



ASEAN CSR Vision 2020 Small Grants Fund

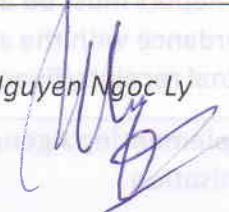
Final Project Report

This report is to be completed by the Implementer **within 1 month of the end of the effective date of the implementation of the project**. All Sections should be completed, and this form should be returned to the Project Coordinator in both soft and hard copies.

The final 20% disbursement cannot be made until the Final Project Report has been submitted and received by the Project Coordinator.

This Report must be accompanied by a Financial Report which shall be prepared in accordance with the submitted *Detailed Activity Based Budget (Annex B)*, and includes all original receipts/financial records.

A. Implementing Agency/ Organisation <i>Please spell out in full as the name has been registered and where relevant, only include acronyms after that.</i>	<i>Center for Environment and Community Research</i>
Country, Date of Registration	<i>December 10, 2009</i>
Legal Entity File Number (if available)	<i>A-884 (According to the license of operation registration approved by the Ministry of Science and Technology)</i>
Legal Status <i>Please indicate type of your organisation, e..g. National Business Association; NGO; Academic Institution</i>	<i>NGO</i>
B. Postal Address of the Organisation	<i>Room 501-502, E1 Building, Trung Tu Diplomatic Compound, 6 Dang Van Ngu, Hanoi, Vietnam.</i>

Organisation Email Address	Cecr.vn@gmail.com		
Organisation Telephone	+84 43 9728 063		
Contact Person for this Project <i>Insert full name, designation and contact details (including phone number & email), postal address (if different from organisation's postal address). It is also recommended to provide an alternative contact point.</i>	Dinh Thu Hang- project officer/+84 43 9728063 <u>/hanqdt.inest@gmail.com</u> Dao Thi Thanh Thuy- project coordinator/ +84 43 9728063/thuy.dao@cecr.vn		
C. Authorised representative/signatory	Signature over Printed Name <div style="text-align: right;"> Nguyen Ngoc Ly</div> Designation Date June 2017		

Part 2: Project Summary

A. Project Title	Capacity Building for Small and Medium Enterprises to meet environmental regulations in preparation for Trans Pacific Partnership (TPP)		
B. Areas (country, city, town etc.) covered	Vietnam, Bacninh province, Khac Niem ward		
C. Planned Start Date	November 2016	Actual Start Date	November 2016
Planned Completion Date	May 2017	Actual Completion Date	May 2017
D. Explain any variance in Start/End dates			

E. Short Project Summary

FTA (Free Trade Agreement) provides Vietnamese businesses with many opportunities: foreign market expansion; attracting direct investment; promoting trading of small and medium enterprises; and others. TPP is one of those FTAs which requires strong environmental commitments such as CSR implementation and compliance with legal requirements on environmental protection. While the implementation of environmental CSR is not only an opportunity for Vietnamese enterprises to boost their reputation and credibility but it also helps direct them towards sustainable development that takes into account people-profit-planet, in accordance with Vietnam's National Green Growth Strategy 2011 – 2020. However, there are certain challenges and barriers to SMEs in implementing CSR and legal environmental requirements. The main issues are: a lack of understanding of rather complex legal environmental requirements in Vietnam and in the world; a lack of awareness and understanding of CSR; and weak compliance capacity. This project proposal is developed to address the above issues, promote active participation of SMEs in TPP through 3 objectives: **Obj. 1:** To understand deeply about the TPP framework through desk review focusing on CSR, TPP, and legislation on environmental protection in Vietnam; **Obj. 2:** To develop a training program for small and medium-sized enterprises to meet environmental regulations and CSR in preparation for TPP. **Obj. 3:** To carry out pilot training of 29 enterprises in Khac Niem, Bac Ninh. The project will be supported by the Environmental Protection Agency of Bac Ninh province who currently manages the Khac Niem industrial zone. The training program, if funded and successful, will be expanded in the national scale in the following 2-3 years.

F. Project Purpose (use the exact wording from the approved Project Proposal Form)

To develop and organize a training program for small and medium-sized enterprises to enhance capacity in compliance with environmental regulations and implementing CSR to active engaging in TPP.

Was the Purpose achieved? If not, give reasons. Please state your sources of information.

The project purpose was achieved.

Please see the following attachments:

1. Research report (annex D1);
2. Training program (annex D2);
3. The minutes of the training workshop summary (annex D3).

Did any external factors contribute to the achievement of the Purpose? Please describe.

- The good results of the Coalition of Clean Water program of CECR implemented at Khac Niem from 2013-2016 have created consensus among stakeholders (local government, community, enterprises) in implementing the activities of project.
- There was strong support from the Khac Niem People's Committee
- There was strong support from Vietnam Environmental Administration

- The project received cooperation and enthusiasm from enterprises in Khac Niem ward
- There exists an urgent need of Vietnam Government for serious environmental pollution and environmental incident happened in 2016 (Formosa, West Lake,...)

Were there any significant changes made to the project design after the commencement of the project (outputs, activities, budget, duration etc.)? Please describe the changes.

There was a small change in the timing of some activities because of the overlap of the holiday time of enterprises. After discussions with the enterprises, there were some time-varying activities include:

- Activity 2.2 (field survey and collecting data) was conducted in February 2017 (planned in January 2017)
- Activity 3.1 (organizing a training program) was conducted in April 2017 (planned in March 2017)
- Activity 3.2 (organizing a workshop) was conducted in April 2017 (planned in March 2017)

G. Please describe any unplanned consequences from the project.

There are no unplanned consequences from the project.

Part 3 : Implementation

Were all the Milestones / Indicators of Success met or achieved as planned, with the planned results? If yes, please note the results. If not, please explain.

Add more lines as required

Milestone Number¹	Result <i>Achieved / Not achieved</i>
Number 1: Completion of research report	Milestone 1 achieved. The research report on the challenges of small and medium enterprises in Vietnam in implementing social responsibility in compliance with environmental law has been finalized as planned on December 2016.
Number 2: Training program designed and ready for implementing in Khac Niem industrial zone	Milestone 2 achieved. The Training Program for Khac Niem's small and medium enterprises on Corporate Social Responsibility and Compliance with Environmental Laws was designed and completed in March 2017.

¹ List all milestones as stated on the approved Project Proposal Form

Number 3: Training program implemented in Khac Niem industrial zone	Milestone 3 achieved. A training course for small and medium enterprises in the Khac Niem industrial zone was held on April 12 and 13, 2017 with 31 trainees from 29 enterprises,
Number 4: Workshop organized	Milestone 4 achieved. A workshop to review and introduce the training program on social responsibility and compliance with environmental law was held on April 28 with the participation of 30 experts from research institutes of small and medium enterprises, Environmental law consulting company, small and medium enterprises. The contents of the environmental management training program for SMEs were discussed and the project received the comments of experts on: - Solutions to mobilize SMEs to participate in environmental management training programs - Training content - Training methods
Number 5: final report completed	Milestone 5 achieved. A final report of the project was finalized in June 2017.

Were all the Outputs delivered as planned, with the planned results? If yes, please note the result. If not, please explain.

Add more lines as required

Output Number²	Result <i>Delivered / Not delivered</i>
Number 1: Report on CSR and environmental challenges of SMEs in meeting with TPP requirements on compliance and CSR. (Report 1)	Output 1 delivered: <ul style="list-style-type: none"> - Research of policies and legal documents related to SMEs and environmental law. Interview the head of BacNinh's Donre and head of Khac Niem People's Committee about the implementation status of environmental law in Khac Niem's SMEs. - The challenges of SMEs are policy, finance, technology platform, access to information and awareness in compliance with environmental law. - In Vietnam, environmental training only provides up-to-date legal document, it does not provide skills of environmental management for the enterprises.
Number 2: Training program for SME on legal requirements and CSRs to meet with TPP	Output 2 delivered: <ul style="list-style-type: none"> - A training needs survey was held with 9 enterprises in Khac Niem industrial zone. Their business sectors were very different include electronics, rubber, furniture, mechanics. The enterprise size varied from micro to small to medium. The survey results show that all these SMEs

² List all the Outputs as stated on the approved Project Proposal Form

<p>designed, and ready for trial in Khac Niem Industrial zone</p>	<p>had problems in implementing and complying with current environmental laws in Vietnam, such as environmental management in enterprises, waste control measures and minimizing the use of raw materials and energy. On top of that, none of the SMEs had a professional environmental management plan and commitment statement to ensuring compliance with the law in an active manner.</p> <ul style="list-style-type: none"> - A SMEs training program for environmental management and compliance as part of CSR program was developed to provide Khac Niem SMEs the basic knowledge to understand through requirement bay law and skills to develop an environmental management plan for each of them, through consultation with experts and research the training programs in Vietnam and in the world, the training program for Khac Niem’s SMEs was designed with a comprehensive yet practical content to meet the needs of those enterprises. The other criterias of training (time, method of training) were considered based on the recommendations of experts and those enterprises. - Training content focused on: <ul style="list-style-type: none"> + Providing information on environmental regulatory system related to SMEs + The current status of environmental law enforcement of SMEs in Vietnam + Legal and financial risks faced by SMEs in environmental management, common violations of SMEs in environmental management. + Updating the new environmental legislations and requirements. + Introducing best practices in environmental management and corporate social responsibility at SMEs in Vietnam + Guiding the enterprise to develop an environmental management plan in accordance with the law
<p>Number 3: 29 enterprises in Khac Niem, Bac Ninh will be trained to enhance their understanding about legal environmental issues in order to implement CSR and response to the international trade</p>	<p>Output 3 delivered:</p> <ul style="list-style-type: none"> - Contact trainees: Together with Khac Niem Ward People's Committee and Bac Ninh Department of Environmental Protection, more than 70 SMEs in Khac Niem area have been contacted and sent invitations to participate in the training organized by CECR. - Recruitment the lecturers: The best experts in the areas of environmental law dissemination and environmental management in enterprises, environmental inspections in enterprises from agencies under MONRE and Bac Ninh provincial Department of Environmental Protection has been invited by CECR as lecturers for the lecture class to be discussed numerous times to meet the program requirements. - Organize the training: A training course was held on April 12-13 in Bac

integration within the TPP framework.	<p>Ninh with the participation of 31 leaders and environmental officers of 29 SMEs in Khac Niem. The training combined method of providing information, knowledge of environmental law and best practices of environmental management in SMEs with group discussions to create interaction among participants.</p> <p>- An evaluation of the training was conducted with participants attending the training in Khac Niem. Trainers' comments were collected to improve the quality of the training program.</p>	
Number 4: Preparation of the project final report	<p>Output 4 delivered: All project results have been aggregated to produce the final project completed in May 2017</p>	
Were all the Activities completed as planned? If not, please explain.		
Planned Activities³	Progress <i>Delivered / On track / Not delivered / Not on track</i>	
Was the project completed on Budget?		
Planned Total Cost	Actual Total Cost	Variance (difference between planned and actual costs)
12540 (SGD)	(SGD) 12831	(SGD) -291
Please explain any variance in planned and actual expenditure, where the difference is greater than 5%.		
<p>The variance in planned and actual expenditure in Output 2 is greater than 5% because of the changing total time to develop the training program. According to the initial plan, the training program will be developed after interview with SMEs in Khac Niem. However, due to the Lunar New Year in Vietnam and advices from the Head of the Department of Natural Resource and Environment of Bac Ninh province and the People Committee of Khac Niem Ward, we decided to delay the field interview and work on developing the training program earlier than planned (December 2016 instead of January 2017). This led to extra days spent on reviewing, consulting and adjusting the training program to fit with SMEs need after the field interview.</p>		

Part 4: Sustainability, Risk Assessment & Stakeholder Analysis

What evidence do you have that the benefits of the project will be sustained? Please describe.
<ul style="list-style-type: none"> - Evaluation form filled by participants show that there are strong commitments to prepare environmental management plan. - In the workshop on April 28th, organizations such as the Institute of Small and Medium Enterprises, V-Green Environmental Consultancy Company expressed their desire to cooperate with CECR to organize the next training course for small and medium enterprises in Vietnam.


³ Only list the activities (from the approved Project Proposal Form) which were not delivered as planned

- CECR has been working with the Adventist Development and Relief Agency (ADRA) in Vietnam to plan a training program on CSR and environmental law for businesses in the agribusiness sector.

What were the three main lessons identified that could be applicable to running this type of project again?

- At the workshop, main recommendation is that there is a need of development of training course for microenterprises (less than 10 employees) and programs for small and medium enterprises separately. Different businesses have different training needs.
- Teaching methods: field trips to enterprises have good environmental management should be supplemented to the training program so that the trainees can directly exchange and learn experiences.

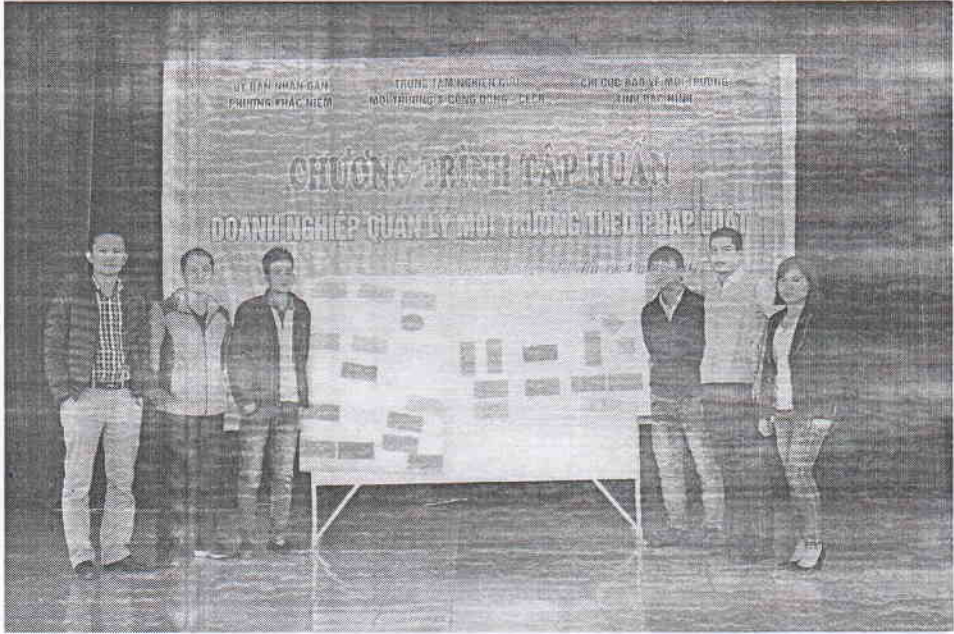
We would welcome your feedback and comments on ACN procedures and systems in relation to the project

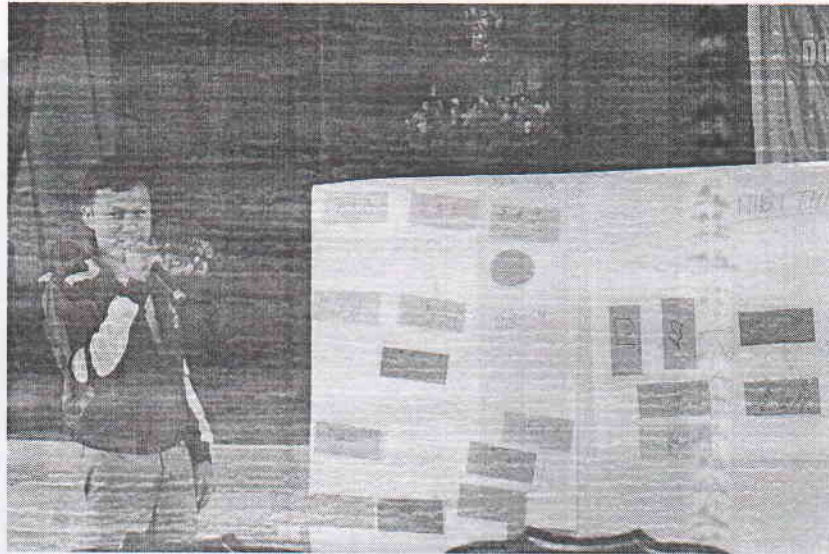
Signature	
Full Name	Dinh Thu Hang
Designation	Project officer
Date	11.06.2017

Photos (if any)

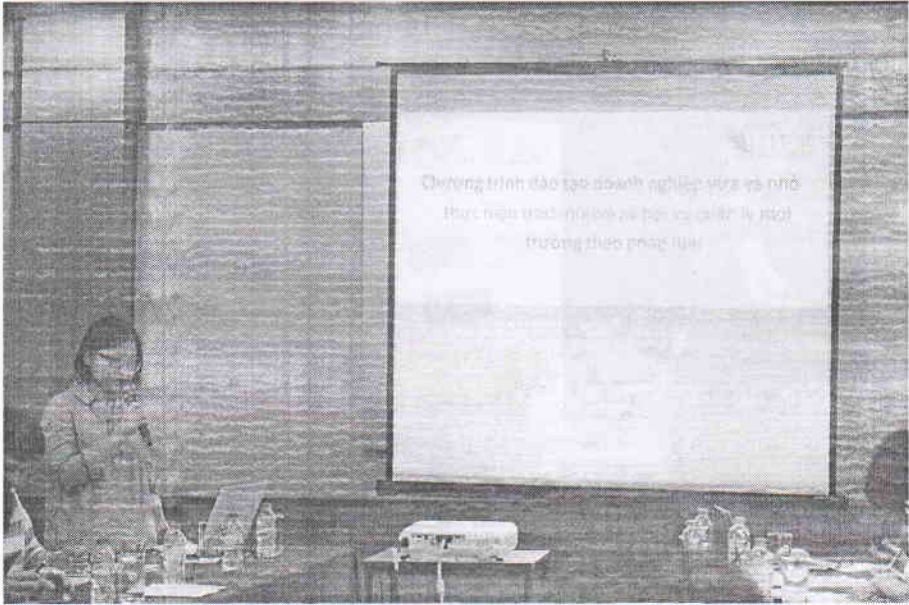
B. Training program in Khắc Niem







C.Final workshop to summary project



For Official Use

Programme Manager	
Are you satisfied that this report is fair and accurate?	
Is there a key lesson that ACN has learnt from this Project? Please describe	
Following completion of the project, what are the next steps?	

Signature	
Full Name / Designation	
Date	
Other Remarks	
CEO Comments: Please add your assessment of the effectiveness of the project	