
		Budget for Accessories (Computers, Printers, etc.)	0%	Jul	Jul
		One PRM staff attending training/ Forum/ Study tour in GMS	0%	Jan	Dec
		Organizing the MI GB Members and Expert Dialogue	25%	Jul	Jul
		Official functions for the current and former GB/CA members when visiting MI	50%	Jan	Dec
		Organizing Governing Board Meeting 1/2024 (at MI in Khon Kaen)	50%	Jul	Aug
		Organizing the CA Meeting 2/2024 (Online)	0%	Nov	Dec
		Organizing the Governing Board Meeting 2/2024 (In Cambodia)	50%	Dec	Dec
		Organizing the CA Meeting 1/2024 (Online)	25%	Jun	Jul
		Being a focal person for ACMECS Interim Secretariat	50%	Jan	Dec
		Organizing the MOU signing ceremony	50%	Jan	Dec
		Organizing the business trip for ED to meet GB/CA members and partners in GMS country	0%	Jan	Dec
		Corporate/Business Guests visit MI and Function Cost (Ad hoc)	50%	Jan	Dec
		Create online Alumni database platform for GB and CA members	Cancelled	Feb	May
	PROC	Procurement-Contract - Dropbox for MI training video	100%	Jan	Dec
		Procurement-Contract - Domain - mekong4business.com	100%	Jan	Dec
		Procurement-Contract - Google workspace - DMIT	100%	Jan	Dec
		Procurement- purchase survey satisfaction	50%	Jan	Dec
		Procurement-Contract - Light Protection	0%	Jan	Dec
		Procurement-Contract - Restaurant for Canteen	0%	Jan	Dec
		Procurement-Contract - Domain - mekong4business.com	100%	Jan	Dec
		Procurement-Contract - Pest control - MI building	0%	Jan	Dec
		Procurement-Contract - motor insurance - 30-1000	0%	Jan	Dec
		Procurement-Contract - motor insurance - 30-1009	100%	Jan	Dec
		Procurement-Contract - motor insurance - 30-1010	0%	Jan	Dec
		Procurement-Contract - motor insurance - 30-1001	0%	Jan	Dec
		Procurement-Contract - motorbike insurance	100%	Jan	Dec
		Procurement- consultant survey satisfaction	50%	Jan	Dec
		Procurement- supplier database	100%	Jan	Dec
		Procurement- consultant database	100%	Jan	Dec

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Procurement-Contract - Elevator service - OMC	100%	Jan	Dec
		Procurement-Contract - Pest control - Annex	0%	Jan	Dec
		Procurement-Contract - Fire insurance - Annex	0%	Jan	Dec
		Feb - Souvenir - Tumbler	Cancelled	Feb	Feb
		Procurement-Contract - internet network - Buriram	100%	Jan	Dec
		Dec - IT equipment	0%	Jan	Dec
		Procurement-Contract - Rental building	100%	Jan	Dec
		Procurement-Contract - Laundry service	100%	Jan	Dec
		Procurement- Payment status for suppliers	100%	Jan	Dec
		Procurement-Contract - Air ticket supplier 1	100%	Jan	Dec
		Procurement-Contract - Air ticket supplier 2	100%	Jan	Dec
		Procurement-Contract - Rental vans	100%	Jan	Dec
		Procurement-Contract - Long term agreement - Office supplies	100%	Jan	Dec
		Procurement-Contract - Long term agreement - Tissue	100%	Jan	Dec
		Procurement-Contract - Long term agreement - Light bulb	100%	Jan	Dec
		Procurement-Contract - Long term agreement - Cleaning supplies	100%	Jan	Dec
		Procurement-Contract - Long term agreement - MI letterhead	100%	Jan	Dec
		Procurement-Contract - Copy machines for MI (2 machines)	100%	Jan	Dec
		Procurement-Contract - Copy machines for Program	100%	Jan	Dec
		Procurement-Contract - Annual Health Check	100%	Jan	Dec
		Procurement-Contract - Security Guard	100%	Jan	Dec
		Procurement-Contract - Cloud Hosting	100%	Jan	Dec
		Procurement-Contract - Fire insurance - MI building	100%	Jan	Dec
		Procurement- Payment status for consultants	50%	Jan	Dec
		Jan - Souvenir - Tumbler	Cancelled	Jan	Jan
		Procurement- Suppliers site visit	100%	Jan	Dec
		Jan - Restock light bulb	100%	Jan	Jan
		Jan-Restock light bulb	100%	Jan	Jan
		Jan - Restock Stationery supplies	100%	Jan	Jan
		Jan - restock tissue	100%	Jan	Jan
		Uniform for drivers	100%	Jan	Dec
		Contract- Air ticket	100%	Jan	Dec
		MI Souvenirs 2024	100%	Jan	Dec

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		MI letterhead and envelop	100%	Jan	Dec
		Contract- Laundry service	100%	Jan	Dec
		Consultant recruitment system and database	100%	Jan	Feb
		MI souvenirs 2024	75%	Jan	Dec
		Renew service contracts	75%	Jan	Dec
		Procurement Training and workshops	0%	Jan	Dec
		Procure goods/ service for all program departments and units	50%	Jan	Dec
		Consultant Advertisement	100%	Jan	Dec
		Procurement Scanner	0%	Jan	Dec
		Procurement - improve system (P2P)	0%	Jan	Dec
		Jan - Restock cleaning supplies	100%	Jan	Jan
		Procurement- Supplier evaluation	100%	Jan	Dec
		Jan - Restock MI letterhead / Notebook / Envelop	100%	Jan	Jan
		Dec - Souvenir - VIP guest	0%	Jan	Dec
		Procurement- Training for procurement staff	0%	Jan	Dec
		Procurement- software (P2P)	0%	Jan	Dec
		Procurement- computer and scanner	0%	Jan	Dec
		Feb - Restock MI letterhead / Notebook / Envelop	100%	Feb	Feb
		Feb - Restock Cleaning supplies	100%	Feb	Feb
		Feb - Restock light bulb	100%	Feb	Feb
		Feb - Restock stationery supplies	100%	Feb	Feb
		Feb - Restock tissue	100%	Feb	Feb
		Jan - Laundry service	100%	Jan	Jan
		Jan - Security guard	100%	Jan	Jan
		Jan- IT - Equipment / Laptop / Computer	100%	Jan	Jan
		Jan - Souvenir - VIP guest	Cancelled	Jan	Jan
		Jan - Annual air condition cleaning	100%	Jan	Jan
		Jan - Packaging to cover MI souvenir	Cancelled	Jan	Jan
		Jan - MI - T-shirt	Cancelled	Jan	Jan
		Jan - Souvenir - MI pen	Cancelled	Jan	Jan
		Jan - Souvenir - Landyard	Cancelled	Jan	Jan
		Feb - Souvenir - zip bag	100%	Feb	Feb
		Dec - Souvenir - MI T-shirt	0%	Dec	Dec

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Jan - Souvenir - Zip bag	100%	Jan	Jan
		Dec - Souvenir - Landyard	0%	Dec	Dec
		Apr - IT equipment	100%	Apr	Apr
		May - Restock tissue	100%	May	May
		May - Restock stationery supplies	100%	May	May
		May - Restock light bulb	100%	May	May
		May - Restock Cleaning supplies	100%	May	May
		May - Restock MI letterhead / Notebook / Envelop	100%	May	May
		May - Souvenir - zip bag	100%	May	May
		May - Souvenir - Tumbler	100%	May	May
		May - Souvenir - Landyard	100%	May	May
		May - Souvenir - MI pen	100%	May	May
		May - Souvenir - MI T-shirt	100%	May	May
		May - Souvenir - VIP guest	100%	May	May
		Apr - Souvenir - VIP guest	100%	Apr	Apr
		May - IT equipment	100%	May	May
		June - Restock stationery supplies	100%	Jun	Jun
		June - Restock light bulb	100%	Jun	Jun
		June - Restock Cleaning supplies	100%	Jun	Jun
		June - Restock MI letterhead / Notebook / Envelop	100%	Jun	Jun
		June - Souvenir - Zip bag	100%	Jun	Jun
		June - Souvenir - Tumbler	100%	Jun	Jun
		June - Souvenir - Landyard	100%	Jun	Jun
		June - Souvenir - MI pen	100%	Jun	Jun
		June - Souvenir - MI T-shirt	100%	Jun	Jun
		June - Souvenir - VIP guest	100%	Jun	Jun
		June - IT equipment	100%	Jun	Jun
		Jul - Restock stationery supplies	0%	Jul	Jul
		May - Group insurance	100%	May	May
		Apr - Souvenir - MI T-shirt	100%	Apr	Apr
		Apr - Souvenir - MI pen	100%	Apr	Apr
		Apr - Souvenir - Landyard	100%	Apr	Apr
		Feb - Souvenir - Landyard	100%	Feb	Feb

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Feb - Souvenir - MI pen	100%	Feb	Feb
		Feb - Souvenir - MI T-shirt	100%	Feb	Feb
		Feb - Souvenir - VIP guest	100%	Feb	Feb
		Feb - IT Equipment	100%	Feb	Feb
		Feb - Staff POLO shirt	100%	Feb	Feb
		Feb - Housekeeper uniform	100%	Feb	Feb
		Feb - Driver uniform	100%	Feb	Feb
		Feb - Sport equipment	100%	Feb	Feb
		Mar - Restock tissue	100%	Mar	Mar
		Mar - Restock stationery supplies	100%	Mar	Mar
		Mar - Restock light bulb	100%	Mar	Mar
		Mar - Restock cleaning supplies	100%	Mar	Mar
		Mar - Restock MI letterhead / Notebook / Envelop	100%	Mar	Mar
		Mar - Souvenir - Zip bag	100%	Mar	Mar
		Mar - Souvenir - Tumbler	100%	Mar	Mar
		Mar - Souvenir - Landyard	100%	Mar	Mar
		Mar - Souvenir - MI pen	100%	Mar	Mar
		Dec - Souvenir - MI pen	0%	Dec	Dec
		Mar - Souvenir - MI T-shirt	100%	Mar	Mar
		Mar - Souvenir - VIP guest	100%	Mar	Mar
		Mar - IT equipment	100%	Mar	Mar
		Apr - Restock light bulb	100%	Apr	Apr
		Apr - Restock Cleaning supplies	100%	Apr	Apr
		Apr - Restock MI letterhead / Notebook / Envelop	100%	Apr	Apr
		Apr - Souvenir - Zip bag	100%	Apr	Apr
		Apr - Souvenir - Tumbler	100%	Apr	Apr
		Jul - Restock light bulb	0%	Jul	Jul
		Jul - Restock Cleaning supplies	0%	Jul	Jul
		Jan - Annual health check	100%	Jan	Jan
		Jul - Restock MI letterhead / Notebook / Envelop	0%	Jul	Jul
		Oct - Restock stationery supplies	0%	Oct	Oct
		Oct - Restock light bulb	0%	Oct	Oct
		Oct - Restock Cleaning supplies	0%	Oct	Oct

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Oct - Restock MI letterhead / Notebook / Envelop	0%	Oct	Oct
		Oct - Souvenir - Zip bag	0%	Oct	Oct
		Oct - Souvenir - Tumbler	0%	Oct	Oct
		Oct - Souvenir - Landyard	0%	Oct	Oct
		Oct - Souvenir - MI pen	0%	Oct	Oct
		Oct - Souvenir - MI T-shirt	0%	Oct	Oct
		Dec - Restock MI letterhead / Notebook / Envelop	0%	Dec	Dec
		Oct - Souvenir - VIP guest	0%	Oct	Oct
		Oct - IT equipment	0%	Oct	Oct
		Nov - Restock stationery supplies	0%	Nov	Nov
		Nov - Restock light bulb	0%	Nov	Nov
		Nov - Restock Cleaning supplies	0%	Nov	Nov
		Nov - Restock MI letterhead / Notebook / Envelop	0%	Nov	Nov
		Nov - Souvenir - Zip bag	0%	Nov	Nov
		Nov - Souvenir - Tumbler	0%	Nov	Nov
		Nov - Souvenir - Landyard	0%	Nov	Nov
		Nov - Souvenir - MI pen	0%	Nov	Nov
		Nov - Souvenir - MI T-shirt	0%	Nov	Nov
		Nov - Souvenir - VIP guest	0%	Nov	Nov
		Nov - IT equipment	0%	Nov	Nov
		Dec - Restock stationery supplies	0%	Dec	Dec
		Dec - Restock light bulb	0%	Dec	Dec
		Dec - Restock Cleaning supplies	0%	Dec	Dec
		Jul - Restock MI letterhead / Notebook / Envelop	0%	Jul	Jul
		Sep - IT equipment	0%	Sep	Sep
		Sep - Souvenir - VIP guest	0%	Sep	Sep
		Dec - Souvenir - Zip bag	0%	Dec	Dec
		Sep - Souvenir - MI pen	0%	Sep	Sep
		Aug - Souvenir - VIP guest	0%	Aug	Aug
		Aug - Souvenir - MI T-shirt	0%	Aug	Aug
		Aug - Souvenir - MI pen	0%	Aug	Aug
		Aug - Souvenir - Landyard	0%	Aug	Aug
		Aug - Souvenir - Tumbler	0%	Aug	Aug

Thematic Area	Operation Units	Activity Name	Status	Start Month	End Month
		Aug - Souvenir - Zip bag	0%	Aug	Aug
		Sep - Souvenir - MI T-shirt	0%	Sep	Sep
		Aug - Restock Cleaning supplies	0%	Aug	Aug
		Aug - Restock light bulb	0%	Aug	Aug
		Aug - Restock stationery supplies	0%	Aug	Aug
		Jul - IT equipment	0%	Jul	Jul
		Dec - Souvenir - Tumbler	0%	Dec	Dec
		Jul - Souvenir - VIP guest	0%	Jul	Jul
		Jul - Souvenir - MI T-shirt	0%	Jul	Jul
		Jul - Souvenir - MI pen	0%	Jul	Jul
		Jul - Souvenir - Landyard	0%	Jul	Jul
		Jul - Souvenir - Tumbler	0%	Jul	Jul
		Jul - Souvenir - Tumbler	0%	Jul	Jul
		Jul - Souvenir - Zip bag	0%	Jul	Jul
		Aug - IT equipment	0%	Aug	Aug
		Sep - Restock stationery supplies	0%	Sep	Sep
		Aug - Restock MI letterhead / Notebook / Envelop	0%	Aug	Aug
		Sep - Souvenir - Tumbler	0%	Sep	Sep
		Sep - Souvenir - Landyard	0%	Sep	Sep
		Sep - Restock stationery light bulb	0%	Sep	Sep
		Sep - Souvenir - Zip bag	0%	Sep	Sep
		Sep - Restock MI letterhead / Notebook / Envelop	0%	Sep	Sep
		Sep - Restock Cleaning supplies	0%	Sep	Sep

9.5. Annex 5: List of MI Staff attended the internal Capacity-Building Training

Name of Participants	Policy Formulation, Strategic Planning, and Coordination				Certified	Proposal and Report Writing Skills			Certified	Communication Strategies			Certified
	Apr 29	Apr 30	May 1	May 2		May 3	Jun 10	June 11		June 12	June 13	June 14	
AnusaraTanpitak	1	1	1	-	**Yes**	1	1	1	**Yes**	1	1	1	**Yes**
Anna Leigh V. Anillo	1	1	1	1	**Yes**	1	-	-	**No**	-	-	-	**No**
Ashutosh Kumar Jha	1	1	-	-	**No**	1	-	-	**No**	-	-	-	**No**
Rithy Buth	1	1	1	1	**Yes**	1	1	1	**Yes**	1	1	-	**Yes**
Huynh Thi Thuy Hanh	1	1	1	1	**Yes**	1	-	-	**No**	-	-	1	**No**
Sovanpol In	1	-	-	-	**No**	-	-	-	**No**	-	-	-	**No**
Kanrayanat Yatsom	1	1	1	1	**Yes**	1	1	-	**Yes**	1	1	1	**Yes**
Maychayar Saripan	1	-	-	-	**No**	-	-	-	**No**	-	-	-	**No**
Mohammad Halimur Rahman	1	1	1	1	**Yes**	1	1	1	**Yes**	1	1	1	**Yes**
Patranuch Saksawang	-	1	1	1	**Yes**	1	1	-	**Yes**	1	1	1	**Yes**
Phinyada Chanthao	1	1	1	1	**Yes**	1	1	1	**Yes**	1	1	1	**Yes**
Piyachat Chanla	1	-	-	-	**No**	-	1	1	**Yes**	-	-	-	**No**
Pornwilai Pumira	1	1	1	1	**Yes**	-	1	1	**Yes**	1	1	-	**Yes**
Sa-nga Sattanun	-	1	-	-	**No**	-	-	-	**No**	-	-	-	**No**
Sasiporn Phuphaploy	-	-	-	1	**No**	1			**No**	-	-	-	**No**
Tanadech Sriwanchai	1	1	-	1	**Yes**	1	-	1	**Yes**	1	1	1	**Yes**

Name of Participants	Policy Formulation, Strategic Planning, and Coordination				Certified	Proposal and Report Writing Skills			Certified	Communication Strategies			Certified
	Apr 29	Apr 30	May 1	May 2		May 3	Jun 10	June 11		June 12	June 13	June 14	
Yatikorn Sitthijanda	1	-	-	-	**No**	-	-	-	**No**	-	-	-	**No**
Eastword De Guzman Manises	-	-	-	-	**No**	-	1	1	**Yes**	1	1	1	**Yes**
Guohua Liu	-	-	-	-	**No**	-	1	-	**No**	-	-	-	**No**
Jian Wang	-	-	-	-	**No**	-	1	1	**Yes**	1	1	1	**Yes**
Joel Emmanuel Manalo	-	-	-	-	**No**	-	1	-	**No**	1	-	-	**No**
Suriyan Vitchitlekarn	-	-	-	-	**No**	-	1	-	**No**	-	-	-	**No**