

ANNEX 5: ENVIRONMENTAL AND SOCIAL SAFEGUARDS DOCUMENTS INCLUDING RATING (ESMF if APPLICABLE, ESS SCREEN, STAKEHOLDER ENGAGEMENT PLAN)

## WWF Environmental & Social Safeguards screening tool for Individual Projects Adapted for GEF/GCF Projects Implemented by WWF

**Rating: Category C**

### **PART I: General Project Information** (To be filled in by WWF GEF/GCF Agencies)

*Please fill in the table with the general project information below. Guidance is provided in blue.*

Project name:	Promoting Circular Solutions to Single-Use Plastic Consumption in Lao PDR
Location of the project:	Lao PDR – Vientiane, Vang Vieng and Luang Prabang cities
GEF/GCF Project ID	GEF ID: 11190
Agency Project ID	G0042
Executing Entities/Agencies:	WWF Laos
Project Partners:	Department of Environment, MONRE; Swiss Contact; Plan International
Project duration:	60 months
Total project budget:	USD 4.5M
Persons involved in filling in this screening tool:	Please indicate name(s) and office(s) WWF-US GEF Agency

## Project Objective and Activities

Objective -- Reduce the use of problematic single-use plastic food and beverage packaging and increase the market share of more sustainable alternatives through inclusive upstream and midstream approaches, targeting policymakers, private sector and local actors, and consumers.

### **1. Enabling regulatory framework for the reduction of SUPs and increase in sustainable and accessible substitutes**

*1.1 Improved enabling environment and cross-sectoral collaboration to phase out SUPs, particularly problematic SUPs in the food and beverage sectors, and introduce environmentally & socially viable substitutes that are accessible, cost-effective and achieve circularity*

1.1.1 Develop national policies that:

- Disincentivise and phase out key problematic SUPs (e.g., higher tax on plastic)
- Incentivize substitute materials/products (e.g. tax breaks, subsidies)

1.1.2 Develop city-level action plans to phase out problematic SUPs in the F&B sector for the three target cities (VTE, VV, LPB)

1.1.3 Develop and strengthen the value of relevant certifications and the integration of wider policies (e.g., Plastic Free Laos, Lasting Laos):

- Strengthen plastic-related criteria on SUPs in the food and beverage sectors
- Develop harmonised guidelines on implementation and business uptake
- Strengthen the capacity of LNCCI coaches and assessors in relation to F&B SUP criteria and alternative materials

### **2. Enterprise engagement and product/ service/ business development**

*2.1 Understand supply chains and markets for financially and socially accessible alternatives to food and beverage SUPs in Laos*

2.1.1 Material flow analysis of substitutes to SUPs

2.1.2 Conduct market research to understand the market size and buying behaviour of diverse consumers

*2.2 Promote the enterprise development of domestically produced substitute products and services to SUPs in Laos' food and beverage sectors*

2.2.1 Business incubator program for businesses and organisations to support SUP substitute products and schemes, catalysing the design and development of prototypes and services

2.2.2 Launch the Eco-Challenge competition to identify viable ideas and business concepts in Laos

2.2.3 Accelerator Programme: Technical support and advice to competition winners (e.g., product testing, product due diligence, marketing, business planning) (also financial grants from FFEM)

2.2.4 Trial new products/services in pilot tourism and hospitality businesses (Component 3 pilots)

### **3. Tourism and Hospitality Business Support and Marketing**

*3.1 Support to tourism and hospitality businesses through technical assistance and mentoring*

3.1.1 Provide support and mentoring to tourism/hospitality businesses to phase out problematic SUPs and complete the transition to more sustainable approaches

3.1.2 Support certification through training, mentoring, auditing and awarding

3.1.3 Promoting hygiene practices for reusable food and beverage alternatives

*3.2 Achieving behaviour changes in purchasing and use through marketing*

3.2.1 Develop a marketing strategy to promote the new products and services, best practices, and certification

3.2.2. Launch a marketing campaign targeted at diverse communities to encourage the shift from SUPs to accessible alternative products and services

#### **4. Knowledge management, communication and coordination**

*4.1. Lessons, knowledge and best practices from the project are shared across Laos, the region and globally to allow for shared learning experiences and upscaling of initiatives*

4.1.1. Project communications strategy developed through consultation with relevant partners and stakeholders and implemented

4.1.2. Develop and disseminate knowledge products in multiple languages and accessible formats based on project lessons, including trade fair

*4.2. Coordination with the global program*

4.2.1 Coordinate with regional and national GEF projects and the global programme (Circular Solutions to Plastic Pollution Integrated Program), including attendance at annual workshops, webinars, and other virtual meetings.

#### **M&E**

M&E a. Effective on-going Monitoring and Evaluation

M&E a.1.1. Timely project progress reports and monitoring against the (a) annual work plan and (b) results framework

M&E a.1.2 Independent mid-term and terminal evaluations, including Gender Impact Assessment

## PART II: Excluded and Low Risk Activities

Please answer the questions in following two tables reflecting on the Project Objective and Activities section above.

### Table 1: Excluded Activities

Excluded Activities	Yes/No/ Not sure	If the answer is “yes” or “not sure”, please specify:
<p>Are any proposed activities in this project part of the excluded activities list:</p> <ul style="list-style-type: none"> <li>- Procurement/use of weapons and munitions</li> <li>- Military activities</li> <li>- Activities involving forms of forced labour/child labour</li> <li>- Procurement/use of formulated products in the <a href="#">WHO Classes IA, IB or II</a></li> <li>- Procurement/use of pesticides &amp; other chemicals specified as <a href="#">persistent organic pollutants under the Stockholm Convention</a></li> <li>- Conversion or degradation of critical natural habitats</li> <li>- Introduction of species known to be invasive into the new environment</li> <li>- Involuntary Resettlement</li> </ul>	No	

**If the answer to Table 1 is yes, please contact the Safeguards Specialist in the WWF GEF/GCF Agency to discuss. The project will need to be redesigned to ensure that it does not fund any of the activities listed in the table above.**

**Table 2: Low Risk Activities**

<b>Low Risk Activities</b>	<i>Yes/No/ Not sure</i>	<i>If the answer is “yes”, please explain the nature of the project:</i>
<p>Below is a list of activities considered to be at low risk for environmental and social impacts. Do <u>all</u> project activities fall solely within this list?:</p> <ul style="list-style-type: none"> <li>- Policy reform</li> <li>- Natural resource assessments and monitoring</li> <li>- Monitoring and evaluation exercises</li> <li>- Desk studies, workshops, meetings</li> <li>- Scientific research and field surveys</li> <li>- Research and extension in agriculture, forestry, fisheries and natural resource management</li> <li>- Remote sensing and geospatial analysis</li> <li>- Capacity development, communication and outreach programs, including training and technical assistance</li> <li>- Investment readiness support</li> </ul>	Yes	<p>This project is focused on upstream solutions – policy and technical assistance.</p> <p>Project activities are in the categories of:</p> <ul style="list-style-type: none"> <li>- Developing policies, plans and guidelines/training for certifications</li> <li>- Material flow analysis and market analysis</li> <li>- Launching a competition to identify possible new single use plastics alternative products, and technical assistance to the proponents</li> <li>- Piloting the use of new products with tourism and hospitality vendors (eg glass bottle instead of plastic)</li> <li>- Developing a marketing strategy and campaign to encourage uptake of single use plastics alternatives</li> <li>- Technical assistance, training, mentoring</li> <li>- Develop a communications strategy and knowledge sharing materials</li> <li>- Joining workshops</li> <li>- Project M&amp;E</li> </ul>

**If the answer to Table 2 is yes, STOP HERE. You may not need to fill out the rest of this document. Email this document to the Safeguards Specialist in the WWF GEF/GCF Agency and they will determine if you need to continue filling out the rest of the screening.**

## **STAKEHOLDER ENGAGEMENT PLAN**

Promoting Circular Solution to Single-use Plastic Production and Consumption in Lao PDR

24.05.2024

GEF/GCF Agency: WWF US

Lead Executing Agency: Ministry of Natural Resources and Environment (MONRE)

### **1. INTRODUCTION**

Economic and social transformation in Laos is leading to increasing volumes of single-use plastics (SUPs), putting pressure on waste management systems. Many households continue to dump or burn waste, resulting in widespread land, air, and water pollution. Development projects solely aimed at downstream interventions fail to keep up with increasing waste inputs. A new approach focused on the circular economy and upstream interventions is required to reduce SUPs in the food and beverage sectors and transition to environmentally friendly substitute products that use alternative materials. This Project takes a systems approach, focused on all parts of the supply chain.

This Project seeks to disincentive the use of SUPs in the food and beverage sector and support product/service and market development for substitutes. The government will be provided with technical support to develop underlying policies, strategies, and plans. Enterprises developing new substitute products and services utilizing alternative materials to plastic will be supported through a business incubator and accelerator programme. Market research will be undertaken to understand customer requirements, with a marketing campaign used to develop segmentation, targeting and positioning of the new products/services to encourage broader uptake and ensure the financial sustainability of new offerings. Best practices within tourism and hospitality businesses will be promoted within Laos and the wider region.

In recognition of past and current work, the Project will be delivered by multiple partners. The Ministry of Natural Resources and Environment (MoNRE) will deliver key parts of component 1 (development of national policies), supported through technical assistance. Swisscontacts will deliver the majority of component 2 (supporting enterprises in the development of new products and services), building on their experience of their waste-to-value Project and inaugural Eco-Challenge, which supported the development of green solutions into physical prototypes. Plan International will deliver key parts of component 3 in supporting tourism and hospitality businesses in the transition from SUPs, building on work undertaken within the SUSTOUR Laos programme (Lasting Laos certification). WWF Laos will support project administration and directly deliver a limited range of technical activities, such as contracting out marketing and various studies.

Additional funding of up to US \$3 million is being sought from the French Facility for Global Environment (FFEM). The FFEM funding will complement many of the GEF activities but will predominantly focus on the downstream level in recognition of the connections and the need for development in waste management in Laos. Furthermore, the FFEM funding will allow for financial grants, which will be critical in supporting the development of enterprises and businesses.

The Project will contribute to a range of global environmental benefits (GEBs), including reduced plastic pollution of international waters (contributing to GEBs of land degradation, international waters). The shift away from the production and use of SUPS will also support the low-carbon transition to alternative materials with a lower footprint (climate change mitigation). The reduction in poor waste management practices (dumping and burning) will also benefit human and environmental health (chemicals and waste).

## 2. REGULATIONS AND REQUIREMENTS

The Stakeholder Engagement Plan (SEP) adopts an inclusive and transparent consultation process to solicit feedback from the government, private sector, civil society organizations, and affected/beneficiary communities. The SEP is based on the WWF Guidelines for consultation and stakeholder engagement, which covers the cycle of engagement - from gathering comments, processing, and responding to these comments, and ensuring that the responses are disclosed to the stakeholders.

The SEP builds on stakeholder consultations undertaken during the project design stage to identify key project stakeholders, their potential involvement in the Project, and the roles and responsibilities in the execution of this Plan.

The project steering committee (PSC)/executing agency (DoE, with WWF - Laos) is responsible for ensuring compliance with the GEF and WWF standards on Stakeholder Engagement, specifically the WWF Standard on Stakeholder Engagement and the associated Procedures for Implementation of the Standard on Stakeholder Engagement. The WWF Standard on Stakeholder Engagement requires the implementing agency and the national executing agencies (Department of Environment (DoE) in the Ministry of Natural Resources and Environment (MoNRE) with support from WWF Laos) to engage national and local stakeholders, including project-affected groups, local organizations, national government, local (provincial and municipal) governments, agencies and institutions operating in the locality, and non-government organizations.

The WWF-US, as the GEF Project Agency, is responsible for oversight. MoNRE, Swisscontacts, Plan International and WWF-Lao PDR are responsible for executing the Stakeholder Engagement Plan in compliance with the WWF Standard on Stakeholder Engagement.

As a recipient of finances from the GEF, the MoNRE, Swisscontact, Plan International, and WWF-Lao PDR need to abide by the WWF-US's Environmental and Social Safeguards Framework, as detailed in the Environmental and Social Safeguards Integrated Policies and Procedures document.

Additionally, it is also important for the Project to follow government-related policies and regulations such as the Decree on Environmental Impact Assessment (EIA) approved in 2019, which provided a strong legal basis for development projects to conduct social assessment and plan/implement mitigation measures as needed, including a technical guideline on Public Involvement Guideline (PI) that was launched in 2013, and others as follow:

- **Public Involvement Guidelines, Ministerial Instruction No 29/MoNRE (2013)** - requires an Environmental and Social Impact Assessment by every investment project and activity of a public and private, both domestic and foreign, enterprise operating in Lao PDR that causes or is likely to cause environmental and social impacts. The instruction also brings into consideration four public involvement processes, which are information gathering, information dissemination, consultation, and participation, to ensure project activities are designed with consideration to minimize social and environmental negative impacts and to maximize positive impacts in the long run. This guideline is mostly followed by large infrastructure projects, like hydropower schemes or mining operations.
- **Decree on the Environmental Impact Assessment (2019)** - requires that certain types and sizes of development projects carry out an Initial Environmental Examination (IEE) and/or an Environmental and Social Impact Assessment (ESIA). This analysis must include a proper consultation process with all stakeholders, especially those who are affected directly by the projects, as described in MoNRE's Instruction on IEE, No. 8029 (2013) and Instruction on ESIA No. 8030 (2013).

- **Ethnic Group Consultation Guidelines (2012)** – give guidance on how to consult with various ethnic groups in culturally appropriate ways. This national guideline on consultation with ethnic groups was largely in line with the World Bank policy on Indigenous People (OP/BP 4.10). It aims to ensure that all ethnic groups who benefit from or are adversely affected by a development project, without regard to the source of funding, are fully engaged in a meaningful consultation process at all stages from preparation into implementation. Additionally, involvement of the Ethnic or tribal leader if any, Provincial or District Offices of Lao Front for National Development and other local civil society organizations (CSOs) identified by the ethnic groups as important in representing their interests, and opportunities for consultation at each stage of sub-project preparation and implementation.
- **Law on Grievance Redress No. 53/NA 2014**, conflicts can be addressed through a legal conflict resolution system - a traditional or customary system, or Village Conflict Mediation Unit. Above the village are the Regional, Provincial, and National Supreme Courts. Any urgent issues, complaints, or inquiries can be publicly voiced to the National Assembly members, or through the National Assembly Hotline, which is open during the National Assembly sessions. Grievance redress can also be pursued through administrative channels or Party channels, via the mass organizations (the Lao Front for National Development, concerning ethnic issues, and the Lao Women’s Union, concerning women’s issues).
- Additionally, the **Prime Minister’s Instruction Number 16/PM (2012) on Sam Sang (Three Build Directive)** – is also an important and strategic government legislation which promotes and aims to (a) Build the provinces as strategic units; (b) Strengthen the capacity of the districts in all regards, especially planning; and (c) Build villages into development units, Sam Sang promotes more active administration at the grassroots level. Implementation focuses on management delivery and the handling of responsibility between the administrations at central, provincial, district, and village levels. Implementation requires officials at central and provincial levels to coordinate with one another more closely.

**WWF Standard on Stakeholder Engagement:** The WWF GEF Agency requires all GEF projects to comply with the GEF and WWF standards on Stakeholder Engagement, specifically the WWF [Standard on Stakeholder Engagement](#) and the associated [Procedures for Implementation of the Standard on Stakeholder Engagement](#). Stakeholder engagement is an overarching term that encompasses a range of activities and interactions with stakeholders throughout the project cycle and is an essential aspect of good project management. The WWF Standard on Stakeholder Engagement requires the Executing Agency to engage stakeholders throughout the life of the Project; communicate significant changes to project stakeholders and consult on potential risks and impacts; establish a grievance redress mechanism and register and respond to grievances throughout project execution; and disseminate information in a way that is relevant, transparent, objective, meaningful, easily accessible. The Standard on Stakeholder Engagement promotes an inclusive process to support the development of strong, constructive and responsive relationships.

### 3. PROJECT STAKEHOLDERS

#### National Government Entities

**Department of Planning and Finance – DPF (under MONRE)** – GEF Operational Focal Point. Supported the identification of this GEF Project and will be kept informed throughout the implementation.

**Department of Environment (DoE), MONRE – Lead Executing Agency:** The DoE at the MONRE is the central governing agency regulating the management of the environment, land, forest, water, air, and biodiversity conservation. The DoE is currently responsible for the roll-out of the National Plastic Action Plan (NPAP), including enabling related policies/regulations/standards/manuals, raising awareness, coordinating/working with relevant sectors, collecting relevant information and data, and creating working groups/network to address plastic issues and challenges throughout the country. The DoE will be responsible for the development of national policies to disincentivize SUPs and incentivize alternatives. Technical assistance in the form of consultants located within the DOE will be provided by the Project. The DoE will also be responsible for coordinating with other relevant ministries in the development of these policies, as well as across the government.

**Ministry of Industry and Commerce (MOIC):** The MOIC is responsible for governing and developing industrial and commercial activities, including regulating manufacturing, trade management (import/export), international representation, and promoting commerce. As such, the development of national policies will need to be undertaken in conjunction with MOIC as they may impact the manufacturing of substitute products using alternatives to plastics in Laos and also trade in SUPs with neighboring countries (e.g., economic instruments may be introduced that include import taxes on SUPs). The MOIC may also be required to help promote businesses to reduce SUPs and use environmentally friendly alternatives. The MOIC will be consulted bilaterally through policy development and invited to key consultation workshops and relevant meetings.

**Ministry of Finance (MoF):** The MoF is responsible for managing public finances, including financial oversight, budget formulation and execution, taxation and revenue collection, economic policy coordination, financial regulation, and international regulations. The use of economic tools will be considered during policy development, and therefore, it will be essential to develop these policies in collaboration between the MoNRE and MoF (e.g., if the use of import taxes is considered, then this falls under the remit of the Customs Department). The MoF will be consulted bilaterally through policy development and invited to key consultation workshops and relevant meetings.

**Ministry of Information, Culture and Tourism (MICT):** The MICT is responsible for promoting tourism, cultural preservation, information dissemination, tourism development and international representation. As the Project focuses on food and beverage products in the tourism and hospitality sectors, it will be important to communicate with the MICT. MICT will be invited to key consultation workshops and relevant meetings, as well as be provided with any toolkits or information that needs to be promoted to tourism and hospitality businesses.

#### Sub-national Government Administration

**Provincial and District Office of Natural Resources and Environment (PONREs/DONREs):** These are the provincial and district offices of the MoNRE (Vientiane capital, Vang Vieng, and Luang Prabang). They are responsible for raising awareness, creating educational campaigns, disseminating regulations, and enforcing various laws related to waste management and the environment. The PONREs/DoNREs will be important points of contact, helping to support the Project with coordination, facilitation and engagement of local authorities and relevant communities in the three target cities.

***Urban Administration and Services (Vientiane City Office for Management and Service (VCOMS), Vientiane Province Urban Development Administration Authorities (UDAA), and Luang Prabang Province Urban Service Office (USO):*** These local agencies are responsible for promoting or regulating urban development processes including facilitating economic growth (including infrastructure development), preserving the natural and built heritage, and enhancing the resident's quality of life. They have responsibilities in relation to solid waste management including waste collection and disposal. The UDAA will be important points of contact, helping to support the Project with coordination, facilitation and engagement of local authorities and relevant communities in the three target cities.

#### **International Non-Governmental Organizations (INGOs)**

**Swisscontact:** Swisscontact is a non-profit organization and a member of the Transparency International and UN Global Impact. In Lao PDR, [Swisscontact](#) established in 2013 with a tourism development project in Champasack province, and continue to actively expand in Vientiane capital, Salavanh, Khammouane, Xiengkhoung, Oudomxay, Xayaboury and Vientiane provinces. The Waste to Value is one of their flagship projects with objectives to (i) improve the environmental performance in service sector SMEs through access to green products and better waste management practices; and (ii) enhance the business performance of informal waste pickers to improve their livelihoods. Key activities include the development & roll-out of green products and services (e.g., alternative to SUPs, Eco-Challenge, marketing, business toolkit and plastic bag reduction campaign with Minimarts); waste management (food waste, plastic waste, resources efficiency and informal waste pickers); and awareness raising and networking. Swisscontacts will be responsible for the outcome and operations of a large part of Component 2. This will include managing the business incubator, Eco-Challenge and Accelerator Programme to help local enterprises develop products and services to provide substitutes to SUPs.

**Plan International Deutschland eV:** Plan International is a non-profit children's rights organization active in more than 45 developing countries in Africa, Asia and Latin America. [Plan International Laos](#) is currently implementing the SUSTOUR Laos Project financed by the European Union under the SWITCH-Asia Program, which works in cooperation with the Lao National Chamber of Commerce and Industry (LNCCI), The Lao Ministry of Commerce and Industry (MOIC) and the European Centre for Ecological and Agricultural Tourism. SUSTOUR Laos is dedicated to fostering sustainable consumption (SCP) practices among micro, medium, and small enterprises (MSMEs) in the tourism sector. By supporting businesses to adhere to sustainable tourism standards certified by the Travelife and Lasting Laos sustainable programs. Plan International will be responsible for the outcomes and operations of Component 3. This will include supporting 20 pilot tourism and hospitality businesses in each of the three cities (e.g., hotels, restaurants, bars, and tourism operators) with the transition from SUPs. Plan International will be responsible for conducting baseline assessments and monitoring how businesses become more environmentally and socially sustainable, as well as supporting them in accreditation under the Lasting Laos scheme. Plan International will also have responsibilities under Component 1 regarding the activities associated with developing and strengthening the value of certification. This will require collaboration with the LNCCI.

**WWF Laos.** WWF Laos is a Programme Office under WWF-International. WWF Laos will provide administrative and technical backstopping to the Lead Executing Agency, DoE (in MONRE), including supporting project management, procurement support, and financial management of the project. In addition, WWF-Laos will also be responsible for the direct implementation of some activities. This includes the development of city plastic action plans under Component 1; the material flow analysis and marketplace study under Component 2; the market research and marketing strategy, and hygiene study under Component 3; and knowledge management, communication and coordination under Component 4.

## **Multilateral Agencies**

***Agence Française de Développement:*** The AFD is a bilateral development finance institution established in 1941 that works on behalf of the French government. Its mission is to finance development according to France's Overseas Development Assistance policies. The AFD will be a local partner that will provide complimentary funding (to be confirmed) from the French Facility for Global Environment (FFEM), with support from the French Ministry for Europe and Foreign Affairs and the Ministry of Ecological Transition and Territorial Cohesion. The two projects will work in conjunction across all components, with the GEF focused on upstream and FFEM predominantly downstream. Financial support to the private sector will also be available from the FFEM, including grants for enterprises and pilot tourism and hospitality businesses (this approach recognizes that technical support alone is unlikely to result in success). The AFD will have a representative on the overall Project Steering Committee.

strengthen Laos' capacity for waste and pollution management, improve municipal solid waste management in targeted areas in Lao PDR, and provide an immediate and effective response in case of an Eligible Crisis or Emergency. Key components include policy implementation and capacity enhancement, waste and plastics management operation and investments (landfill infrastructure (KM32 & KM16), transfer stations and integrated waste management facilities). As the PWMP will be predominantly focused on Vientiane, it will be important for the GEF Project to keep in close communication with the World Bank over any developments and possible synergies/impacts across the two projects. The World Bank will also be invited to key workshops and relevant meetings.

***Asian Development Bank (ADB):*** The ADB is undertaking the Greater Mekong Subregion (GMS) Tourism Infrastructure for Inclusive Growth Project, which includes waste management improvements and the development of a landfill in Vang Vieng. The ADB project recognizes that reducing disposal waste and increasing diversion is critical to making landfill operations financially viable. As such, there will be key synergies between the two projects. The ADB is also commencing the Urban Environment Improvement Investment Project in Luang Prabang, which includes waste management components, including the development of the dumpsite. As the ADB is working in both Vang Vieng and Vientiane, it will be important for the GEF Project to keep in close communication with the ADB over any developments and possible synergies/impacts across the two projects in these cities, as well as at the national level. The ADB will also be invited to key workshops and relevant meetings.

## **Local NGOs/Community-Based Organizations**

***Lao Mass Organization/National Organisations:*** There are several quasi-governmental party organizations that fulfill many civil society roles in Laos, including the Lao Women's Union (LWU), The People's Revolution Youth's Union (LYU), and the Lao Federation of Trade Union (LFTU). They play a very active role in development at the sub-national and national levels, including providing awareness-raising, training and capacity development, organizing community-based activities, and acting as facilitators for development partners in rural areas. These groups have a strong vertical network, with most having a representative in each village linked to the district, provincial, and national levels. As such, these groups will be very useful for the Project, and can help facilitate/coordinate the consultation process, information dissemination and awareness-raising.

**Local Non-Profit Organizations (NPO)/Non-Governmental Organizations (NGOs):** A variety of NGOs that work to improve solid waste management exist in Laos. Zerowaste Laos is a youth-led organization that focuses on various environmental issues, including advocating for reducing plastic waste by encouraging people to buy fewer plastic-packaged products and reuse existing plastics like water bottles. Zerowaste Laos conducts workshops, seminars, and campaigns to engage young people. Green Vientiane is a volunteering group that promotes sustainable waste management through awareness campaigns, litter clean-ups, capacity-building, and knowledge sharing. These groups will be consulted on activities and impacts and will be very useful for the Project, such as helping with information dissemination, awareness-raising and consultation on activities and impacts.

### **Private Sector**

**Lao National Chamber of Commerce:** The LNCCI is an independent body that represents the business community in Lao PDR. It is the nexus between state and private enterprises and represents employers, groups and joint ventures across all agencies that have been established under the laws of Lao PDR. It currently has more than 4,000 members represented through Chambers of Commerce in 18 provinces and business associations and groups. The LNCCI, with support from GIZ and ECONOX, implements the Plastic Free Laos label, certifying green businesses committed to reducing single-use plastics. This scheme aims to facilitate the reduction in the use of disposable plastic by providing education, tools, and certification to businesses. The LNCCI is also cooperating with Plan International to implement SUSTOUR Laos and the Lasting Laos certification scheme, which is dedicated to fostering sustainable consumption practices among micro, medium, and small enterprises (MSMEs) in the tourism sector. The LNCCI will cooperate with Plan International, MONRE, and MOIC for the implementation of Component 1, which seeks to strengthen the value of certification and its integration into wider policies, as well as expand the criteria and applicability of the Lasting Laos certification (including the capacity of LNCCI coaches and assessors). As such, the LNCCI will play a key role in the delivery of the Project and in helping to disseminate information and learnings from the Project.

**Hotel and Restaurant Association of Lao PDR:** This is an association of hotels, guesthouses, and restaurants established under the LNCCI, which aims to develop the hotel industry and contribute to the development of the tourism and service sector in Lao PDR. Selected hotels and restaurants in target cities will be invited to participate in the city-specific pilot schemes to phase out or reduce food and beverage problematic SUPs under Component 2. The Hotel and Restaurant Association will be consulted over the criteria and selection of pilot businesses, and information and learnings from the Project will be distributed to the Association for wider promotion.

**Lao Association Travel Agency and Tourism Group:** The LATA is an independent, voluntary, private-sector representative group established under the LNCCI. Its members are travel agents and tour operators. One of its objectives is to encourage the development of a sustainable tourism industry in Lao PDR. The information and learnings from the Project will be distributed to the group for wider promotion.

**Makerbox Lao:** is run as a not-for-profit entity, funded by several organizations. It is a collaborative workspace for making, learning, exploring, and sharing that uses high tech to no tech tools for kids, adults, and entrepreneurs. Provide support, mentorship, consultation and training for industry experts, educational materials and university educators. The [Makerbox](#) Lao has maker space and coworking area provided for alternative product development (prototype stage), and capability to support Eco-challenges and Business Incubator program.

**Econox:** An enterprise that aims to embrace innovative ideas into shaping the harmony of environmental conservation and development. [Econox](#) Laos works to improve the stage of natural environment and community's sustainable development in Lao PDR through (a) Social-Environmental Impact Assessment; (b) Community sustainable development and natural resources protection; (c) Corporate Social Responsibility; (d) Capacity building and training; (e) Production and providing eco-friendly products; and (f) Environmental Journalist.

**Local Enterprises:** These are local businesses who are seeking to develop new F&B products or services (e.g., refill services) to sell in tourism and hospitality businesses. These enterprises will be invited to participate in an initial six-month business' incubator, which will involve a series of workshops and technical/business support to help develop the businesses themselves and their offerings. A competition in the form of the Eco-Challenge will then select the five best businesses, who will then be provided with one-on-one technical and business support (as well as financial support through the FFEM) over a three-year period.

**Tourism and Hospitality Businesses:** Twenty pilot businesses (e.g., hotels, guesthouses, restaurants, bars, and tourism operators) in each of the three target cities will be provided with technical support and mentoring over a three-year period in the transitioning away from SUPS, the adoption of sustainable practices and in achieving accreditation in certification schemes. The new products and services from the enterprises will be trialed in these pilots (with financial support/subsidies from the FFEM). The best practices and successes from these pilots will be promoted to wider businesses through communications, toolkits, workshops, and a trade fair.

The Project also recognizes the importance of staff who work in these tourism and hospitality businesses (e.g., restaurant and hotel staff). The introduction of new products and services is likely to be more successful if staff understand the importance of transitioning away from SUPs and the use of substitute products and services is equally as convenient as SUPs. During the market research and the initial baseline assessments of the pilot tourism and hospitality businesses, surveys will be conducted amongst staff members to understand their views, concerns, and requirements to support them in their work. Staff will also be helped with capacity, techniques (e.g., sanitation approaches with reusable items) and best practices through the support of the pilots.

### **Academia**

**National University of Laos:** The NUOL, particularly the Faculty of the Environment, is collaborating and undertaking assignments with key development partners and MoNRE on waste management and related research and studies; curriculum development and training; piloting of recycling banks; awareness raising; monitoring and evaluation. The NUOL also has a dedicated laboratory for plastics. The NUOL is likely to have ideas for alternative materials that could be utilized in Laos and may have connections to enterprises that wish to participate in the business incubator and Eco-Challenge. They may also have ideas for end-of-life solutions for compostable products. The information and learnings from the Project will be distributed to the NUOL for wider promotion.

### **Customers and End Consumers**

**Business Customers:** The initial customers of the new products and services will be tourism and hospitality businesses (as detailed above). These customers will then retail the F&B products to end consumers. It is envisaged that the adoption of more sustainable practices will help improve their triple bottom lines, increasing sales, improving customer and staff satisfaction, and contributing to environmental sustainability. These businesses will receive direct and indirect support from the Project.

**End Consumers:** These are the patrons of tourism and hospitality businesses and may include international tourists, domestic tourists, and local communities. Market research will be undertaken to understand their buying behavior and determine their wants and desires with respect to F&B products. A market campaign will then promote the new products and services to these consumers. The adoption of circular economy principles through the Project are expected to give end consumers more choice and higher quality experiences.

#### **4. SUMMARY OF ANY PREVIOUS STAKEHOLDER ENGAGEMENT ACTIVITIES**

##### **Internal Team Meetings**

The development of the ProDoc phase has been led by the WWF-Laos, with regular support from the WWF-US GEF Agency. Every three weeks, there have been meetings between WWF Laos and WWF-US to ensure that the project design and development of the ProDoc are on track and will meet the requirements of the GEF.

WWF-Laos and the Department of the Environment (DoE) have also convened regular meetings at the Ministry of Environment and Natural Resources (MONRE), the Executing Agency. This commenced with a kick-off meeting to outline the Project and agree on the Project Development Team (PDT), which included a mix of WWF staff, government staff, and national and international consultants. The PDT then established regular communications to organize meetings/workshops and coordinate with key stakeholders.

The PDT also attended regular monthly agency meetings for the global Project, as well as the Executing Partner led sessions (e.g., on reuse, alternative materials, and policy) to help inform the design of the Project.

##### **Bilateral Meetings**

At the commencement of the Project Design, the Design Team recognized that a wide number of existing projects have been undertaken or are being undertaken in relation to SUPs and solid waste management. As such, a series of bilateral meetings were held to discuss lessons learnt, challenges, and opportunities for building on past work, as well as the potential for developing partnerships. In this regard, bilateral meetings were held with the following agencies:

- **Swisscontact:** Multiple bilateral meetings were held with Swisscontact, noting their experience with the Waste to Value Project in Laos and the previous Eco-Challenge. These meetings led to Swisscontact being identified as a potential partner and sub-grantee, particularly in the delivery of activities under Component 2 (enterprise development). Swisscontact also attended all the public workshops.
- **Plan International:** Multiple bilateral meetings were held with Plan International, noting their experience with the SUSTOUR Laos and the Lasting Laos certification scheme. These meetings led to Plan International being identified as a potential partner and sub-grantee, particularly in the delivery of activities under Component 1 (strengthening certification) and Component 3 (supporting tourism and hospitality businesses). Plan International also attended the Vientiane workshop.
- **LNCCI:** A meeting was held with the SUTOUR Laos team and LNCCI to discuss the Travelife and Lasting Laos certification schemes. The LNCCI will be important across a range of components, including under Component 1 (strengthening certification) and in general promotion.

- GGGI: A bilateral meeting was held with GGGI in conjunction with MoNRE. This meeting considered the work that GGGI has undertaken already, including through the AMUSE project, which includes the development of waste recycling banks and compost facilities, and capacity building). While it was determined that GGGI was not able to formally join the Project, the importance of keeping in regular communication was noted. GGGI also attended the Vientiane workshop.
- World Bank: A bilateral meeting was held with the World Bank, particularly to discuss their previous work (diagnostic surveys and identification of main plastic pollutants in Laos) and their forthcoming Pollution and Waste Management Project (PWMP). The preparation for the PWMP had been on hold but was restarted in late 2024. The focus of this Project is capacity development for solid waste management and also plastic management, as well as the establishment of infrastructure (e.g., landfill and transfer stations) in Vientiane. The plastic work is connected to the NPAP (which the World Bank helped develop), with a focus on improving recycling. Noting that both projects will contribute to the NPAP, the importance of keeping in regular contact was noted. The World Bank also attended the Vientiane workshop.
- ADB: A bilateral meeting was held with the project team responsible for delivering the ADB's GMS Laos Tourism Infrastructure Project (working under MICT), which includes the establishment of a new landfill for Vang Vieng. The Project has also developed a materials recovery facility and will be seeking a private company to manage the facility, utilizing the informal workers as a flexible workforce. There is also the potential to develop a joint commercial biodigester/compost facility (with GGGI) at the landfill. The project team attended the workshops in Vang Vieng and Vientiane.
- Mekong River Commission: A bilateral meeting was held with the MRC, noting their work on riverine plastic monitoring. During the course of the GEF Project the data from the monitoring stations will be publicly available and may be incorporated into the GEF Project indicators at a later date.
- Makerbox Lao: Bilateral meetings were held with Makerbox, noting their experience with the prototype product development, business incubator, Eco-challenge and marketing. This meeting led to Makerbox being identified as a potential partner in sub-activities, particularly in the delivery of activities under Component 2 (enterprise development). Makerbox also attended the Vientiane workshop.
- Econox: Bilateral meetings were held with Econox, noting their experience with the Plastic Free Laos Label and Rent-Your-Cup initiatives implementation. This meeting led to Econox being identified as a potential partner in sub-activities, particularly in the delivery of activities under Component 3 (supporting tourism and hospitality businesses). Econox also attended the Vientiane workshop.

### **Public Workshops**

A series of public workshops were held with the intention of informing the public, local government, private sectors, and NGOs about the Project and to get feedback on the initial design ideas. It was debated whether to have one single workshop in Vientiane or individual workshops. In the end, individual workshops were utilized, noting that each city has its own requirements and identity, and this was likely to result in more people being able to attend. In total, 101 participants, 42 are female (or 41 percent), attended the three workshops. See Appendix 3: Minutes of Meeting for the full workshop report.

## **Transect Walks**

A transect walk is a tool for describing and showing the location and distribution of resources, infrastructure, social features, landscape, and mainly uses along a given transect. These methods are a low-risk/low-impact data collection tool standard for gender-inclusive methodologies. They are non-hierarchical and less formal than workshops, which allows for the participation and interviewing of a wider range of participants, many of whom would not normally attend formal workshops. As such, the transect walks proved to be a key method of understanding on-the-ground challenges and opportunities, and the observations from these walks substantially contributed to the project design and re-design. Transect walks were held after the workshops in all three cities.

## **Vang Vieng Workshop and Transect Walk**

**Workshop:** This was the first workshop, held on 13/12/2023, with 30 people attending. During this half-day workshop, all participants confirmed the importance of Laos for a project of this nature. Several key points were made, which helped with the Project design:

- New landfill: Vang Vieng will have a new landfill in early 2025. However, there are challenges with funding budgets to cover the costs of operating the landfill. This will be a common problem across Laos. This reinforced the importance of reducing and diverting waste in the first place to lower the costs of downstream waste management.
- Awareness-raising: As Vang Vieng is a key tourist destination with many bars, restaurants and hotels, the need to raise awareness of the impacts of plastic, ban littering, find alternatives, and develop segregation and collection of recyclable materials was noted. Noting that awareness-raising takes time and tends to achieve limited change, the Project design has focused more on marketing with a market research activity and the development of a marketing strategy.

**Transect Walk:** The half-day walk was organized in conjunction with Swisscontact, who has an office in Vang Vieng, as well as with representatives from the local government (MoNRE, UDAA). As there were so many participants, two groups were used. The first group stuck to the main tourist area, while the second group went slightly further out to more local areas of the city. Several hotels visited were already undertaking sustainable practices, since some training had been already provided by Swisscontact. A few hotels raised some critical points regarding alternative materials to plastics:

- Hygiene: The use of alternative materials in straws (e.g., bamboo and stainless steel) can result in hygiene challenges. There are issues with some tourism and hospitality businesses bit understanding the sanitation requirements with some reusable items. This observation led to the addition of the hygiene study and communication of best practices under Component 3.
- Marketplaces: Some hotels and restaurants already try to source alternatives to plastic (especially for plastic bottles). However, sourcing is a major challenge, with most items having to be imported by individual establishments, which is costly. This observation led to the addition of the study that identifies gaps and opportunities for marketplaces (virtual/physical) in Laos under Component 2.
- Cost: Some food and beverage vendors, including street sellers, outlined how they had tried to shift away from plastics (including a vendor that sold food wrapped in banana leaves but still used small plastic bags so that people can carry the food home, as the alternative paper-based bags were too expensive). These observations reinforced the need to ensure that alternative products can achieve similar functionality and as close to cost-equivalence to the SUPS they replace as possible, particularly noting the low cost of food sold by street sellers to wide segments of the Laos population (i.e., expensive packaging will not work in this retail channel). These observations also led to the inclusion of a willingness-to-pay survey, which will form part of the market research under Component 3.

## **Luang Prabang Workshop and Transect Walk**

**Workshop:** This second workshop was held on 12/01/2024, with 30 people attending. The concept of a project focused on upstream aspects in relation to plastics was well received, particularly from a number of private sector tourism and hospitality businesses (who said they have been waiting years for a project like this, especially as it has a particular focus on business and the private sector). Several key points were made, which helped with the Project design:

- **Financial sustainability:** A key point made was the need for sustainability beyond the life of the GEF project itself, noting that many development projects fail in this area. This point re-stressed the importance of taking a business approach as opposed to general awareness. Components 2 and 3, in particular, provide key activities (business support and marketing) aimed at ensuring that businesses are profitable and become self-sustaining beyond the life of the Project.
- **Cost:** As per Vang Vieng, the cost of alternatives to plastic was raised. As such, the cost of producing alternatives needs to be lowered (as per Component 2 and improving the efficiency of production), and the value and benefits of substitute products need to be marketed.
- **Certification:** Some private sector participants raised the importance of certification (e.g., Lasting Laos) and encouraged businesses to apply, noting that if all tourism and hospitality businesses raise the standard, Luang Prabang as a tourist destination collectively benefits. This point reinforced the importance of work under Component 1 to strengthen certification.
- **Leaders:** The importance of promoting best practices was raised, and leaders (e.g., businesses that already have accreditation) were used to help with this. This point led to the addition of promotion activities that will be used to promote the best practices undertaken by the 60-pilot tourism and hospitality businesses to the wider business community.

**Transect Walks:** Transect walks were held over two days and included visits to the landfill, accredited businesses under Lasting Laos, and general visits to restaurants, hotels, guesthouses, tourist venues (e.g., waterfalls) and markets. A number of key observations were made, which helped with the Project design:

- **Drinking water:** Many SUPs in the tourism and hospitality sector are PET plastic drinking water bottles, including very small bottles that do not hold much water, so this represents a key opportunity to reduce plastic use. Some hotels are using a refillable service, which utilizes glass bottles with metal caps filled by a service provider. However, one of the existing schemes involves a fairly high container deposit, which is lost if a bottle is broken. As such, some hotels do not want to incur these additional charges, noting that the refills themselves are also substantially more expensive than SUP bottles. Critically, the staff themselves are very wary as they may lose wages if they inadvertently break bottles. This raises the importance of cost equivalence and also identifying services that are attractive to businesses and acceptable to staff.
- **Hygiene (drinking water):** Some hotels have used their own refillable jugs or bottles that do not involve a third-party service provider. However, it is not possible to fully seal the tops of these bottles. While some customers are comfortable, this approach presents perceived concerns about hygiene with other customers.
- **Hygiene (reusable utensils):** Many hotels and restaurants use SUP straws and chopsticks (both of which also often come in plastic outer packaging). Concerns about switching include costs and also hygiene. Some restaurants are small and have limited hot water facilities, so it is important to find ways to steam to improve the sanitation of reusable utensils. Sanitation and hygiene aspects will be a key part of the project regarding reusable items.

### **Vientiane Workshop and Transect Walk**

**Workshop:** This third workshop was held on 07/02/2024, with 44 people attending. The workshop was well attended by government - national and local), as well as NGOs and some private sector businesses. A number of key points were made, which helped with the Project design:

- Extended Producer Responsibility: The concept of introducing a voluntary/mandatory EPR scheme was raised. While there is no dedicated activity to EPR, this is envisaged to be assessed under the policy work. Furthermore, Eco-Challenge under Component 2 has expanded beyond products to services, which would include EPR-type schemes.
- Other points raised at previous workshops included cost equivalence, hygiene of reusable products, the need for certification, and technical support to businesses.

**Transect Walk:** The transect walk included a visit to the main landfill, as well as to general businesses and markets. Furthermore, a visit was made to a woman and disabled-led organization that makes handicraft products (e.g., bags, jewelry) out of plastic waste. Several key observations were made, which helped with the Project design:

- Plastic Bans: A visit was made to the old Kuadin market, which was previously renowned for a local ban on plastic bags. The market is now under new management, and the ban has been scrapped. Stall owners outlined the issues with the ban, which included cost. However, more important was the fact that they were never consulted prior to the introduction of the ban, which led to discontent and a lack of understanding and ownership. These observations will be useful with regard to the development of national policies and the importance of consultation and awareness-raising prior to the introduction of new policies.
- Refill Shops: A visit was made to a refill shop, where customers can use their own containers to refill a range of household products (e.g., washing powder and shampoo) and foodstuffs. The staff noted that the majority of customers are foreigners. The use of refill schemes could provide a way of moving away from the small test pouches that many Laos people buy shampoo and washing powder in (this is often because they can't afford to buy a large bottle in one go). As such, there is real potential for reusable schemes and shops, but ones that cater for the general population.

## **5. STAKEHOLDER ENGAGEMENT PLAN**

The purpose of this Stakeholder Engagement Plan is to ensure appropriate and consistent involvement of project stakeholders in every stage of the project implementation, supporting effective communication and working relationships. The Project Management Unit (PMU) will ensure that the views and inputs of stakeholders are taken into consideration throughout project implementation.

C= Component; PSC = Project Steering Committee

Stakeholder Type	Name	Frequency of Engagement/ Project Years	Engagement During Project Implementation
Government of Lao PDR	Department of Planning and Finance (DPF), Ministry of Natural Resources and Environment (MONRE)	On-going – Rep. on PSC, workshops & in person, email, phone calls Yrs 1-5	<ul style="list-style-type: none"> <li>- Preparation and finalization of the Memorandum of Understanding (MOU) between GOL and WWF-Laos on project management, operations, implementation arrangement and reporting.</li> <li>- Participation in C4 knowledge exchange, workshops, and regional/global forums/conferences.</li> </ul>
	Department of Environment (DOE), Ministry of Natural Resources and Environment (MONRE)	On-going - Workshops, in person, email, phone calls Rep. on SC Yrs 1-5	<ul style="list-style-type: none"> <li>- Lead Executing Agency for the Project</li> <li>- Chairmanship of the Project Steering Committee Meeting (PSC)</li> <li>- Will host the PMU.</li> <li>- Issue policies and regulations where relevant.</li> <li>- Manage Technical Assistance under C1</li> <li>- Participation in C4 knowledge exchange, workshops, and regional/global forums/conferences.</li> <li>- Participation in key workshops and activities under C2 and C3.</li> </ul>
	Ministry of Industry and Commerce (MOIC)	Bi-Annual (PSC meeting); as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Issues policies and regulations where relevant, including under C1.</li> <li>- Engage on the project through participation in the PSC.</li> <li>- Participation in relevant Project workshops, training, and events.</li> </ul>
	Ministry of Finance (MOF)	Bi-Annual (PSC meeting); as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Issues policies and regulations where relevant</li> <li>- Engage on the project through participation in the PSC.</li> <li>- Participation in relevant Project workshops, training, and events.</li> </ul>
	Ministry of Information, Culture and Tourism (MICT), including relevant DICT in the project province.	Bi-Annual (PSC meeting); as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Engage on the project through participation in the PSC.</li> <li>- Beneficiary from capacity building activities.</li> <li>- Participation in relevant Project workshops, training, and events.</li> </ul>
	Provincial and District Office of Natural Resources and Environment (PONRE/DONRE)	On-going - as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Coordination with relevant agencies in the project area/cities/province.</li> <li>- Support in preparing the city action plan to phase out problematic SUPs.</li> <li>- Participation in relevant Project workshops, training, and events.</li> <li>- Promotion of learnings from the Project.</li> </ul>
	Urban Administration and Services	Occasionally – as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Support in preparing the city action plan to phase out problematic SUPs.</li> <li>- Participation in relevant Project workshops, training, and events.</li> </ul>

			<ul style="list-style-type: none"> <li>- Promotion of learnings from the Project.</li> </ul>
INGOs	Swisscontacts	On-going - Workshops, in person, email, phone calls Yrs 1-5	<ul style="list-style-type: none"> <li>- Sub-grantee and lead delivering agency for C2.</li> <li>- Responsible for the overall project management, including budget, all contractual arrangements, and monitoring and reporting of C2.</li> <li>- Engage with product and service enterprises for the pilot schemes.</li> </ul>
	Plan International Deutschland eV	On-going - Workshops, in person, email, phone calls Yrs 1-5	<ul style="list-style-type: none"> <li>- Sub-grantee and lead delivering agency for C3. And activity under C1</li> <li>- Responsible for the overall project management, including budget, all contractual arrangements, and monitoring and reporting of C3.</li> <li>- Engage with the Tourism and Hospitality business unit for the pilot schemes.</li> </ul>
Private Sector	Lao National Chamber of Commerce (LNCCI)	On-going - Workshops, in person, email, phone calls Yrs 1-5	<ul style="list-style-type: none"> <li>- Receives support for assessors under C1.</li> <li>- Administration of the certification schemes – the Lasting Laos</li> <li>- Facilitation of Private Sector engagement</li> <li>- Participation in relevant Project workshops, training, and events.</li> </ul>
	Hotel and Restaurant Association of Lao PDR	Occasionally – as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Representation and Facilitation of Private Sector engagement</li> <li>- Participation in relevant Project workshops, training, and events.</li> </ul>
	Lao Association Travel Agency (LATA) and Tourism Group	Occasionally – as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Representation and Facilitation of Private Sector engagement</li> <li>- Participation in relevant Project workshops, training, and events.</li> </ul>
	Markerbox Lao	On-going - Workshops, in person, email, phone calls Yrs 1-5	<ul style="list-style-type: none"> <li>- Potentially sub-contracted by Swisscontact to support the business incubator, Eco-Challenge and Accelerator Program.</li> <li>- Participation in relevant Project workshops, training, and events.</li> </ul>
	Econox	On-going - Workshops, in person, email, phone calls Yrs 1-5	<ul style="list-style-type: none"> <li>- Engage with Plan International and LNCCI on certification schemes - Plastic Free Laos Label.</li> <li>- Potentially sub-contracted by Plan International to help with the support to pilot tourism and hospitality businesses.</li> <li>- Participation in relevant Project workshops, training, and events.</li> </ul>
Product and Service Enterprises	To be confirmed during business incubator	On-going years 1-5 through direct support	<ul style="list-style-type: none"> <li>- Participation in the business incubator and Eco-Challenge.</li> <li>- Five winners to be provided with technical and business support over a three-year period.</li> </ul>

			<ul style="list-style-type: none"> <li>- Market research and campaign to help promote their offerings.</li> </ul>
Tourism and Hospitality Businesses and their staff	To be confirmed during implementation	Ongoing years 2-4	<ul style="list-style-type: none"> <li>- 20 pilot businesses in each city to be provided with technical and business support over a three-year period.</li> <li>- Staff in the pilots to be surveyed and provided with capacity support.</li> <li>- Best practices to be promoted to wider businesses.</li> </ul>
GEF Multilaterals	AFD	Occasionally – as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Provide mutual updates on project development and implementation of activities.</li> <li>- Participation in relevant Project workshops and events.</li> </ul>
	World Bank		
	Asian Development Bank (ADB)		
	GGGI		
	Others		
Mass Organisations	Lao Women’s Union; Lao Youth Union	Occasionally – as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Participation in key consultation workshops, training, meetings, and events.</li> <li>- Dissemination of awareness raising and promotion of key products and services.</li> </ul>
NGOs working on waste related issues	Zerowaste Laos, Green Vientiane	Occasionally – as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Participation in key consultation workshops, training, meetings, and events.</li> <li>- Dissemination of awareness raising and promotion of key products and services.</li> </ul>
Academia	National University of Laos	Occasionally – as required. Yrs 1-5	<ul style="list-style-type: none"> <li>- Potential used to support methodologies in baseline assessments of tourism and hospitality businesses.</li> </ul>

The project has prepared a Gender Action Plan based on findings from the preliminary Gender Analysis and supplementary data collection in the proposed project target areas: Vientiane, Luang Prabang, and Vang Vieng. The Gender Action Plan acts as an enabling framework for gender mainstreaming throughout the project implementation, positioning WWF and partner organizations to implement socially inclusive and innovative interventions that benefit people and nature. The Plan also identifies key entry points for gender and socially inclusive transformative initiatives within the project activities; address gaps and potential risks under the project to develop mitigation strategies, and comprehensively integrate gender and social inclusion across project outcomes. See Annex 6: Gender analysis/Gender action plan, of the WWF GEF-8 CEO Endorsement Request for FSP and MSP for more details.

## 6. RESOURCES AND RESPONSIBILITIES

The WWF GEF Agency is responsible for oversight. The lead Executing Agency is responsible for executing the Stakeholder Engagement Plan and overall compliance with the WWF Standard on Stakeholder Engagement. A Project Manager will be recruited to the Project Management Unit (PMU) hosted at DoE (MONRE) to ensure the overall execution of the Stakeholder Engagement Plan and compliance with the

WWF Standard on Stakeholder Engagement. He/she will oversee the implementation of the Stakeholder Engagement Plan at an overall project level.

Swisscontact and Plan International will be responsible for overseeing stakeholder engagement with the private sector and relevant business associations within their relevant components.

The PMU will be responsible for implementing the Stakeholder Engagement Plan and Gender Action Plan. The budget has been allocated for travel, monitoring, and implementation of the Stakeholder Engagement Plan, and Gender Action Plan.

## **7. GRIEVANCES MECHANISM**

The grievance redress mechanism is designed to enable the receipt of complaints from affected women and men and public concerns regarding the environmental and social performance of the Project. In short, the aim of the mechanism is to provide people who are fearful or suffering from adverse impacts with the opportunity to be heard and assisted. It is designed to address the concerns of the community(ies) with a particular project, identify the root causes of the conflicts, and find options for the resolution of grievances. Therefore, it is an essential tool to foster good cooperation with project stakeholders and ensure adequate delivery of previously agreed-upon results.

This mechanism is designed to:

- Address potential breaches of WWF's policies and procedures.
- Be independent, transparent, and effective.
- Be accessible to project-affected people.
- Keep complainants abreast of the progress of cases brought forward.
- Maintain records on all cases and issues brought forward for review.

**The PMU will be responsible for informing project-affected parties about the grievance mechanisms.**

Contact information of the staff member responsible for the grievance mechanism in the PMU will be made publicly available.

WWF GEF Agency Grievance Mechanism

Project-affected communities and other interested stakeholders may raise a grievance at any time to the WWF GEF Agency. Contact information of the WWF GEF Agency will be made publicly available.

A grievance can be filed with the Project Complaints Officer (PCO), a WWF staff member fully independent from the WWF GEF Agency, who is responsible for the WWF Accountability and Grievance Mechanism and who can be reached at: Email: [SafeguardsComplaint@wwfus.org](mailto:SafeguardsComplaint@wwfus.org).

Mailing address:

Project Complaints Officer Safeguards Complaints,

World Wildlife Fund

1250 24th Street NW

Washington, DC 20037

Complaints may be submitted in the Affected Party's native language and should include the following information:

- Complainant's name and contact information;
- If not filed directly by the complainant, proof that those representing the affected people have the authority to do so;

- The specific Project or program of concern;
- The harm that is or may be resulting from the Project;
- The relevant Environmental and Social Safeguards policy or provision (if known);
- Any other relevant information or documents;
- Any actions taken so far to resolve the problem, including contacting WWF;
- Proposed solutions; and
- Whether confidentiality is requested (stating reasons).

The PCO will respond within ten business days of receipt, and claims will be filed and included in project monitoring.

Stakeholders may also submit a complaint online or over the phone through an independent third-party platform at <https://secure.ethicspoint.com/domain/media/en/gui/59041/index.html> or <https://report.whistleb.com/en/wwf>.

## **8. MONITORING AND REPORTING**

Progress against the Stakeholder Engagement Plan will be monitored and reported on throughout implementation.

The following comprises the monitoring and reporting activities to be undertaken with respect to stakeholder engagement **by the PMU**:

- The SEP will be periodically reviewed and updated as necessary at an annual Reflection Workshop. The review will ensure that the list of project stakeholders and methods of engagement remain appropriate.
- Activities related to stakeholder engagement will be documented and reported by the PMU every six months in a Project Progress Report (as part of regular reporting). The Project Results Framework, Annual Work Plan and Budget will track beneficiaries of the Project and activities related to the Stakeholder Engagement Plan.
- Stakeholder Engagement activities and progress will be monitored through the following indicators:
  - GEF Core Indicator 11: People benefiting from GEF-financed investment disaggregated by sex (count), with end target of 56,200 people (33,740 men; 22,460 women). This includes the following:

*100 national-level government officials and 300 city level officials (65% men; 35% women) informed/trained on policy best practices regarding SUP reduction of circularity for plastics; and involved in policy development.*

*500 representatives (60% men; 40% women) of beverage, food*

- Stakeholder Engagement will be evaluated by **independent consultants** recruited for the project midterm and terminal evaluation.

The **WWF GEF Agency** will undertake annual supervision missions to ensure compliance, and report on progress against the Stakeholder Engagement Plan annually to the GEF through Project Implementation Reports.

## A. APPENDIX 1: STAKEHOLDER ANALYSIS

Stakeholder Type	Stakeholder Name	Interest/Involvement in the Project	Project Effect on Stakeholder / Stakeholder Influence on the Project
Government of Lao PDR	MoNRE	<ul style="list-style-type: none"> <li>Getting NPAP funded and implemented on the ground.</li> <li>Improve coordination and management of NPAP with relevant sectors</li> <li>Improve engagement with private sectors.</li> <li>National experts/staff participation in technical workshops, knowledge exchange and training events.</li> </ul>	<ul style="list-style-type: none"> <li>Catalyst for further promotion, upscaling, and replication of the NPAP.</li> <li>Institutional strengthening and capacity development for MONRE.</li> <li>Improve engagement and communication with the private sector.</li> </ul>
	MOIC	<ul style="list-style-type: none"> <li>National experts/staff participation in technical workshops, knowledge exchange and training events.</li> </ul>	Improve knowledge and capacity of MOIC on economic instruments and measures to incentivize and disincentivize the use of single-use plastics.
	MOF	<ul style="list-style-type: none"> <li>National experts/staff participation in technical workshops, knowledge exchange and training events.</li> </ul>	Improve knowledge and capacity of MOF on tax-related instruments and measures to incentivize and disincentivize the use of single-use plastics.
	MICT	<ul style="list-style-type: none"> <li>National experts/staff participation in technical workshops, knowledge exchange and training events.</li> </ul>	Support MICT to promote sustainable and green tourism.
NGOs	Swisscontact	Expand/scale up on-going Waste to Value Project – support SMEs and development of alternative products.	Improve the organization's profile in waste management, and networking with relevant sectors.
	Plan International	Expand/scale up on-going sustainable standards certification program (e.g., Travelife and Lasting Laos).	Improve the certification criteria to include plastic actions and measures.
Private Sector	LNCCI	Support engagement with the private sector.	Support LNCCI in promoting sustainable and green businesses.
	Hotel and Restaurant Association of Lao PDR	Facilitate hotel and restaurant-related business unit engagement in the pilot project.	<ul style="list-style-type: none"> <li>Support business units to improve their waste management and put in place a waste management system.</li> <li>Promote good business practice and reputation.</li> <li>Become a preferred destination (hotel, travel agents &amp; restaurant), and gradually increase in sales and incomes.</li> </ul>
	Lao Association Travel Agency (LATA) and Tourism Group	Facilitate travel and related business unit engagement in the pilot project.	

	Markerbox Lao	Participate in business incubators, Eco-challenges and training related to entrepreneurial and marketing skills.	Support alternatives to SUPs product development, incubation and marketing/sales.
	Econox	Sustain/scale-up on-going sustainable standards certification program (e.g., Plastic Free Laos Label).	Improve business operations to include plastic free measures.
	Enterprises	Support in the development of alternative products and services.	<ul style="list-style-type: none"> <li>Strengthen business acumen (e.g., strategy, marketing, and production).</li> <li>Develop products and services so that they provide accessible and functional alternatives to SUPs.</li> <li>Support with marketing.</li> </ul>
	Tourism and Hospitality Businesses	Support in the transition away from SUPs in a way that helps improve each business' triple bottom line.	<ul style="list-style-type: none"> <li>Baseline assessments on existing practices.</li> <li>Technical support and mentoring.</li> <li>Achieve accreditation in certification schemes.</li> <li>Market and promotion.</li> </ul>
Multilaterals	AFD	<ul style="list-style-type: none"> <li>Support for potential investments in downstream related activities (i.e., FFEM).</li> <li>Participation in key events and sharing lessons learned.</li> </ul>	Project results and lessons learned could be used for further scale-up and replication by the development partners.
	WB	Participation in key events and sharing lessons learned.	
	ADB	Participation in key events and sharing lessons learned.	
	GGGI	Participation in key events and sharing lessons learned.	
Community Based Organization and Academia	Lao Mass Organization/ National Organisations/ Local NPOs/NGOs and Academia	Dissemination of Project's products, knowledge and information.	<ul style="list-style-type: none"> <li>Build knowledge and capacity of the local organization.</li> <li>Undertaking short-term consultancy assignments and services.</li> </ul>

## B. APPENDIX 2: SYSTEMATIC DOCUMENTATION OF STAKEHOLDER CONSULTATIONS

Date	Description of Consultation	Venue	Objective of the Consultation	Summary of Meeting Outcomes	Participants
29/09/2023	Kick-Off Meeting	WWF-Laos	Outline of the Project and agreement on Project Development Team.	DPF assigned DOE to lead the technical preparation for the Project. DOE will cooperate with WWF-Laos project development team to organize relevant meetings and workshops, coordinate with relevant agencies at both central and local levels, and review/comment on project documents.	WWF-Laos <sup>1</sup> , and the DoE and DPF (MoNRE) <sup>2</sup>
<b>Bilateral Meetings with Key Stakeholders:</b>					
20/11/2023	GGGI	MONRE Office/ email/call/ informal chats	Discuss potential partnerships and implementation arrangements, and share lessons learned/information.	Confirmed interest and relevance, as GGGI is already supporting MONRE with a higher-level strategy to reduce plastics and city-level actions/management (community-based waste collection, recycling bank, etc.); and able to share lessons learned and relevant information with the project development team for further improvement.	DPF, DOE, GGGI, WWF-Laos
20/11/2023 12/12/2023	Swisscontact	Swisscontact & WWF-Laos Office/email/calls/informal chats	Discuss potential partnerships, implementation arrangements, operations, resource mobilization, and budget.	Agreed on partnership and areas of cooperation – as sub-grantee for C2 of the Project, through supporting and replicating on-going initiatives/activities related to an alternative to SUPs product development and marketing.	WWF-Laos (4), WWF-USA <sup>3</sup> (1), Swisscontacts (3)

<sup>1</sup> (i) Strategic Partnership Lead; (ii) Waste Management and Partnerships Manager; (iii) Gender Specialist; (iv) Government Policy and Engagement Manager – Plastics; (v) Resource Mobilization Officer; (vi) Lead Project Development Coordinator; and (vii) Stakeholder Engagement Consultant

<sup>2</sup> (i) Deputy Director General of Department of Environment (DOE), Deputy Director of planning and finance Division/DOE, Deputy Director of Environmental Division/DOE, MONRE

<sup>3</sup> (i) Senior Program Officer, GEF Project Agency, WWF-US; and (ii) Program Officer WWF GEF, WWF-US

12/12/2023	Plan International	Plan International & WWF-Laos Office/email/calls/informal chats	Discuss potential partnerships, implementation arrangements, operations, resource mobilization, and budget.	Agreed on partnership and area of cooperation– as sub-grantee for C3 of the Project through supporting and replicating on-going initiatives/activities related to Travelife and Lasting Laos Certification program – to further enhance the plastic criteria.	WWF-Laos, WWF-USA, Plan International
14/12/2023	World Bank	WB Office/email/calls/informal chats	Discuss potential partnerships, information sharing, and lessons learned.	Confirmed interest and relevance, as WB is also preparing a new project on waste management – supporting both MONRE and MPWT <sup>4</sup> on policy development, infrastructure development, and city/community-level waste management. During project preparation and implementation, the WB confirmed that they would continue coordinating and sharing lessons learned, relevant information, etc.	WB (2), WWF-Laos (2),
13/01/2024	ADB	Luang Prabang/email/calls/informal chats	Discuss potential partnerships, information sharing, and lessons learned.	Confirmed interest and relevance, as ADB already has an on-going project on waste management in the Project's target cities – with landfill development, material recovery plant, and city/community-level waste management. ADB confirmed that it will continue coordinating and sharing lessons learned and relevant information during project preparation and implementation.	ADB (1), WWF-Laos (2)
12/12/2023	LNCCI	LNCCI Office/email/calls/informal chats	Discuss potential partnerships, information sharing, and lessons learned.	Confirmed interests and participation in Project related activities; and facilitating private sector engagement during both project preparation and implementation.	LNCCI (2), WWF-Laos (3)
14/12/2023	MRC	MRC Office/email/calls/informal chats	Discuss potential partnerships, information sharing, and lessons learned.	Confirmed interests and participation in Project related activities. Since MRC is an intergovernmental organization governed by the four Mekong countries, all decision-making that is not in the approved plan/programs is required, and a special request or approval process is required, which can take time. MRC confirmed that it would share information and	MRC (2), WWF-Laos (3), WWF-US (1)

<sup>4</sup> Ministry of Public Works and Transport (MPWT).

				reports related to riverine plastic monitoring and others as needed, and vice versa.	
25/04/2023	Makerbox Lao	Makerbox Office	Discuss key issues and challenges related to alternative products development, business incubator, eco-challenge, and marketing/sales.	Supportive of the project, with some recommendations to (a) undertake marketplace study to better understand the market size for different products/services offering and consumption (e.g., how many chopsticks does Laung Prabang need/get through a day); the study will be a very useful reference for potential applicants that are applying for the Eco-Challenge and potential distributors of good; (b) the Project should support product/business development at different stages - concept/idea only, prototype, and established product but limited production /marketing or budget; (c) Business incubator will be important for networking and bring together ideas and businesses (however, there may be some young tech innovators who have great idea but need an established business to help them develop prototype in-time for Eco-challenge). This business incubator program phase needs about 4-6 months to run it.	
10/05/2024 ; 18/06/2024	Econox	WWF-Laos	Discuss potential partnerships related to Plastic Free Laos Label.	Confirmed interests and participation in project related activities, with major interest in sustaining its ongoing initiatives (e.g., Plastic Free Laos Label, Rent your Cup, others), and community of plastic free practitioners.	
9/2023 - 6/2024	WWF-US	Conference calls/emails/informal chats/ in-country visit	Three weekly updates with the WWF-US Team	Confirmed progress, activities, and budget documents/templates and resolved any outstanding issues and challenges the project development team faced and raised.	WWF-US and WWF-Laos
<b>Workshops and Transect Walks</b>					
13/12/2023	Stakeholder consultation workshop and site visits to project	Vang Vieng Boutique Hotel, Vang Vieng	Share/Discuss/brain storm, and get feedback on the project ideas, activities,	<b>Workshop:</b> All participants – confirmed the importance and relevance of the Project, and discussed and recommended the following for improvement or consideration in the project preparation documents:  - Sustainability of the Project beyond project duration (on-going technical & financial support).	30 participants from DOE, PONRE, DONRE, Tourism Department, Swisscontacts, Ramboll/MICT/ADB, PMCES Consultant,

	<p>areas/cities/ provinces.</p>		<p>budgeting, focus areas, etc.</p> <p>Transect Walk: walk-through and informal visits to key hotels, restaurants, tour operators, and others in the focus area in Vang Vieng, Luang Prabang and Vientiane Capital.</p> <p>(i) confirmed activities; (ii) confirmed focus area/community; and (iii) an initial list of the tourism and hospitality that are likely to be interested in participating in the Project (project beneficiaries).</p>	<ul style="list-style-type: none"> <li>- Operationalizing the National Plastic Action Plan at the provincial, district and community/village levels is necessary; a clear timeline and KPI should be needed to achieve the target activities.</li> <li>- Most hotels/hospitality have a sufficient waste separation program, with organic waste collected for animal feed and composting; plastic bottles &amp; etc.– collected by staff – for sale or given to waste collectors for free.</li> <li>- Community/households (HH) do not properly separate waste, so burning and throwing it in public areas remains problematic.</li> <li>- There's a need for plastic regulation in the plastic production sector.</li> <li>- The promotion of the reduction of plastic remains challenging.</li> <li>- Awareness raising should start at a very young age, as it takes time to change behavior. However, more awareness raising and intervention at the community level is needed.</li> <li>- Hotel/hospitality/food &amp; beverages sector support: need to ban littering of plastics in public transportation (including private vans, boats, etc).</li> <li>- Alternative product development, marketing, and usage remain limited regarding raw materials, production/supplier, users' perception of its hygiene, etc. Volume is limited; price remains higher than plastics.</li> <li>- Enforcement – including rule based; fines, and other mechanisms are needed.</li> <li>- Incentivization – how to achieve?</li> <li>- Need technical assistance (with key expertise) to support both government and private sector entities with the implementation of activities, ongoing training, and others.</li> </ul>	<p>UDAA, PK, Eco-green waste collection, WWF-US, WWF-Laos, S. Vang Vieng Boutique Hotel, Boat Association, Van association, Hotel association, others.</p> <p>Transect walk participants: DOE, PONRE, DONRE, Tourism Department/Vang Vieng, UDAA, WWF-Laos.</p>
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				<ul style="list-style-type: none"> <li>- M&amp;E: Regular monitoring and follow-up on key activities.</li> </ul> <p><b>Transect Walk:</b></p> <ul style="list-style-type: none"> <li>- Landfill – ADB support with rehabilitation and waste collection system and increased coverage is underway. Only 1 waste collection company is in operation.</li> <li>- Hotels (Riverside Boutique Hotel, Vilayvong Hotel, Sisombath Hotel) – Swisscontacts helped plan, book and facilitate the meeting with the hotels that participated in their on-going waste program. Many hotels have a sort of waste separation program – with food waste collected by staff for animal feeds/composting; plastic bottles, can, etc. – for sales (price ranging from 2,000 to 12,000 LAK/kg; and other general waste goes to landfill. The hotel produced 10-35 bags per week; and paid around 200,000 – 800,000 LAK/month for waste collection services. Staff need regular support and training for waste separation and management due to staff turnover.</li> <li>- Restaurants (Naked Espresso &amp; street food shops) – Naked Espresso has initiated a zero-waste program – Plastic Free Laos – with some utensils as alternatives to SUPs (e.g., straws, water bottles, cups, etc.). Street food shops – still used lots of plastic bags, straws, chopsticks wrapped in plastic, water bottles, etc.</li> <li>- Concerns were raised by numerous hotels about hygiene and the ability to clean reusable items.</li> <li>- Some hotels stated they try to source environmentally friendly products, but it is really hard to do so in Laos. Sometimes, they individually buy products from Thailand, but this is expensive.</li> </ul>	
12/01/2024		Anghong Hotel, Luang Prabang		<p><b>Workshop:</b> All participants – confirmed the importance and relevance of the Project, and discussed and recommended the</p>	30 participants from DOE, PONRE, DONRE, Tourism

				<p>following for improvement or considered in the project preparation documents:</p> <ul style="list-style-type: none"> <li>- Sustainability of the Project beyond project duration (on-going technical &amp; financial support).</li> <li>- Operationalizing the national Plastic Action Plan at provincial, district and community/village levels is necessary; a clear timeline and KPI should be needed to achieve the target activities. For example, 5 years, 10 years, 20 years and 30 years plans should be prepared to introduce alternative products to phase out SUPs.</li> <li>- Most Hotel/hospitality have a sufficient waste separation program, with organic waste collected for animal feed and composting; plastic bottles &amp; etc. – collected by staff – for sale or given to waste collectors for free. However, more regular training for staff and community support to clean up trash/littering in its city is needed.</li> <li>- Food &amp; beverages sector does not have a good waste separation program.</li> <li>- Alternative product development, marketing and usage remain limited – in terms of know-how, raw materials, production/supplier, accessibility, and not preferable by shop owners and customers as price remains higher than plastics. More awareness raising is needed.</li> <li>- Incentive "good business practices" by giving an "award" to recognize their effort and encourage their good practices.</li> <li>- Strengthen standards and certification program, with well-established institutional set-up and approval process. Encourage all business units to apply for the certification program and get awarded.</li> <li>- Community/HH does not properly separate waste, so burning and throwing it in public areas remains problematic.</li> </ul>	<p>Department, Plan International, USO, recycling company, WWF-US, WWF-Laos, LNCCI-Province, Van association, Youth Union, Lao Women Union, Ock-Pop-Tok, Bidalack Brand, Souvannaphouma Hotel, others.</p> <p>Transect walk: PONRE, DONRE, USO, WWF-Laos.</p>
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				<ul style="list-style-type: none"> <li>- Community/HH engagement in the waste management system –more discipline in waste separation, bringing out trash as scheduled, and paying for the waste collection are needed. Encourage more recycling – as part of HH/individual income generation.</li> <li>- I need technical assistance (with key expertise) to support both government and private sector entities with the implementation of activities, ongoing training, and others.</li> <li>- M&amp;E: Regular monitoring and follow-up on key activities</li> </ul> <p><b><i>Transect Walk:</i></b></p> <ul style="list-style-type: none"> <li>- Km 7 Landfill – ADB support for rehabilitation and waste collection systems and increased coverage is underway (previously supported by Japan)</li> <li>- Open dump – Kuangsi waterfall area – Village owned, and with one informal waste collection company/individual arranged for the pick-up and payment.</li> <li>- Hotels (Rosewood, Maison Dalabua, Maison Souvannaphoum) – certification &amp; waste management system – waste is well separated and managed at hotels. However, their main concern is once it is collected by a garbage truck – all waste is put back together. Green certification/awards help hotels to self-promoter, become proudly selected hotels by customers, and build a good reputation. Maison Souvannaphoum obtained travel life certification, Earth award, ASEAN Green Hotel awards, etc. International standards are not easy to obtain, so suggest starting with national certification programs, like Lasting Lao Certification and Plastic Free Laos as the criteria is not too stringent.</li> <li>- Drinking water services: There are two companies that provide reusable refillable glass water bottles. However, they are expensive, and one uses high container deposit</li> </ul>	
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				<p>fees. Maison Dalabua and Maison Souvannaphoum use two different providers. Other hotels and guesthouses would like to use it, but they are afraid of the costs. Staff are concerned about breaking the glass bottles and losing wages as a result.</p> <ul style="list-style-type: none"> <li>- Restaurants (Ock-Pop-Tok &amp; street food shops/court) – OK-Pop-Tok have initiated a zero-waste program – for product designers &amp; developers, and their restaurant utensils are alternatives to SUPs (e.g., straws, water bottle, cups, etc. Street food shops – still used lots of plastic bags, straws, chopsticks wrapped in plastic, water bottles, etc.</li> <li>- Concerns about cleaning reusable items were raised, especially in small street-side restaurants.</li> <li>- Market (day &amp; night)- food market along the river, night market/food court – no waste separation program; all waste is put together, and privately hired waste collectors pick-up waste on a daily-basis.</li> </ul>	
07/02/2024		Le Thatluang D'oR Boutique Hotel, Vientiane Capital		<p><b>Workshop:</b> All participants – confirmed the importance and relevance of the Project, and also discussed and recommended the following for improvement or considered in the project preparation documents:</p> <ul style="list-style-type: none"> <li>- Sustainability of the Project beyond project duration (on-going technical &amp; financial support).</li> <li>- Extended Producer Responsibility – is introduced and implemented.</li> <li>- There's a need for tax reform to help incentivize good business practices.</li> <li>- There's a need to overcome cheap plastic and replace it with alternative products that may be more expensive.</li> </ul>	44 participants from DOE, DONRE, VCOMS, GGGI, Architect & FES/NUOL, GIZ, To be Max, Makerbox SETS, Swiss Contact, Plan International, Asia Foundation, Econox Laos, DPWT, Green Vientiane, AFD, World Bank, Vientiane Plan, Beer Lao, Tourism department,

				<p>Need a campaign to convince society that moving to alternatives to SUPs is valuable to consumers.</p> <ul style="list-style-type: none"> <li>- Suggest supporting on-going/existing Projects that already have prototypes (75%); and new product development (25%) to ensure that some products can be produced and marketed in time during the Project.</li> <li>- Need to strengthen and scale up certification programs.</li> <li>- Beer Lao – is shifting to more PET and is finding alternative products.</li> <li>- Need ongoing support for businesses and help them get certification.</li> <li>- Technical Assistance support is needed – including equipment, exchange visits and training.</li> <li>- Need to promote best practices to the wider community.</li> <li>- There's a need for 1 village – 1 committee center to deal with local /HH management.</li> <li>- Need decentralize waste collection.</li> </ul> <p><b><i>Transect Walk:</i></b></p> <ul style="list-style-type: none"> <li>- KM32 Landfill – operations and waste, including recycling processes.</li> <li>- Restaurants/Cafe (Green Garden and Starbucks) – Zero waste initiative. Green Garden participated in and received the "Plastic Free Laos Label".</li> <li>- Market (Kua Din and Thalad Lao) – Kua Din initiated 'no plastic bag', and alternative bags were provided to shopkeepers to buy, and use for customers (more expensive than plastic bags). However, the bags were not of good quality and easily torn. Most shopkeepers were not happy as it was inconvenient. If better quality bags, with relatively the same price, replace plastic bags – they would be ok. Thalad Lao is a new market with no waste</li> </ul>	<p>recycling company, WWF-US, WWF-Laos, LNCCI, Lao Women Union, iDE Global, others. Some participants joined online.</p> <p>Transect walk: DONRE, VCOMS, WWF-Laos.</p>
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				<p>management. All waste is put together and collected daily by the waste collector.</p> <ul style="list-style-type: none"> <li>- Handicraft – Women and disabled led organization, with disability staff hired to make handicrafts that used plastic wastes and upcycled into beautiful handicrafts for sale (e.g., necklaces, earrings, bags, Christmas ornaments, etc.).</li> <li>- Refill station/shop – only in Vientiane or Laos – with products like shampoo, soap, detergents, grains, and herbs, etc. Customers can bring their own bottle from home and refill it. Most customers are foreigners.</li> </ul>	
15/05/2024 ; 30/05/2024	Validation	Vientiane	To confirm the approach and design of the project.		With key executing partners only: DOE, DPF; Plan International, Swisscontact.

### C. APPENDIX 3: MINUTES OF MEETINGS

*For the series missions/meetings and consultation workshop: or the GEF 8 Circular Solutions to Plastic Pollution Integrated Program. Entitled 'Promoting circular solutions to single-use plastic production and consumption in Vang Vieng (13 December 2023), Luang Prabang (12-16 January 2024) and Vientiane Capital (7-9 February 2024). See link below for full report:*

[https://docs.google.com/document/d/1sfa0qksbFE7vtnrpl0QkmQ9OrFgeb5GG/edit?usp=drive\\_link&oid=110997740706132306170&rtpof=true&sd=true](https://docs.google.com/document/d/1sfa0qksbFE7vtnrpl0QkmQ9OrFgeb5GG/edit?usp=drive_link&oid=110997740706132306170&rtpof=true&sd=true)

### D. APPENDIX 4: PHOTOS





## E. APPENDIX 5: VALIDATION

### Validation from Key Executing Agencies

Date: 15 May 2024, 1.30 pm –3.30 pm

Present from WWF-Laos: Parry Sanixay, Phosay Vongsay, Somboon and Steven Long.

Present from Swisscontact: Michael Fink and Dyan Barutzki.

Present from Plan International: Conor Bedard and Sengsantisith Sanasisane.

#### **Key Discussion Points:**

All participants discussed

- Steven Long presented an overview of the Project's Components, Outputs and Timeframes based on the latest draft developed after extensive consultation.
- All participants engaged in a detailed discussion of each component, providing feedback and suggested changes.
- Key changes related to the timing and timeframe of certain activities, with key changes including:
  - Ensuring that initial broad surveys are conducted early in the project (year 1).
  - Increase the timeframe of support to enterprises in the Accelerator Programme.
  - Increase the timeframe to support to tourism and hospitality businesses.
  - Additional details on the certification under Component 1 are to be added (Plan International will provide them).
  - Swisscontact agreed to manage the material flow analysis and market research aspects under Component 2.
  - Plan International agreed to manage the hygiene activity under Component 3.
  - All agreed that the PMU would manage the development of the marketing strategy and campaign since this brings together all components and activities.
- ***It was agreed that today's meeting would be considered a component of the Validation Process, and the key executing agencies validated the project. This means that a separate meeting can be held with the government to undertake validation on their part. Furthermore, project details will be shared with wider stakeholders at an appropriate time (i.e., those who attended the earlier workshops).***

## Validation from Key Executing Agencies

Date: 30 May 2024, 9.30 am – 11.30 am

Present from DoE: Dr Sidxay and Ms. Palina, WWF-Laos: Parry Sanixay, Phosay Vongsay, Somboon and Steven Long

### **Key Discussion Points:**

- All participants discussed about the Department of the Environment's (DoE's) future capacity and potential projects in the pipeline relating to plastics and waste management. Currently, there are Swisscontact (new SCP project), UNDP (potential ASEAN Plastics Conference), World Bank (Pollution Waste Management Project), World Economic Forum (GPAP), and GGGI.
- WWF explained the Components, Outputs and main partners of the GEF project.
- All participants discussed the possibility of expanding the geographical locations besides LPB, VTE and VV because it is over-saturated with donors. WWF informs that we will have an opportunity within the FFEM proposal to do this.
- The main partners will be MONRE (leading on policy), Swisscontact (Component 2), PLAN International (Component 3 and part of 1) and WWF/MONRE for Component 4 on Knowledge Management.
- A Project Management Unit (PMU) will be set up to support DoE. The PMU will have external staff to support the DoE drive and monitor the partners and activities. The PMU will be set up to add more staff from other projects as the Plastics portfolio expands (e.g., WEF, UNDP and others). The vision for the PMU will be to help DoE have oversight across all the different donors and activities so that projects are not duplicated.
- WWF-Laos will independently oversee the financial reporting and procurement process as required by the GEF team to ensure compliance.
- A Co-finance (in-kind) letter will be required from MONRE by early June 2024. WWF-Laos will send a template and the original proposed in-kind contribution to DoE for review. For the in-kind discussion, DoE suggests including office space, meeting rooms, and staff time.
- The DoE needs to brief MONRE Dept of Planning and Finance (also the GEF Focal point) on the status and progress of this GEF project. Parry is to draft the presentation for DoE by Wednesday, June 5, for a potential meeting with DPF on Thursday or Friday.
- Madam Phakkavanh (GEF focal point) will be in Washington DC in the second week of June; therefore, we need to update her and get the co-finance letter signed by 7th June next week to meet the proposal deadline.
- The timeframe is to give everything to the GEF US team is early June so they can review it before sending it to the GEF secretariat.
- ***It was agreed that today's meeting will be considered a component of the Validation Process, with validation agreed by the government. The government stated that no further workshops are required with other stakeholders. Plan International and Swiss Contact have already confirmed their agreement to the updated pro doc and component structures.***