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Third Quarterly Report

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US-AEP



A Program of USAID

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Submitted:

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I. BACKGROUND

Launched as a presidential initiative in 1992, the United States – Asia Environmental Partnership (US-AEP) is a public-private, interagency program of the United States Government, led by the US Agency for International Development (USAID), in collaboration with the Department of Commerce and the US Environmental Protection Agency (USEPA).

US-AEP's goal is to promote a "clean revolution" in Asia – aiding in the development and adoption of less-polluting and more resource efficient products, processes and services in the Asia region. US-AEP focuses on fostering Asian demand for improved environmental conditions and building Asia's technical capacity to affect such change.

The program is active in a total of 11 Asian countries but primarily focuses on India, Indonesia, the Philippines, Sri Lanka, Thailand, and Vietnam. US-AEP has also been active in Hong Kong, Malaysia, Korea, Singapore, and Taiwan. The list of countries may change from time to time. As needs and opportunities dictate, US-AEP also supports initiatives in other Asian countries eligible for US foreign assistance. For example, an energy program is currently being developed for Bangladesh, and other new activities are being considered for Nepal and Mongolia.

II. EXECUTIVE SUMMARY

The TSSC is broken down into three separate teams: Technical, Operations and Finance and Administration. Activity highlights for each of these Teams follows.

The Technical Team

The Technical Team continued to support the US-AEP Secretariat and Field Staff on a variety of activities in all US-AEP countries. These activities are more fully described below. Two tools were developed to better prioritize and identify the best use of TSSC resources towards these activities:

TSSC Technical Team Mission Statement:

The TSSC Technical Team developed the following mission statement to support the development, implementation and coordination of technical programs. Following discussions with the US-AEP Secretariat, the Technical Team refined and finalized the mission statement to include recommendations that "partnerships" be highlighted. The statement reads:

The TSSC Technical Team will promote environmental protection, cleaner production and sustainable practices in the urban, industrial, and energy sectors at the regional, national, and local levels. We will catalyze and leverage partnerships to develop and implement innovative sustainable technical programs, support sound and transparent policy frameworks, and strengthen the capacity of Asian institutions.

TSSC Six Month Work Plan

The TSSC Technical Team produced a TSSC Work Plan for the 6-month period 4/1/02-9/30/02. The purpose of the Work Plan was to identify those activities where the Technical Team has been asked or is expecting to devote significant time over the six month period. Given the opportunistic nature of the program, it is anticipated that additional activities will be added to the Work Plan as needed. The Work Plan matrix was revised at an offsite meeting on June 20, 2002 to reflect additional new activities added since mid-April 2002 and to catalog activities completed. The updated Work Plan Matrix is attached as Appendix A.

While the Technical Team composition did not change during the period, minor changes in staffing assignments were completed to ensure equitable distribution of activities and workload.

Other Highlights

The Technical Team participated in a wide assortment of other activities that arose during the period and which required significant effort, including: drafting and fine-tuning the US-AEP Success Stories provided by the Secretariat to the US-AEP Evaluators; coordinating a series of meetings scheduled during Dennis Zvinakis' trip to Washington,

DC; and providing input to the Secretariat on a variety of issues needed to inform decision-making by the Secretariat for FY 2003 planning purposes.

Completed activities will be found by sector in the main text of the Quarterly Report.

The Operations Team

It was a busy and productive quarter for the TSSC's Operations Team. Highlights of accomplishments included the following:

The Communications Team

Four issues of THE UPDATE newsletter were produced and distributed. In addition, improved marketing materials were developed, including recreating the US-AEP logos to improve its quality and clarity for use on all document distribution. A new US-AEP general brochure was developed. Also, a re-design of the US-AEP website has been initiated. This redesign, which is expected to be complete by October, will update the site's content, and will also improve the website's look and navigation features.

The Partner and Field Support Team

During March and June mid-year country Work Plan reviews were completed for the Philippines, Sri Lanka, India, and Thailand, as well as for the regional program. Support was provided to the mid-year Partner's meeting, which was held in Washington during June. The meeting brought together key program participants to review the upcoming Work Plan process and to take stock of other key programmatic issues.

Support was also provided for two trade shows: the Waste Management Expo, held in Las Vegas; and the Air and Waste Management Expo, held in Baltimore. Additionally, twelve Technology Cooperation success stories were documented, validating in excess of \$21 million in environmental sales and services provided by US companies to Asia. Also, program briefing documents were developed for all advanced developing countries: Hong Kong, Korea, Malaysia, Singapore and Taiwan.

The Results Team

The FY01 12-month US-AEP data report was finalized and submitted to the Secretariat. In addition, a performance measurement data collection system was developed, and the system was tested using during the collection of first-half FY2002 performance data. A database has been developed to store the data, and this will improve the TSSC's ability to store and manage key performance information.

The Finance and Administration Team

At the end of the quarter, in preparation for the arrival of the field staff in Washington at the Mid-Year Partners Meeting and discussions about the FY03 Work Plan and the grants budgets for the field, TSSC reviewed its FY02 grants in the pipeline and tightened up its grants matrix. TSSC was able to give the Field personnel, with the support of the Secretariat, a working FY03 Grants Planning Matrix which will feed into the FY03 Work Plan planning process.

During this period, the Administration Team assisted with the development of the Guidance for the Use of Short Term Technical Assistance (STTA) for FY03, which was distributed by the Secretariat in June 2002.

At the Mid-Year Partner's Meeting, the Field Staff made a few suggestions for changes to the TSSC Simplified Grant Guidelines to make them even more usable and less restrictive. These suggested changes will be discussed with Contracts during the next quarter with a view to supporting the Field Teams' suggestions.

Much of June 2002, the Administrative Team spent supporting the various Field Team members with their trip and hotel arrangements for the Mid-Year Partner's Meeting at the end of June and the build-out of the space at 1819 H Street, N.W., to be ready in time for the Mid-Year Partner's Meeting.

III. CURRENT CORE ACTIVITIES

I. TECHNICAL TEAM

1. POLICY TEAM

The Policy Team continued to be lead by Ms. Carol (Keri) Luly, Senior Policy Advisor and was supported by Mr. Andy Johnson, Operations Associate and Mr. Neel Kamath, Technical Program Associate. As part of the planning process, the Policy Team identified five priority activities, described below, and continued to support other activities as requested.

1.1 US-AEP Policy Program Assessment

Policy Program Assessment: The Policy Assessment requested by the Secretariat earlier this year continued as a strategy, format, approach outline, and a list of potential interviewees were completed and two issue papers were drafted. A table of interview candidates was generated that included participants from the Secretariat, Partners, Field Staff, TSSC Staff, Asian colleagues, and other policy-oriented organizations such as think tanks, government, media and leadership groups, business associations and academics. The table also included reasons for interviewing each candidate, target dates for those not yet interviewed (allowing for the Evaluation Team's scheduling precedence and schedules of Field Staff) and interview completion dates. At the Secretariat's request, Policy Assessment interviews were completed in mid-June 2002 and no further interviews are planned.

Interim Reports: Two interim reports for the US-AEP Policy Program review were completed and presented to Rich Sheppard. Paper #1 was an inventory of past Policy work "highlights." Andy Johnson assisted in the review and summarized selected past Policy PAG activities, including information such as continuity of the programs, evidence of lasting change, cost and partners involved. Paper #2 was a set of recommendations for the structure and direction for the future of the Policy Program. The transmittal memo included a categorization of policy project work done by US-AEP. The overall recommendation was to establish a "hybridized" version of a Policy Program that was neither totally separate from the Industry and Urban Programs, nor totally integrated with them. The Policy Program would continue its "think tank" role for bringing in new ideas for consideration by all the Partners and would coordinate Policy activities in the other programs.

As part of the process, tailored Policy Assessment interview questions were generated for USEPA, other partners, Field Staff and Asian colleagues, since each group would have a different relationship with US-AEP, different background understanding of policy, and different historical or future perspective on the Policy Program, past and future. Among others, interviews were completed with Gordon Weynand, Richard Sheppard, Jeremy Hagger, Randy Yamada, Dennis Zvinakis, Judith Barry and Mary Zalesny of the Secretariat, Ted MacDonald and Mark Kasman of USEPA, Larry Lai of IIE, Karen Marshall of CSG, George Irvine and KC Choe of the Kenan Institute, Dave Liebson of PADCO and Owen Cylke, former Policy Program Director. Julie Haines, current Chief of Party for the TSSC, was interviewed for her long-term view, as one of the longest standing participants in US-AEP.

1.2 Policy Forum Assessment/Host Forum

May – July Policy Forum Schedule: The May-July schedule of the Policy Forum was finalized, sent to members of the listserv, and posted on the US-AEP website. In addition, the TSSC Communications and Policy Teams updated the Policy Forum email list. The TSSC staff will conduct a brainstorming session for the future of the Policy Forum to clarify what value it adds to US-AEP, identify the desired audience and results, generate ideas for speakers and topics, and consider other related issues.

During the reporting period, TSSC hosted the following sessions:

April 03, 2002 - Equity Investments in South East Asian Environmental Sectors: Barry Ulrich, of the Global Environment Fund, an international investment management firm established in 1989 to invest in, and provide management support to, companies that make positive contributions to environmental quality, human health, and the sustainable management of natural resources. Today, the firm's private equity portfolio includes controlling or major interests in fast-growing, entrepreneurial companies whose aggregate sales are in excess of \$2 billion.

April 17, 2002 - US/Thai Environmental Partnerships - Maryland's Experience:

John Mitchell of the Maryland Department of Environment presented the work of his agency to involve citizens in air pollution solutions in Chiang Mai, Thailand, using an SEI grant. During the workshop, MDEP challenged local government leaders to involve citizens in solutions to problems not well addressed by regulatory programs. The workshops were highly interactive and encouraged multi-stakeholders to incorporate changes in behaviors, such as getting people to turn off car engines while fueling them.

May 01, 2002 - Report on Energy, Environment, and Development in Bangladesh:

Bruce McMullen, the Energy Specialist from the USAID mission in Bangladesh, updated the group on USAID's Energy work in Bangladesh.

May 15, 2002 - Environmental Covenants in the Netherlands: Benchmark Energy Efficiency, an Example:

Pieter Verkerk, Environment Counselor for the Royal Netherlands Embassy, talked about the innovative Dutch covenant system for achieving environmental improvements beyond those required by law. The system is a method of negotiating with industries to reach higher goals in exchange for more flexible regulatory structures. Mr. Verkerk's presentation generated considerable discussion by the attendees, several of whom had not attended the Forum in the past.

May 29, 2002 - Sustainable and Socially Responsible Investing in Asia:

Jacob Park, Senior Research Consultant, Friends, Ivory and Sime; specializes in governance and socially responsible investment in Asia. He talked about the difficulties of screening potential firms for investors since there are many different opinions of what qualifies as a "responsible" company and does not exclude the flexibility to make money. He also talked about the CALPERS divesting of Asian investments and the impact on Asian countries.

June, 12, 2002 - The Role of the US Government in Promoting Environmental Sustainability by the IMF and Multilateral Development Banks:

Keith Kozloff, Senior Environmental Advisor, Office of International Affairs, US Treasury Department. The US Government has engaged with the World Bank and regional development banks on environmental issues for well over a decade. During that time, the US role has evolved, partially in response to changes within the Banks themselves. The discussion examined recent interventions and explored options for future roles in promoting environmentally-sustainable outcomes from Bank activities.

June 25, 2002 - Information Technology: Impact on Manufacturing and Energy Use:

Scott Matthews, Research Director, Green Design Initiative, Carnegie Mellon University. Green Design Initiative was established in 1992 to promote environmentally conscious engineering, product and process design, manufacturing, and architecture. The initiative involves forming partnerships with industrial corporations, foundations, and government agencies to develop joint research and education programs that improve environmental quality while encouraging sustainable economic development.

1.3 Developing/Amending Environmental Regulations

Keri Luly met with Ted McDonald to identify opportunities for the TSSC to support USEPA, a key US-AEP partner. The dialogue is continuing and Keri will continue to act as the TSSC liaison with US-EPA in these discussions. Keri Luly and Carolyn Barley of USEPA discussed successes that USEPA is having and how to get more coverage in THE UPDATE for their projects. Since the project schedule of USEPA keeps them from taking time out to write articles, the US-AEP Communications and Policy teams will continue to seek opportunities to highlight some of USEPA's interesting policy-related successes in THE UPDATE.

Indonesia:

EPA Regional Air Quality Management Training Consortium: US-AEP Indonesia recruited and coordinated the participation of three Indonesian air quality training resource persons to the EPA Regional Air Quality Management Training Consortium, held from May 28-30, in Manila.

State Legislative Leaders Foundation (SLLF): From June 11-21, 2002, the State Legislative Leaders Foundation visited Jakarta to begin UNDP-funded follow-on work from US-AEP's program with SLLF last year. The SLLF will conduct seminars for Jakarta's Parliament and will use the handbooks produced with US-AEP.

EPA Fuel Specification Seminars in Jakarta: From June 24-27, 2002, the USEPA was in Jakarta for fuel specification seminars with the Government of Indonesia and the stakeholder group, Mitra Emisi Bersih (Partnership for Clean Emissions). US-AEP Indonesia continued planning with the Ministry of Environment, the USEPA, and the AID Mission for the EPA fuel specification seminars scheduled for June 24-27, 2002 in Jakarta. The Ministry has provided input on topics, including regulation or banning of MMT use in gasoline; comparing fuel additives, lubricants, detergents; vehicle emission standards; preparing for unleaded gasoline throughout Indonesia.

Philippines:

Philippine Congressional Delegation: Keri Luly met with the visiting Congressional group from the Philippines and participated in their discussions at George Washington University (GWU) and at the Natural Resources Defense Council to provide a state perspective on Clean Water Act experiences. The group has recently drafted their own CWA and will be revising the legislation, based on what they learned in the US.

US/Philippines Joint Statement on the Environment: US-AEP Philippines met to discuss activities that are part of the US/Philippines Joint Statement on the Environment. US-AEP Philippines arranged and participated in a meeting with Embassy staff, US DOD and USEPA to discuss various Philippine US-AEP activities that are part of the US/Philippine Joint Statement on environment.

1.4 Global Reporting Initiative and Grant

Global Reporting Initiative Conference: Several milestones were accomplished in the preparation for the GRI conference in Kuala Lumpur in July 2002. A US-AEP GRI Strategy was developed for nominating conference attendees, estimating and awarding travels costs (based on sector represented), and potential types of follow-up assistance and commitments that could be made available. The TSSC supported IIE in determining eligibility for the approximate \$20,000 of EPSG exchanges allocated towards this activity. Logistics were handled for the travel of the participants and their amounts of funding coverage were finalized based upon whether they represented government, NGOs, academics or private companies. For private sector firms, the Secretariat resolved funding questions regarding MNCs (per diem only), ADCs (ineligible) and large Asian firms (very limited). NGOs, government and academics were generally fully funded (per diem and airfare).

On July 10th, IIE released the following statistics on the final list of participants funded by EPSG:

EPSG will support 36 delegates (1 from Bangladesh, 14 from India, 2 from Indonesia, 5 from the Philippines, 1 from Sri Lanka, 10 from Thailand and 3 from Vietnam) to the conference at an estimated cost of \$26,492 to US-AEP. \$1,642 will be taken from the Indonesian country budget, \$1,500 from the Philippines country budget and \$1,000 from the Thailand country budget. The remaining costs will come from the regional budget. Cost-share is estimated to be \$16,045.

As per the Secretariat's requests, any overage beyond the \$20,000 EPSG budget will be taken from the \$20,000 TSSC budget allocated for additional GRI support activities. The list of potential nominees was generated based upon individuals who approached GRI directly, and recommendations from the US-AEP Field and Technical staffs. The nominations were discussed with and approved by Nick Shufro, Keri Luly, Judith Barry, Randy Yamada, Mary Wong and Larry Lai. A copy of the draft participant list as of July 5, 2002 is attached as Appendix B.

An additional \$10,000 US-AEP grant was awarded to GRI to cover the costs of the conference venue and conference materials. The TSSC worked with GRI to prepare and finalize this grant.

Finally, the TSSC generated a list of potential companies to approach for participation in the GRI conference, and this list was reviewed and prioritized based on the likelihood of the company's willingness to make a commitment to utilize the GRI reporting guidelines. Keri Luly, Andy Johnson, and Nick Shufro worked with the GRI representatives Sean Gilbert and Brenda Bateman to discuss how to encourage companies to share their commitments to GRI publicly at one of the panel discussions at the conference.

Malaysia:

Nick Shufro met with representatives of the Environmental Protection Society of Malaysia (EPSM) to review logistics for the upcoming GRI conference in July 2002; to

check out the conference venue; and to identify how US-AEP could best work with the EPSM and GRI to promote the GRI guidelines.

Sri Lanka:

The TSSC Team coordinated with US-AEP Sri Lanka to organize a presentation to the Sri Lanka Chamber of Commerce on GRI. Due to the travel ban to India, the briefing did not occur, but the briefing information was shared with US-AEP Sri Lanka and resulted in one delegate agreeing to attend the conference.

1.5 ECOS: Survey to Assess State's Environmental Experience

ECOS survey of states' interest/experience in international work: Keri Luly and Julie Haines participated in the planning of the survey with Jane Nishida of PADCO of states' international interests and experience, discussed TSSC input into the survey and next steps; and planned a meeting with ECOS international staff to gain their support to send surveys electronically to their members for higher profile.

Policy Program meeting on international funding: Rich Sheppard, David Callihan, Nick Shufro, Keri Luly, Maria Gilpin and Andy Johnson participated in the survey and research tasks regarding development of a directory of "Big 7" international staff and executive directors, a survey of their available funding mechanisms, and a catalog of federal programs that provide assistance for international work. GWU, George Mason University and CSG are also involved in this project. David Callihan drafted a Scope of Work for the projects and Andy Johnson began the directory.

1.5 Other Activities (work plans, meetings, reporting, organizing)

Philippines:

Study Tour to support Solid Waste Management Act: Arranged and attended an after-trip briefing by the PET (Polyethelene Terephthalate) Recycling Development Foundation and the National Solid Waste Commission. This exchange program was completed on March 30, 2002 under the EPSG contract. The main objectives of the study tour were to 1) gather knowledge needed to establish a national PET recovery and recycling center; 2) identify technologies for PET recycling; and 3) gain info on new technologies that use natural based polymers to develop biodegradable plastics. The briefing was hosted by USAID and attended by 40 people from industry and NGOs. The study tour participants expressed their gratitude to USAID for the excellent site visits. As a result of the study tour, the Foundation has developed an action plan to promote increased recovery and recycling of PET plastic waste. This activity is one of the initiatives of US-AEP to support the recently approved Solid Waste Management Act.

Certificate Program on Toxic and Hazardous Waste Management: Team Philippines is supporting the USEPA in getting the proposal completed. The first course is planned in July 2002.

2. URBAN TEAM

The Urban Team continued to be lead by Ms. Deborah Kimble, Senior Urban Advisor and was supported by Jeff Bowyer, Urban Coordinator, Jodi Koviach, Technical Program Associate and Jody Schubert, Program Associate. As part of the planning process, the Urban Team identified six priority activities, described below, and continued to support other activities as requested.

2.1 Environmental Infrastructure Finance for Local Governments

US-AEP Philippines spoke with the Executive Director of LGUGC (Local Government Unit Guarantee Corporation) about the possibility of pursuing a study tour in the US. The matter was discussed during the February Manila Conference to provide an opportunity to the Philippine Government, financial advisors and other relevant players to evaluate the experience in the US and to see how this can be used in formulating the policy and institutional reforms needed to develop the bond market in the Philippines. This activity will be discussed further and may be included as an activity in the FY 2003 Work Plan.

2.2 Asia-Pacific Urban Institute (APUI) Executive Seminar on IWRM

Regional:

APUI Seminar: The first Executive Seminar of the Asia-Pacific Urban Institute was held on April 3-6 in Honolulu. US-AEP Urban took a leading role in developing, coordinating, and facilitating the Seminar, which focused on Integrated Water Resources Management (IWRM). From the TSSC, Jeff Bowyer (Urban Program Manager), Jodi Koviach (Urban Program Associate), Suzanne Billett (Public Relations Manager), and Conchita Silva (US-AEP Philippines Country Coordinator) participated. Jeff and Jodi played a key coordination role to ensure the whole event ran smoothly. Suzanne interviewed every Mayor for tailored press kits were sent out following the event. Conchita accompanied the delegation from the Philippines and lent her expertise through presentations and session facilitation.

The Seminar closed with representatives from 27 participating local governments pledging commitments to address and water and sanitation issues in their cities. The commitments covered the range of issues that were discussed throughout the week. Approximately 24 cities made commitments focused on water quality and quantity issues and expanding water and sanitation service delivery.

Dissemination of APUI Information: Following the Seminar, the Urban Team quickly disseminated the outputs, including an analysis of the types of commitments pledged.

Summaries of the seminar were drafted for the Field offices, the ANE Bureau, the USAID Missions and Desk Officers, and the US-AEP Evaluation Team.

APUI Strategizing: The Urban Team discussed internally (and to a lesser extent with co-organizers) about US-AEP's role in the APUI and how the initiative could dovetail into US-AEP's other Urban activities, especially with ICMA's work in strengthening local government associations.

Grant Close-Out: The Urban Team closed out the SEGIR grant awarded to the Environmental Foundation of Honolulu, HI for the APUI Executive Seminar.

Press Kits: The draft press kits were distributed to the US-AEP field offices for comment and final press kits were sent to the participating mayors.

Commitment Tracking: US-AEP Philippines developed a tracking sheet to facilitate regular monitoring of mayors' commitments.

2.3 Strengthening Municipal Leagues and Associations

Regional:

ICMA Asian Association Dialogue Meeting: Deborah Kimble led the Asian Association Dialogue in Paramatta, Australia May 6-7, 2002. Participants included league presidents, chairmen, and mayors from Indonesia, Nepal, India, Sri Lanka, Thailand, and the Philippines. US-AEP Philippines also contributed by identifying participants and providing logistical support to 18 mayors who attended the meeting. This included letters of invitation, award letters, flight information and visa endorsements. The President of the League of Cities attended the meeting and was also tapped as resource speaker.

The main goal of the workshop was to start a dialogue between associations, with the anticipation that a network of Asian associations will be created. Case studies were presented from India and Mexico, and all participants shared their unique experiences with regard to useful interventions and program support of new associations. There were also presentations of the activities Asian associations are performing in support of environmental protection and conservation and small groups working to develop an Association Statement for Development of Professional Support to Environmental Management. After the Dialogue Workshop, participants stayed on for the International Best Practices Symposium, which was jointly sponsored by Local Government Manager's Association of Australia.

Philippines:

Deborah Kimble met with Conchita Silva, Joy Jochico, the League of Cities Philippines (LCP), the League of Municipalities (LMP) and USAID the week of April 29th to discuss Leagues' ability to support the development of strong financial management skills within

LGU's and other areas for support to the leagues. In the past, ICMA had intended to focus exclusively on the League of Cities due to the instability of the LMP, however, several actions have been taken that suggest they should again be included in US-AEP's work. Most importantly, the League of Municipalities has passed a resolution that now creates a permanent Secretariat to the Board which will greatly increase both the stability and continuity of the Leagues' programs and strengthen their position as a voice for Filipino municipalities.

ICMA support for both Leagues will be structured around the institutionalization of donor funded projects, such as the Clean Cities Center in the League of Cities. Working with other US-AEP implementing partners, the objective will be to build an environmental management unit within the LCP that acts as the umbrella management and data sharing department.

As for the League of Municipalities, based on discussions with the full Executive Board, the support will be formed to support the creation of a fiscal management program that allows the municipalities to access credit (either through the newly formed Local Government Unit Guarantee Corporation or the other credit institutions). This provides follow-on support for the Urban Finance Workshop held in Manila, February 2002.

India:

Deborah Kimble met with USAID representatives, local government officials and association representatives in India to discuss a number of issues: how to further develop the Association work; laying the foundation for a local government program in Sri Lanka (The World Bank is requiring that the Government of Sri Lanka develop an Urban Governance Policy Framework by September 2003); and preparing for India-Indonesia association exchanges.

Indonesia:

Jodi Schubert met with Chris Milligan and Jessica McKenna from the USAID Regional Urban Development Office several times in late April regarding Indonesia and regional association strengthening, Urban Programs, and budget and management issues related to decentralization and public-private sector partnerships. She also met with Jim Woodcock and spoke about the need for utility network regional cooperation that is beginning with the Vietnam-Indonesia-Philippines Water Associations Exchange program (Vietnam and Indonesia are much alike in the water sector).

2.4 Clean Cities Center Project

Philippines:

The TSSC Urban Team helped develop a second phase of this activity under a TSSC grant to the League of Cities Philippines (LCP). Among other things, the grant will fund

a full-time coordinator to work with participating cities. In meeting with the LCP and a number of others involved in the first phase, the Urban Team was able to shape the project so it would be implemented as part of a larger environmental program for the League of Cities and ensured that the League has the staff and capability to sustain the activity. In both areas, ICMA is offering assistance in addition to the TSSC grant. The revisions in the proposal include the development of a business plan in order to sustain services to LGUs after the TSSC and ICMA grant ends.

TSSC Philippines met with Gil Cruz, the Executive Director of the League of Cities of the Philippines, to discuss US-AEP comments on the proposal. Cruz was in agreement with most of the suggestions including the concept of an integrated city environmental management program. Cruz met with the officers of the League and revised the proposal accordingly. The Urban Team also met separately with Burt Hamner, an independent consultant who was involved in the first CCC and does CP work in Asia (most recently in Thailand for the ADB) and with Matt Morrison, who provided technical assistance through the Pacific Northwest Economic Resource.

2.5 Strengthen Cooperation with Region-Wide Donor Initiatives

USTDA Partnering for Clean Water in Asia Conference, July 10-12: Jeff Bowyer spoke several times with Doug Shuster of TDA about US-AEP's involvement in this conference and wrote a memo to the Secretariat stating the benefits of participating. In response, the US-AEP awarded a TSSC grant to support the travel of Asian participants.

Meetings with Konrad Otto-Zimmerman and Nancy Skinner of ICLEI: The International Council of Local Environmental Initiatives is becoming an increasingly visible partner of US-AEP Urban. They have a number of ongoing initiatives, including their Water Campaign, Cities for Climate Protection Campaign, and facilitation of the Local Government Preparatory Process for WSSD, that are very relevant to some of US-AEP's activities. The Urban Team met with Konrad and Nancy to discuss opportunities for increased collaboration. No decisions were reached, but agreement was made to continue communicating closely moving forward.

Urban Good Governance Draft Deliverable: Jeff Bowyer refined a draft of an input into a possible Urban Good Governance Type-II Deliverable to pass to USAID/PPC. The draft was entitled, "Promoting Good Urban Governance and Developing Domestic Capital Markets to Improve Urban Environmental Management and Service Delivery."

Regional Work Plan Review: The Urban Team attended the FY02 Regional Work Plan Review and discussed the status of Urban regional activities including MAPES, the Clean Air Initiative and the World Summit on Sustainable Development. Deborah Kimble, Jeff Bowyer and Jodi Koviach completed an assessment of the status of Urban activities for FY02 for India, Indonesia, the Philippines, Thailand and Vietnam. This activity was conducted in order to assist the Urban and Country Field Representatives in FY03 Work Plan development.

2.6 Grants

2.6.1 City Comparison Project

The TSSC Urban Team sent comments to US-AEP India on the "Best Practices of Urban Management in Selected Cities" grant activity with the Ahmedabad Management Association (AMA). Under this grant, AMA proposes to document best practices in urban management from cities participating in the City Monitor 2002 study and conduct dissemination workshops for local governments on the final compilation of BP's. As the activity will not be implemented until FY 2003, it was determined to postpone the dissemination of the grant.

2.6.2 2nd Water Enterprise

A grant was awarded to Yayasan Tirta Dharma, the training arm of PERPAMSI, to support the development of functional training modules and to train trainers to conduct workshops that will be offered to section and department heads of water enterprises in the Indonesian Provinces.

2.6.3 City Development Strategies

A grant proposal was received for this activity, but it was determined that it will not be funded by the TSSC.

2.6.4 Solid Waste Management Association of the Philippines (SWAPP)

TSSC Philippines helped finalize the TSSC grant to the Solid Waste Association of the Philippines (SWAPP) to conduct "train the trainer" workshops on the Ecological Solid Waste Management Act. Jodi Koviach worked closely with Conchita Silva to address a number of questions and comments regarding institution building and implementation of the Solid Waste Management Act.

2.7 Other (Work Plans, Meetings, Reporting, Organizing)

D.C.

Urban Team meeting on country support for FY03: The Urban Team met to discuss how they will support countries in their FY 2003 Work Planning process. Team members conducted country reviews of donor activities (including the USAID Missions, ADB and World Bank) and discussed on-going and potential Urban projects in the Philippines, Thailand, Vietnam, Indonesia, and India.

Electronic filing system for Urban Team outlined: Jodi Koviach and Jeff Bowyer outlined a shared electronic filing system for the Urban Team and began re-organizing, re-filing and archiving electronic files.

Urban Program Meeting: Jeff Bowyer presented the Urban Team Work Plan to a small group of Urban Program partners in order to solicit input and strategize on how the TSSC will work with urban partners as they plan for FY03. Deborah Kimble updated the Team on her recent and/or upcoming meetings with the USAID Missions in India, Indonesia and the Philippines, the purpose of which will be to discuss the integration and closer collaboration of the Urban Program with the Mission goals and initiatives.

Urban Briefing: The Urban Team briefed Rich Sheppard and Randy Yamada on regional and country-specific Urban activities and discussed the direction of the Urban Program and participation in regional events such as Association Building, APUI and the World Summit on Sustainable Development.

Philippines:

Project proposals for TAF funding reviewed: TSSC Philippines conducted reviews on three project proposals submitted by NGO's for The Asia Foundation (TAF) funding. These proposals were: (1) An Assessment of Best Practices for Small-Scale Drying; (2) Preparation of the Iloilo River Development Master Plan and Urban Design; and (3) Social Marketing Curriculum for the Partnership for Clean Air.

The first proposal showcased the application of renewable energy in a rural area which has provided electricity and livelihood opportunities to the community. Although the proposal showcases this activity very well, it could not be related to the Philippine Work Plan activities and the proposal was therefore *declined*. The second proposal was in support of the commitment made by the mayor of Iloilo City at MAPES. While conceptually sound, the proposal needs to be rewritten to comply with TAF criteria for funding. Proposed activity under the third proposal is currently on hold due to difficulty in providing representatives of the University of the Philippines with training in social marketing. TSSC Philippines is assessing how to move this Civil Society partnership forward in conjunction with the Secretariat, the USEPA, and the TSSC.

SEGIR Follow-up on EMS for Cities: The Team followed-up on the status of documentation and implementation of EMS in the cities of Tagaytay, Iloilo and Mandaue. The cities are in various stages of development with 60% completion in Tagaytay; Iloilo is a little slow. In Mandaue, EMS development was hampered because the public market, which is the scope of their EMS, was burned down.

Health Aspects of Transport and Urbanization in Asia Workshop: The Urban Team helped the ADB in identifying participants to the Workshop for Key Researchers on Health Aspects of Transport and Urbanization in Asia.

Environmental Compliance Inspection Training for Facilitators: Conchita Silva conducted a one-day course on May 20 with USEPA as the resource partner for facilitators to a multi-country team for an Environmental Compliance Inspection Training workshop.

Indonesia:

Workshop on Developing Municipal Urban Solid Waste Management Systems and Institutions: US-AEP Indonesia continued follow-up activities related to the Indonesia-US-AEP Singapore Workshop on Developing Municipal Urban Solid Waste Management Systems and Institutions, held on May 13-14, 2002 in Jakarta. The event was US-AEP's first "third country joint activity" – in which an ADC (Singapore), together with the US and the Philippines, provided resource speakers to share experiences with an LDC (Indonesia) on a key environmental management issue.

3. INDUSTRY TEAM

The Industry Team continued to be lead by Ms. Lori Hatton, Senior Industry Advisor and was supported by Mr. Neel Kamath, Technical Program Associate. As part of the planning process, the Industry Team identified seven priority activities, described below, and continued to support other activities as requested.

3.1 Industry Strategies

3.1.1 Thailand

Nick Shufro, Jack Kneeland, Judith Barry, and Dennis Zvinakis met in Thailand to review the Thai Industry Strategy. Comments were incorporated into the draft Strategy and a final Industry Strategy was sent out by Judith Barry in early May.

3.1.2. The Philippines

Conchita Silva, Lori Hatton, Nick Shufro, and Jodi Koviach reviewed and made comments to the latest draft of the Philippines Industry strategy. It was anticipated that Mary Zalesny would send out the final Industry Strategy in early July, but Randy Yamada has asked the TSSC to delay sending out the draft until it can be compared and possibly merged into an overall Philippines country strategy this summer.

3.1.3 India

Comments pertaining to the Indian Industry Strategy are being incorporated. TSSC will review this final draft with Mary Zalesny and Judith Barry and plan to finalize this document in July.

3.1.4 Vietnam

In February, Nick Shufro, along with US-AEP Vietnam, met with the Ministry of Industry (MoI) in Vietnam to discuss the upcoming Industry Strategy Scoping mission. A draft TOR prepared by MoI was discussed. Several issues and/or recommendations to be presented to the Secretariat include:

- US-AEP must be careful not to directly work for State-Owned Enterprises (SOEs) and this can be problematic in Vietnam. A priority of industrial companies to work with might be: 1) wholly-privately owned companies; 2) joint ventures involving US foreign direct investments in Vietnam; and 3) joint ventures involving other foreign direct investments in Vietnam.
- Based on the MoI's action plan and US-AEP's expertise, the recommended priority sectors to be addressed in any industrial activities are: Phase I: pulp and paper, chemicals and textiles/apparel/footwear; and Phase II: mining, steel and breweries.
- Activities that seem to be mutually of interest include: Cleaner Production and Eco-Industrial Development. Specific sub-activities could include: conducting facility "walk-throughs" to identify environmental protection and cleaner production opportunities; sharing of best practices and lessons learned in environmental protection, cleaner production and energy efficiency; and further development of eco-industrial development.

The Industry Team met with a Vietnamese delegation from the MoI who were in Washington, D.C. as part of an EPSG Study Tour of the Chemical Industry and Waste Expo in Las Vegas. The delegation was comprised of Mr. Nguyen Gia De, Deputy Director General of the Department of Technology and Product Quality Management, Ms. Dang Phan Thu Huong, Deputy Director General of the International Cooperation Department, both of the MoI, and Dr. Dang Xuan Toan, Ph.D., Centre Director of the Chemical Engineering Corporation Centre for Environmental and Chemical Engineering. During this meeting, the Industry Team briefed the delegation on its Asia-wide Industry activities and highlighted the plans for the upcoming Vietnamese scoping mission.

Lori Hatton, Nick Shufro, and Jan Mueller-Vollmer, Cleaner Production Specialist, traveled to Vietnam in June to support US-AEP Vietnam in identifying industrial activities in Cleaner Production and Eco-Industrial Development. In addition to these scoping activities conducted jointly with representatives from the Ministry of Industry (MoI), the Industry Team also held discussions with Ho Chi Minh City DOSTE regarding the privatization of the HCMC Solid Waste Sector; held meetings in support of the upcoming hazardous waste training workshop; met with NIKE to discuss Phase III of the NIKE waste leather recycling project; and worked with US-AEP Vietnam and MoI to identify candidates for the upcoming Global Reporting Initiative conference. Numerous potential activities were discussed – the top four initial activities to be considered for implementation, as prioritized by MoI, are: 1) Supporting MoI in establishing a model Environmental Management Plan (EMP) for Industrial Zones /Industrial Parks; 2) Providing training in Eco-Industrial Development and Cleaner Production to MoI, DOSTE,

IZAs, IP Companies, etc.; 3) Completing a recycling/EID demonstration project (scoping, feasibility, and commissioning) with country-wide potential for replication; and 4) Establishing procurement guidelines for evaluating best available economic technologies. Writeups on these four potential projects will be prepared and presented to US-AEP Vietnam and Judith Barry for review and modification. US-AEP Vietnam will then present them to MoI for further discussions.

Lori Hatton and Nick Shufro met with USEPA officials Ted McDonald and Carolyn Barley to discuss TA in Vietnam relating to hazardous waste and plans for a US study tour through IIE relating to incineration and landfills.

3.2 Cleaner Production

UNEP Cleaner Production (CP) Conference – Judith Barry, Julie Haines, and Lori Hatton attended the UNEP CP Conference at the end of April. Julie Haines spoke on CP and Greening Supply Chain activities as part of the Industry Panel. US-AEP sponsored five Asian participants through the TSSC grant program and through IIE ESPG. The approximately 350 conference participants came from 85 different countries and included representatives from government, business, academia, and the NGO community. During the conference, side meetings were held with the five members of the Asia-Pacific Roundtable for Cleaner Production (APRCP) whose participation at the conference was funded by US-AEP. Discussions with APRCP focused on their plans for the next APRCP forum to be held in Indonesia in October 2002 and the need to incorporate lessons learned from the UNEP conference in terms of forum structure, panel formation, role of panel moderators/facilitators, variety of participants (including sufficient Asian private sector), and the need for more dialogue and Q&As versus presentations.

3.3 Eco-Industrial Development

Vietnamese Industrial Estates:

The TSSC team together with Ms. Van from US-AEP Thailand and two representatives from the Ministry of Industry, Mr. Le Minh Duc and Mr. Nguyen Van Thanh, visited a number of Industrial Parks within Industrial Zones in the Hanoi and Ho Chi Minh City area. Discussions were held with MoI and HCMC DOSTE on their mandates to develop an Environmental Management Plan for Industrial Zones /Industrial Parks. Aspects that may be included in such a Plan are: an assessment of EID-related laws and regulations, roles of government agencies, guidelines for designing new parks, model environmental “standard practices,” and systems for inventorying, characterizing and tracking environmental performance metrics. The objective is to create a sample plan, using a MoI selected site, such as the planned Pho Noi textile IP near Hanoi, that can be replicated and utilized by other parks throughout the country. It is anticipated that assistance will additionally be provided to existing Parks during their adaptation and implementation of the EMP. A likely candidate for this assistance is one of the parks located in the multi-sector IZ at Binh Duong outside of HCMC.

India Eco-Industrial Development:

Discussions are on-going between US-AEP TSSC and the Centre for Resource Education (CRE), a Hyderabad-based nonprofit. The grant was discussed with the US-AEP India Country Director and the Technology Representative for Chennai, Joseph Ravi Kumar who agreed on the grant concept. CRE was asked to provide additional information on the proposed activities and to remove any non-US-AEP related activities, such as hardcore engineering work, from the grant request. CRE has submitted a revised version for final consideration which includes activities pertaining to various eco-industrial management practices including EID-related documentation and information dissemination; capacity building initiatives; and the execution of small-scale field pilot projects. This final version of the CRE grant proposal will be submitted to Judith Barry and Rich Sheppard for their review and approval.

Philippines Eco-Industrial Development:

The Industry Team provided technical support to First Cavite Industrial Estate (FCIE) in the design and development of a waste audit training manual which was used in a training session conducted during the week of April 22nd, 2002. The Waste Audit Training Manual includes case studies and presentation materials.

The Industry Team attended the launching of an Industrial Waste Exchange (IWEX) node in Cabuyao, Laguna's Light Industry Science Park (an industrial estate). Information obtained during a US-AEP exchange program conducted last November contributed to the development of this waste exchange node.

Nick Shufro and Anita Celdran met with Ms. Toni Loyzaga, a Filipino land developer / owner of two municipalities in the Laguna province (wherein resides 3 major industrial parks), to discuss opportunities for collaboration and between her company and US-AEP. Ms. Loyzaga is interested in using her industrial park to showcase either environmental management or eco-industrial development concepts.

3.4 EMS, Best Practices and SME Regulatory Compliance

India:

Draft ISO 14001 Compendium submitted: ICC-EMC has submitted the draft ISO14001 compendium, which has been reviewed and approved for final printing. This compendium covered large MNCs and Indian corporates, who shared their experiences and success stories about implementing the ISO 14001 standard for environment management systems. LBG's SEGIR Contract provided a grant of \$3,000 to ICC to collect the information into a CD-ROM.

Review of ISO 14001 establishment for DMRC: Reviewed on-going activities with Delhi Metro Railway Corporation (DMRC) to establish ISO14001 to the transit system. The local consultant, the Confederation of Indian Industry (CII), was also invited to participate in the review process and the outcome of the review process was provided to

the other partner – the New York City Transit Authority (NYCTA). The progress of this activity is satisfactory and it is moving on schedule. CII has provided good inputs for completion of the technical assistance and for getting ISO14000 certification within the specified time limit. A meeting was planned for May 3, 2002 with DMRC top management to discuss the feedback received from CII and US-AEP's future plan to bring experts from NYCTA to perform an internal audit in the months of July/August, 2002.

Philippines:

EPA's International Training Module for Environmental Compliance Enforcement Inspectors: TSSC Philippines supported the USEPA in co-hosting a week-long course from May 20 - 24, 2002. The main host of the event was the DENR (Department of Environment and Natural Resources). The US Department of Defense sent three representatives in addition to three Philippine Department of National Defense participants. Preparation included several meetings with the host, the DENR, and EPSG/IEE to discuss funding for participants' lodging and meals as well as those of the facilitators. Three USEPA resources speakers also came to Manila.

3.5 Greening the Supply Chain

Greening the Supply Chain (Regional) – In response to requests from members of the Secretariat, two reports were compiled on US-AEP's Greening the Supply Chain (GSC) initiatives. The first provided an indication of the leveraging ability of the initiative while the second, which described the Nestle Philippines GSC initiative, was prepared as one of the success stories to be handed over to the evaluators of the US-AEP project.

3.6 Grants

Chulalongkorn University Grant Deliverable Report under SEGIR Funding: The final report containing the deliverables required as part of the grant provided to Chulalongkorn University was compiled and prepared for distribution to members of the Secretariat. The report also contained Industry program-specific strategy recommendations for activities that Chula identified that US-AEP Thailand could initiate and support over the next two or three years; a synthesis of minutes and comments received from stakeholders in meetings, workshops, etc. to develop the strategy; recommendations for the roll out and implementation of US-AEP Thailand's Industry strategy; recommendations for complementing GTZ-EID activities in Thailand; an analysis of IEAT metrics data sheets; and an overview of waste exchange activities in Thailand.

3.6.1 India EID CRE

Grant Proposal from the Center for Resource Education: Please see Section 3.3 Eco-Industrial Development for details.

3.6.2 India EID Punjab State Council for Science and Technology (PSCST)

Grant Proposal from the Punjab State Council for Science and Technology: Discussions took place between US-AEP TSSC, US-AEP India, and the Punjab State Council for Science and Technology (PSCST). The Industry Team received a proposal submitted by PSCST that focused on promoting eco-industrial development concepts among industrial enterprises. The proposal included a request for US-AEP assistance in preparing plans for the development of new industrial parks and the eco-restoration of existing parks; creating awareness among businesses on benefits of EID; creating benchmarks on which to measure and monitor EID actions; and installing demonstration pilot pollution control units. Further discussions on this grant are currently on hold due to the recent changes in the Punjab government.

3.6.3 India WRI Building Capacity for Sustainable Business Education

Grant Proposal from World Resources Institute (WRI): The Industry Team and US-AEP India reviewed a grant from WRI and University of North Carolina that supports the Indian Ministry of Environment's recent initiatives to strengthen the environmental education in Indian business schools. The WRI grant focuses on developing a national network for greening management curricula, encompassing teacher training, knowledge exchange, and potential reform of accreditation standards and policies. During the recent US-AEP annual meeting, the Industry Team facilitated a meeting between WRI and the US-AEP Indian Technology Representatives to better understand the activities and results that WRI is proposing to undertake in the grant. Based on comments and input from the Technology Representatives, WRI is revising grant. This new grant is expected to be received in early July and will be presented to the Technology Representatives, Judith Barry, and Rich Sheppard for their review and approval.

3.6.4 Vietnam Nike Leather Recycling

Resubmission of Phase III NIKE Scrap Leather Recycling proposal: Discussions took place between the Industry Team, Jim Carlson and Ms. Van of US-AEP Vietnam; and Guy LaSalle, NIKE Team Vietnam; regarding Phase III of the NIKE Leather Recycling program. Dr. Dennis Shelly, Texas Tech University (TTU) and Karel Kolomaznik, of Tomas Bata University (TBU) debated the success of the technology and its application in the Vietnamese context. Marianne Taylor, of the Maryland USDA, provided a positive critical peer review that assessed the initial findings and concepts. A revised draft grant proposal for Phase III of the NIKE Leather Recycling Project that conformed to the most recently approved grant guidelines was submitted in early June. US-AEP Vietnam and NIKE are supportive of the July visit to Vietnam by Dr. Kolomaznik to further ascertain the validity and successful application of the technology.

3.6.5 Dana Mitra Lingkungan (DML) - APRCP

The Industry Team is supporting Suzanne Billharz in her work to provide DML with a TSSC grant to support DML's preparation of the upcoming APRCP to be held in Indonesia in October. DML has received a TSSC grant to be the coordinator of this conference. As organizers, they continue to distribute the conference announcements and Call for Papers, and have conducted fund-raising events to raise funds and identify corporate sponsors and participants. A small technical committee was also established that meets regularly, conducts fund-raising, and oversees the substantive aspects of the workshop preparations. US-AEP Indonesia sits on this committee. A new e-mailing list-serve was established for this small group.

The Industry Team represented US-AEP at the recent Board Meeting of the APRCP. The Meeting discussed the agenda for the 4th APRCP in October in Yogyakarta, Indonesia. The Board also agreed to turn over the Secretariatship of the APRCP to the Philippines.

3.7 Other (work plans, meetings, reporting, organizing)

4th World Environment Center Gold Medal (D.C.): Nick Shufro and Maria Gilpin attended the 4th World Environment Center Gold Medal Colloquium on "Greening Globalization: Industry and Sustainable Development in the 21st Century."

Johnson & Johnson: Nick Shufro and Anita Celdran met with Johnson & Johnson's (J & J) Vice President for Environment, Health and Safety, Karl Schmidt; Vice Director for the Asia-Pacific Region, Jim Wound, and the Corporate Energy Director, Harry Kauffman the last of whom has partnered with US-AEP in the past. Several of the US-AEP programs discussed with the J&J participants resonated well, including: GRI, the Corporate Energy Efficiency Champion program, and the APRCP Roundtable. Karl Schmidt suggested that US-AEP consider conducting a Sustainability Workshop for J&J local senior management, (and potentially greening the supply chain). They proposed that the meeting be held in Kuala Lumpur, Malaysia, July 2002.

4. Technology Cooperation Team

At the direction of the US-AEP Secretariat, the TSSC did not staff the Technology Cooperation position. Instead Mr. Rod Carvajal, Trade and Investment Advisor, and Ms. Barbara Phillips, Associate Director of Finance and Administration, were available to support discrete tasks mandated by the Secretariat. The Team primarily supported the Pilot Program described below.

4.1 Expanded Tech Transfer Pilot Program

Working primarily to support Randy Yamada, Rod Carvajal, Barbara Phillips and Julie Haines helped developed a new pilot program concept for the purposes of supporting, and

indeed enhancing, US-AEP's efforts in the area of technology cooperation and transfer. The basic ideas or principles underlying this new initiative, "The Expanded Tech Transfer Program," were proposed and in large part developed by Randy Yamada. The principal idea behind the Program is to broaden or expand the market opportunities for US business leaders that have already programmed travel to Asia as part of their business development efforts, but who could benefit greatly if an organization could effectively broaden their reach (expand contacts and exposure) once they arrive in Asia. It is felt that through its contacts and multiplier organizations on both sides of the ocean, US-AEP is in a unique position to support this objective. Specifically, it could assist these efforts by arranging brown bag seminars/meetings for US business people upon their arrival in Asia that would both broaden their reach and maximize their use of scarce resources and time.

Initial conversations with a cross section of US businesses indicated overwhelmingly that US leaders would like assistance to "broaden their reach" once they arrive on Asian shores, which would complement the already available DOC and other services.

In a brainstorming meeting among US-AEP Partners, both NASDA and CSG expressed great interest in participating in a pilot project with already scheduled trade missions. Additionally, it was suggested that US-AEP approach other business organizations, which could include the National Association of Manufacturers (NAM), the ASEAN Business Council, Pacific Basin Economic Council (PBEC) or American Chamber of Commerce. Subsequent to this meeting, it was also recommended that associations that promote the development of environmental professionals also be considered for inclusion in pilot activities, in particular the Air and Waste Management Association (A&WMA).

Following up on the concepts elaborated at the brainstorming meeting, a Concept Description of the Pilot Program was drafted that contained the principal ideas discussed. Further, the Concept Description formalized the notion that the pilot should pursue two tracks of implementation as described below: one with state trade missions, and the other with the private associations.

The State Trade Mission: US-AEP TSSC will work with NASDA and CSG to identify an upcoming trade mission and the country to which it will visit. Once selected, US-AEP will make contact with an Asian counterpart organization and begin to organize a single or multiple seminars/brown bag meetings that the US business people could conduct during their visit. US-AEP will track resource and time intensity, and follow up with both US and Asian participants after the event takes place. Once the event and analysis is complete, US-AEP can propose the suggested course of action for on-going programs.

Working with Business and Professional Associations: US-AEP TSSC will meet with several business organizations, as well as with A&WMA, to identify which organizations are interested in participating in the pilot program. Once narrowed, US-AEP will identify the mechanisms that the organization has in place to track (and/or promote) their member's travel to Asia. Ideally, US-AEP could assist the organization in promoting use of such a networking tool, and help to promote the US-led brown bag seminars. It is

envisaged that working with these organizations, the pilot would encompass individual business travelers or small single corporate groups with a narrow focus. US-AEP would conduct the meeting facilitating for up to five individual travelers through the business associations.

Once individuals are identified through our US partner association, the TSSC will take the same follow-up steps outlined above for The State Trade Mission in terms of organizing meetings and tracking resources and time. Once the event and analysis is complete, US-AEP can propose the suggested course of action for on-going programs and compare and contrast individuals' visits with those of trade missions in terms of acceptance and results.

Subsequent to the development and dissemination of the Concept Description to key implementing entities, meetings were conducted with the aforementioned entities for purposes of refining critical concepts. Highlights of these discussions as well as other developments pertinent to the launching of the Pilot Program are depicted below:

- Meetings were conducted with Leo Hoch of the National Association of Manufacturers (NAM), Chris Whatley of CSG, and Dick Scherr of AWMA.

All of these institutions feel that the Pilot is well conceived and could fill a unique niche within the context of the services that they presently offer.

With regard to NAM, the Technology Cooperation Team was informed that NAM is in the very process of developing a trade services unit (or Trade Consortium) for its members. The Consortium would provide NAM members with both general as well as very specialized services aimed at penetrating foreign markets in all industrial sectors. Thus, they feel that the Pilot activities would dovetail nicely with those contemplated under this initiative. However, the Consortium still must be approved by its board members, and it will probably take at least several weeks before it is fully up and running.

Independently of the initiation of the Consortium's activities, NAM is still interested in identifying other relevant opportunities (i.e. NAM trade missions) that could participate in the Pilot. However, it is doubtful that such an activity will be undertaken before late Fall/Winter of this year.

With reference to CSG, they feel that the best approach for implementing the Pilot would be to first work with states that are most familiar and supportive of US-AEP; primarily Nevada, Delaware, Wisconsin, Arizona, and Idaho. CSG mentioned that they would be fully supportive of the program, and could facilitate participation by state missions in the Pilot. However, given the fact that it was an election year, it was felt that it might be very difficult to identify a mission that could participate in the Pilot before late Fall/early Winter of this year.

The Technology Cooperation Team presented a Description of the Expanded Tech Transfer Pilot Activity at the US-AEP Mid Year Partner's Meeting. In addition, an initial set of marketing materials was developed for the purposes of launching the Pilot activity. These will be further refined over the coming weeks.

4.2 Tradeshow/Trade Delegations

Philippines:

- The Team completed recruitment of participants for Waste Expo, May 21-23 in Las Vegas, Nevada. Waste Expo 2002 is the largest trade show in North America for Solid Waste and Recycling Market.
- The Team recruited participants to AWMA & AWWA for the June meetings.
- A videoconference hosted by IIE and the US-AEP Philippines Office of Technology Cooperation was organized on June 7th (EST)/June 8th (Manila time), 2002. Participants at the conference were provided with an opportunity to discuss the Philippine's needs and procurement opportunities for US industrial air pollution control equipment. These project opportunities are a result of the Asian Development Bank (ADB) having approved a US\$ 25 million loan for an Industrial Air Emission Project in the Metro Manila area. The event featured speakers from the Department of Commerce, US-AEP ADB, LandBank, Department of Environment and Natural Resources/Environment Management Bureau. Participants, in addition to being given an overview of the project, were provided with information on how to tap into financing opportunities and were able to tentatively identify who they would like to meet with at the upcoming A&WMA conference. The US-AEP Technical team was represented by Alex Izadpanah and Neel Kamath.

Indonesia:

- A NASDA proposal for trade delegation from Iowa was submitted to US-AEP Indonesia, Vietnam, and Thailand to support a trade delegation from the State of Iowa. The three US-AEP countries involved have consulted and agreed on a series of steps to respond and decide on grant funding.
- US-AEP Indonesia coordinated the participation of members of the Indonesian delegation to the A&WMA Conference to be held in June in Baltimore.

5. ENERGY TEAM

The Energy Team continued to be lead by Mr. Nick Shufro and supported by Ms. Anita Celdran, Energy Advisor. As part of the planning process, the Energy Team identified four priority activities, described below, and continued to support other activities as requested.

5.1 Energy and Water Efficiency

US-AEP Indonesia sent thank you letters to 65 participants in the energy efficiency scoping mission. The Alliance to Save Energy (ASE) is writing a report with clear and specific recommendations on how they can be a resource to Indonesian counterparts to promote Energy Efficiency (EE). US-AEP Indonesia has made available a compilation of recent studies and project reports concerning EE in Indonesia.

The Energy Team had discussions with Kevin James from ASE on potential follow-up mechanisms for the water-energy nexus module which he presented at the MAPES Conference. Kevin had two recommendations: 1) documentation of Jim Woodcock's case study on Water Reform Sector in North Indonesia (Sumatera) focusing on the energy efficiency component; and 2) hosting a training/seminar on the water-energy nexus involving the League of Cities in the Philippines. These options are being explored.

5.2 Energy Wise India Proposal

US-AEP submitted an initial five page concept paper on "*Energy Wise India*" (EWI), a voluntary public-private partnership to promote industrial energy efficiency in India, on April 15th, 2002 in response to a challenge grant from USAID's Global Developmental Alliance program. The proposal was given a "yellow light" by GDA, leading to the drafting of an expanded proposal that was submitted to GDA on June 7, 2002. This included significant efforts to identify potential Alliance partners and obtain in-kind contributions of greater than \$2 million. Some of the key Alliance Partners include:

- Sustainable Alternatives Network or SANet (funded by the World Bank and UNEP);
- Indian industry associations such as the Confederation of Indian Industries (CII), Federation of Indian Chamber of Commerce's Energy Information Center (FICCI-EIC), Indian Chamber of Commerce's Environmental Management Center (ICC-EMC), and the US-Environmental Resource Center (US-ERC);
- Indian State Electricity Boards (SEBs), including the Central Electricity Board, the Maharashtra State Electricity Board, and the Calcutta Electricity Supply Corporation;
- Multinational corporations such as Johnson & Johnson and Owens & Corning;
- Leading international development oriented non-profit and for-profit organizations such as the World Wildlife Fund (WWF) and E Source.

5.3 Completion of the Corporate Energy Efficiency Champion Program

Corporate Energy Efficiency Champion: The 3rd and 4th workshops for the Corporate Energy Efficiency Champion project took place in May and June 2002. Participants from the power, steel, refinery, consulting organizations, NGOs, government, and academic institutions attended the workshops.

As an example, the 4th Workshop, hosted by The Orchid Hotel, a global champion in energy efficiency in the hospitality industry, received an overwhelming response from around 27 industries with the number of participants exceeding 40. Participants included

representatives from leading industrial and commercial establishments including: Indian Rare Earths Ltd., Dalal Consultants, Marriot Lakeside Chalet, Otis Elevator Company (I) Ltd., MVIRDC World Trade Centre, Bombay Dyeing & Mfg. Co. Ltd., Air India, Larsen and Toubro Ltd., Raheja Corporation, Cipla Ltd., Essar Group, Blue Star Ltd., Reserve Bank of India, Johnson & Johnson and Rashtriya Chemicals & Fertilizers and BASF (I) Ltd. Major consulting houses were also represented by Tata Consultancy Engineers Ltd., Indian Institute of Technology, Kvaerner Powergas (I) Pvt. Ltd., Chemtrols Engineering Ltd., etc.

5.4 Grants

5.4.1 US-Hydropower (India)

The US Hydropower Council (USHC) for International Development completed their first mission under this grant and is in the process of drafting a report on the mission to Himalchal Pradesh, India. This will include a discussion of the establishment of a Hydropower Task Force in the State of Himalchal Pradesh. The objectives of this project are to address the market barriers to hydropower investment in Himalchal Pradesh and to develop a strategy on how to establish a mechanism for on-going dialogue aimed towards the resolution of these barriers.

5.4.2 Invictus Energy Group Inc. (Sri Lanka)

Invictus was awarded a TSSC grant to conduct an assessment of the hydropower generation optimization potential in Sri Lanka. The draft report was reviewed and comments were provided to Invictus on issues requiring additional clarification, including the need to elaborate on calculations of "latent capacity of hydropower generation" and the estimated greenhouse gas emissions avoided by the proposed optimization projects. Feedback received from US-AEP Sri Lanka was positive and US-AEP Sri Lanka is supporting Invictus in drafting a proposal to TDA to access funding to do a feasibility study on the identified hydropower optimization projects in Sri Lanka.

5.4.3 Invictus (Philippines)

Invictus met with Conchita Silva to discuss a follow up grant in the Philippines. Despite positive comments from US-AEP Sri Lanka on the first grant, no commitments have or will be made with respect to a second grant to Invictus. Invictus will plan on submitting a new grant proposal when funding becomes available for FY 2003 activities.

5.5 Other (Work Plans, Meetings, Reporting, Organizing)

DC:

Meeting with India International Clean Energy Expo 2003: Anita met with Mr. Y. Srinivansan on the India International Clean Energy Expo 2003 upon request of US-

AEP's Trade Promotions group and provided him with renewable energy company and organization leads for their upcoming Expo 2003 activity.

6. CIVIL SOCIETY TEAM

At the direction of the US-AEP Secretariat, the TSSC did not staff the Civil Society position. Instead the TSSC Technical and Field teams provided support, as needed, for analyzing grant proposals submitted to the US-AEP and The Asia Foundation.

6.1 General

The TSSC has been helping to monitor and promote Asia Foundation grants activities, and has coordinated information sharing among partners, but has not become directly involved in supporting US-AEP civil society programming. The Secretariat requested that the TSSC not initiate any activity within the sector until there is greater clarity as to the appropriate role the TSSC should play.

The Operations Team began a very preliminary document and information collection effort for the Civil Society part of US-AEP during the first quarter and under Secretariat guidance has been requested not to pursue research or development of Civil Society programs at this time. Of course, the TSSC will be on the lookout for other activities which have a Civil Society component.

6.2 Grants: TAF

Philippines:

The TSSC completed a review of three more project proposals submitted by NGO's through The Asia Foundation.

7. TSSC TECHNICAL TEAM - GENERAL (DC, FIELD AND REGIONAL)

7.1 Meetings

DC:

Dennis Zvinakis, US-AEP USAID Secretariat Regional Representative /Asia Coordinator met with the US-AEP TSSC Team as well as a number of US-AEP partners while on a brief visit to Washington, D.C. His visit proved valuable as it allowed for the resolution of several outstanding issues and provided the TSSC Team with a perspective on how the field views the TSSC Team's role and its relationship with the Field Staff.

Technical Team Strategy Meeting – The Technical Team met at the IIE-CERF office on May 16th and June 20th, 2002 for half day sessions to strategize on how to work more effectively as an integrated team. Recommended action items have already been instituted to further this objective.

Philippines:

Partners' Meeting: Chaired US-AEP Partners' meeting, reviewed status of program activities. Status of each program activity is reflected in data tracking worksheet.

USAID meetings : Conchita Silva attended USAID staff meetings. These USAID meetings are the weekly Monday meetings of the Office of Environmental Management (OEM) where all project officers of the OEM provide updates, discuss issues, etc. US-AEP also attends this weekly meeting to update the Mission on US-AEP-Philippine's activities.

Briefed Marie Ricciardone (US Ambassador's wife) on US-AEP Philippine activities. The briefing was requested through USAID/Office of Environmental Management. Discussion was interactive and Marie was pleased to know that US-AEP is involved in POPs, Dioxins and Furans. Before her Philippine move, she was International Affairs Officer, Office of Environmental Policy, Department of State. She also expressed interest in joining US-AEP seminars/workshops.

Set-up of Meetings: Completed meeting arrangements for USAID evaluators for May 3-8, 2002 and for ICMA TDYers (Deborah Kimble and A. Lonsdale).

7.2 TDY

Nick Shufro: completed a trip to Singapore, Indonesia, Thailand, Vietnam, and Malaysia in mid-April 2002. Key activities included: a debrief on ADC activities (Singapore); integration of TSSC (Indonesia); Thai Industry Strategy implementation plan (Thailand); Vietnamese Industry Strategy prep meeting with Ministry of Industry (Vietnam); and scoping trip for Global Reporting Initiative July conference (Malaysia). Results reporting and program review were also completed.

7.3 Other (Work Plans, Meetings, Reporting, Organizing)

DC:

Case Studies and Other Write-ups: The Technical Team drafted write-ups and compiled budget information for the US-AEP Success Stories being prepared for the Secretariat for the US-AEP Evaluators. A series of long and short write-ups were prepared for 22 case studies. Funding information was compiled on both US-AEP funds and in-kind contributions.

The Urban Team completed six US-AEP Success stories to be presented to the independent evaluators. The success stories included both regional and country based Urban activities such as MAPES/APUI, the International Resource City Program, supporting city/state associations and leagues, the Water Efficiency Team (WET) and Women's Institutions for Local Development (WILD) in Indonesia, and the Chiang Mai/Maryland Department of the Environment air quality planning initiative.

Anita Celdran wrote four success stories on US-AEP energy programs. The success stories focused on: TCAPP Korea project, Green Buildings- Philippines, Corporate Energy Efficiency Champions, and ASE's Energy Efficiency Industry Partnership program in Thailand.

1720 Archive clean-up completed: The 1720 Archive clean-up project was completed. All relevant files have now been moved over to the current filing system for easier access.

8. Operations Team

Communications Team

1. HIGHLIGHTS

1.1. Information Materials on the US-AEP Program

The Update Newsletter: The Communications Team created and edited UPDATE stories for various issues of THE UPDATE. During this reporting period, the following Update Issues were published: March 26, 2002; April 18, 2002; May 13, 2002, June 7, 2002.

In support of this activity, Communications attended the World Bank Water Forum to cover the keynote address of the Indian Minister of Rural Development and attended the US-AEP luncheon meeting with Vietnamese Delegation (re: Chemical Waste Industry Study tour) to take pictures. Communications covered the Bangladesh delegation visit to USAID and distributed copies of photos taken via e-mail to various delegates per their request. Communications attended the George Washington University (GWU) "Governing the Global Age Forum," to cover the release of the "Documenting State Government International Activities" survey results (the survey was funded by US-AEP). Communications provided field support by coordinating and attending a meeting at the Green Building Council with the Technical Representative from Singapore (CYK). Communications will provide a summary of the meeting and materials to CYK. In addition, Communications attended the annual Air and Waste Management Conference and Exhibition in Baltimore.

Publications: The Communications Team assisted in the compilation and editing of the following reports: The TSSC Six Month Work Plan and the Second TSSC Quarterly Report. In addition, Communications helped write, compile and edit US-AEP Success Stories, in response to a request by the US-AEP evaluators.

The Communications library at the TSSC has been inventoried, organized and labeled. The Urban Programs brochure and the US-AEP Contact List were updated for use at MAPES.

Both the USAID and US-AEP logos were revised and new versions were distributed to the TSSC, implementing partners, Field Representatives and the Secretariat. The Communications Team assisted in revising US-AEP stationery and business cards to reflect the new logos. In addition, the Communications Team designed report covers for general use, such as Country Reports. Communications also designed signs for the Policy Forum. The Communications Team also solicited bids to recreate the US-AEP logos in various formats (jpg, tiff, eps) that can be used for print and web use. A graphic designer was engaged to create several versions of the new US-AEP logo for use in printing and all other media.

US-AEP and USAID logos were forwarded to Adrienne Edisis at GWU in preparation for the "Governing in the Global Age" presentation in June.

The Communications Team provided TSSC support in creating and revising diagrams for PowerPoint presentations for the Technical Team. In addition, per USAID's request, Communications revised the masthead for THE UPDATE to add the USAID logo and the new US-AEP logo. The Communications Team also began development of a poster for the conference room with guidelines for conducting meetings. In addition, the Communications Team worked with Finance and Administration to create new signage for the US-AEP offices: a large sign for the hallway at the elevators, and another sign at the Receptionist's desk.

Communications took an inventory of US-AEP publications in the Secretariat library at the Ronald Reagan Building and will be identifying which publications need to be discarded, kept and/or updated. The inventory list of publications was sent to all Partners for comment.

Communications developed a new general information brochure for use at A&WMA. The brochure was printed in limited quantity and distributed at the conference and will be used on an as-needed basis until a new brochure is developed. Also in support of A&WMA, Communications designed and produced a Technology Cooperation poster, reflecting the billion plus dollars in trade US-AEP has inspired. Posters for the additional three program areas also began development. In support of the Mid-Year Partner's Meeting, Communications provided UPDATES and other promotional materials to the field staff.

1.2 Identify Audiences of the Update, Policy Forum and the Website in order to Improve the Content and Increase the Relevance of all Mediums

Survey questions have been developed and a web-enabled survey form is in production now. During the Secretariat's Work Planning meetings (when Dennis Zvinakis was in town), Communications received approval to move forward with the survey. This survey will help us establish the audience of THE UPDATE. Once the survey results have been tabulated, Communications will submit them, along with recommendations to the Secretariat.

- **Database of Recipients of the Update and Policy Forum to Develop an Accurate and Targeted List of People Interested in US-AEP:** Communications developed a list of all email recipients of THE UPDATE so that the Secretariat could help identify what email addresses could be removed or added. This activity was requested by the Secretariat and will support efforts to both identify the newsletter's audience and will generate information necessary for the database. Based on Secretariat feedback, the mailing list was updated in preparation for the distribution of the survey.
- **Redesign and Maintain the US-AEP Website**

Update and Maintenance: The US-AEP website is updated on a regular basis to reflect program changes, including updated activity calendars, posting recent Update newsletters, updating policy forum schedules, and posting address changes and contact information. Specific changes made to the website during this reporting period have included: updating contact information for the TSSC and other US-AEP entities, posting summary information about the current US-AEP Environment and Civil Society Partnership Program, updating the FY 2002 Work Plans, and posting a link to the AWMA trade show on the website's homepage.

Website Redesign: In preparation for the first website redesign meeting with the AED design team, the Communications Team developed an initial work plan and draft timeline. The work plan was shared with the design team. As a result, the design team has identified key activities and a timeline for the redesign. The Communications Team also met with the Secretariat to discuss the status of the website, review areas that are frequently updated, and to begin discussions on the type of content the redesigned site will contain. The Communications Team developed recommendations for content and presented them to the Secretariat for approval.

A meeting was held with the Secretariat on June 4th to discuss the proposed work plan for redesigning the US-AEP website. Approval was given on the work plan and the initial recommendation for site content. The AED Design Team, with input from Communications, began development of a proposed site map for navigating the redesigned site.

1.3 Develop and Maintain a System for Utilizing the Public Communication Media (Public Relations) to Promote US-AEP Activities and Report on Success

Submission Nominating US-AEP for the California Technology Museum

Technology Award: The Communications Team completed and submitted a nomination form for the California Tech Museum Technology award, which is awarded each year to companies, individuals and organizations who have contributed to the improvement of people's lives. Communications also assisted with the drafting of letters of reference in support of the nomination form. The letters of reference came from IIE and from Kent Troup, a member of the Department of Commerce's Environmental Technology Trade Advisory Committee (ETTAC). Other members of ETTAC include Julie Haines and Randy Yamada. Kent Troup is with the AP International Finance Corporation. It was determined that the nomination was not received by the Museum. A new nomination will be sent in Fall, 2002.

Communications conducted media research and established editorial contacts at key target publications in order to place Amelie Van Den Bos's article, *Building Capacity for Comprehensive Medical Waste Management in Asia*. After mailing, faxing, and emailing the article, Communications made follow-up phone calls and conducted ongoing correspondence and edits, and updated the media contact spreadsheet.

1.4 Identify and Provide Support for Key Events for US-AEP Outreach and Schedule the Engagement of Contractor, Secretariat and other Personnel in those Events

Asia-Pacific Urban Institute (APUI) Executive Seminar (MAPES): Communications created a strategic plan for successfully promoting US-AEP and obtaining positive press for the Asian delegates at the Seminar. Press kits were created and distributed to all participating mayors at APUI's Executive Seminar. These kits contained a press release, fact sheets, F.A.Q. sheets, quotes, and pictures. Communications also sent instruction letters along to with the kits to the appropriate field staff. The mayors were to use them to promote their attendance at the Seminar and their commitments to improved water programs in their cities. Appropriate PR materials were also designed and distributed at the Summit. Mayors from the following cities received press kits:

Siem Reap, Cambodia	Jabalpur, India
Bangalore, India	Kolkata, India
Punjab, India	Gujarat, India
Ahmbdabad, India	Makassar, Indonesia
Medan, Indonesia	Sakabumi, Indonesia
Cabanatuan City, Philippines	Iloilo City, Philippines
Naga City, Philippines	Chiang Mai, Thailand
Uttaradit, Thailand	Ho Chi Minh City, Vietnam

A&WMA: The Communications Team attended A&WMA planning meetings and ascertained US-AEP's level of involvement in the conference. The Team took pictures of the US-AEP attendees, edited the pictures and sent them in to A&WMA to be placed into the booklet. The Communications Team also wrote a strategic public relations plan outlining US-AEP's involvement in the conference. The plan included a detailed timeline and list of materials to be produced for the conference. The Team completed a targeted media spreadsheet to distribute a press release for the conference. The press release was distributed electronically and editor pitches were also conducted. In addition, the Communications Team created various versions of a sales poster for the A&WMA conference. The posters include sales figures for US-AEP and are to be used at the trade show booth to attract attendees.

Both the Communications and Operations Teams worked together to put up and take down the US-AEP exhibit booth at A&WMA, and to ensure that the booth was occupied at all times during exhibition floor hours. The Communications Team also helped drive traffic to the booth during the last day and a half of the conference. In addition, the Team covered three plenary sessions at the conference, discussing environmental and health response to emergencies, energy and the environment, and a critical review of visibility (science and regulation).

1.5 Create Development and Approval Processes for Communications Services

The Communications Team developed guidelines for logo usage and for article selection for THE UPDATE and then met with the Secretariat (including Dennis Zvinakis) to discuss. The guidelines for both issues were agreed upon and readied for distribution to the TSSC Staff, Partners, Field Representatives and the Secretariat.

1.6 Produce a *Year in Review* Publication

The Communications Team met with several designers and printers to establish a budget and possible timing for the creation of a Year in Review report. A timeline and budget were produced and have been presented to the Secretariat for approval.

The Team developed a US-AEP highlights timeline for the Secretariat, which served as a first draft for an activity requested by the Evaluation Team. The final timeline can also be used for the Year in Review.

Partner and Field Support Team

2. HIGHLIGHTS

2.1 Interaction with Secretariat and General Support

Semi-Annual Review of FY 2002 Country Work Plans: At the request of the Secretariat, the Operations Team coordinated the semi-annual review of FY 2002 Work Plans for the Philippines (March 12th), India (March 14th), Sri Lanka (March 18th) and Thailand (March 29th). The process involved developing summary matrices of the Work Plans, coordinating with key partners to ascertain the status of activity funding (mainly IIE and NASDA), and communicating with Field offices to update the status of Work Plan activities (completed, cancelled, rescheduled). The meetings were attended by implementing and funding partners and by the Secretariat. The Operations Team recorded the issues that arose at the meetings and sent these to the Field offices on behalf of the Secretariat. The Team also assisted in a similar process for the Urban PAG review of the Vietnam and Indonesia Work Plans and for the US-AEP regional Work Plan.

World Summit on Sustainable Development (Rio +10): The Operations Team collected information on the Environmental Center for Livestock Waste Management and Greening the Supply Chain Project for the World Summit on Sustainable Development (Rio +10) Survey form, as requested by the Secretariat. This involved extensive research of the archives and coordination with US-AEP partners IIE and ETNA. The completed forms, along with photographs, were submitted by the TSSC to the Secretariat and to Argonne Laboratories, who was responsible for compiling the information for the State Department.

Support Provided for Dennis Zvinakis' Washington, DC Visit: Dennis Zvinakis (US-AEP Secretariat/Manila) visited DC from May 3-10. The Operations Team attended several of his meetings, covering Country and Regional Work Plan Guidance, the TSSC Work Plan, communications, the website, and the Urban PAG update.

State International Activities Survey: At the request of Richard Sheppard, the Operations Team began planning for a survey of the international activities of state government associations. Future activities will include the compilation of a contact list, survey questions to the associations, and an analysis of the GSA's Catalog of Domestic Assistance.

The Operations Team continued to develop a survey of the Big 7 plus, the major national associations for state and local government officials, on their international activities. A contact list of key personnel was developed and submitted to the Secretariat. A cover letter and the survey questionnaire were also written, submitted to the Secretariat and others for comment, and returned for revision. A catalog of federal assistance for state international activities was compiled. The initial version was sent to Rich Sheppard for review.

Interviews were conducted with the International City Managers Association (ICMA), the National Association of State Auditors, Controllers and Treasurers (NASACT), and the National Association of Counties (NACo), with more interviews scheduled for early July. Andy Johnson made a presentation on this project at the Partners' Meeting on June 27, 2002.

2.2 Interaction with Partners and Field: The Operations Staff provides routine support for communications and liaison between the US-AEP Secretariat, implementing partners and Field Representatives. Specific activities undertaken during this reporting period are presented below:

- **State Environmental Initiative (SEI):** The Operations Team provided support to the Council of State Governments (CSG) during the review process of the proposals received for US-AEP CSG - State Environmental Initiative (SEI) 2002. Proposals received by CSG were distributed to the Secretariat, field representatives and TSSC Staff for their comments, which were then synthesized and forwarded to CSG. CSG sends in the monthly updates from the various SEI projects and the Operations Team assists with the distribution of these reports to the respective Country Coordinators and Field Representatives.
- **SEI Oregon-Thailand Phase One Evaluation:** The Operations Team participated in a conference with representatives from Thailand, Oregon, and CSG for the Phase One evaluation of the Oregon-Thailand Green Hotels program, which seems to be progressing well.
- **Coordination of Side Meetings for Field Staff:** Per the request of CYK in Singapore, the Operations and Communications Teams assisted with coordinating side meetings while in Washington DC for the Partners' Meeting. CYK requested to meet with the US Trade Representative (USTR) and the US Green Buildings Council (USGBC) on Friday, June 28, 2002. CYK, Karen Eng, and Jack Andre attended the meeting at USTR. CYK attended the meeting at USGBC.

2.3 Distribution of Partner Publications

- **A&WMA:** The Operations Team has been receiving A&WMA's monthly journal as well as EM, its magazine for Environmental Managers. The Team has been responsible for sending out copies of both publications to Secretariat members, Field offices and to the TSSC Staff in Washington. The Operations Team emailed Field Staff to determine if a sufficient number of journals were received and if receiving them on a bimonthly basis was satisfactory. Most comments received from the Field favored continuing the current arrangement of A&WMA journal distribution. The Operations Team distributed the June issue of both A&WMA journals to TSSC Staff,

Field Staff, and the Secretariat. The May and June issues of the journals are currently ready to be shipped to the Field.

- **CSG:** The Operations Team also assists in the distribution of CSG's Quarterly Environmental Communiqué, ECOS, which is provided to the Secretariat, field representatives and TSSC staff.

2.4 Success Stories, Country Briefers and Production of Other Miscellaneous Documents

Success Stories: The Operations Staff routinely tracks Technology Cooperation Success Stories, including technology sales, consulting services and joint venture and distributorship agreements. Success story highlights from this reporting period have included:

Confirmed Success Stories:

1. In May 2002, Philippine Hydro Inc. in Quezon City, Philippines signed an International Sales Representative Agreement with Brentwood Industries in Reading, PA. (The agreement has no initial value, but is expected to lead to future sales.)
2. In April 2002, a Joint Venture was made between the Land Transportation Office in Quezon City, Philippines and Mustang Dynamometer in Twinsburg, OH valued at \$100,000.¹
3. In March 2002, consulting services valued at \$10,000 were concluded between Tetra Tech EM, Inc. in Arlington Heights, IL and Howrah Municipal Corporation in Howrah, India.
4. In January 2002, the Housing and Urban Development Coordinating Council in Makati City, Philippines received consulting services with a dollar value of \$1 million from Planning and Development Collaborative International (PADCO) Inc. in Washington DC.
5. In January 2002, Pipeline Engineering in Manila, Philippines acquired licensing and installation of a biological waste/water recovery technology facility valued at \$200,000 from Spec Industries in Henderson, NV.
6. In December 2001, Cong Thanh Co. in Ho Chi Minh City, Vietnam purchased reverse osmosis systems valued at \$24,226 from Crane Environmental in Venice, FL.

¹ All success story sales information is valued in US dollars.

7. In December 2001, Cong Thanh Co. in Ho Chi Minh City, Vietnam purchased a shipment of diffusers valued at \$10,420 from Stamford Scientific International Inc. in Poughkeepsie, NY.
8. In October 2001, the Indian Institute of Social Welfare and Business Management (IISWBM) in Calcutta, India formed an educational partnership with the World Resources Institute (WRI) in Washington, D.C.
9. In February 2001, World-Chem Marketing in Quezon City, Philippines purchased oil/water separators from Advanced Environmental Solutions, Inc. in Kent, WA -- valued at \$14,251. An additional sale for the same equipment valued at \$24,600 between the same parties was made in November, 2001. (Note: Only the first sale was reported from the Technical Representative in the Field but upon confirmation of the first sale, the US point of contact also provided information on the second sale. After a discussion with the Technical Representative, the sales figures for both transactions were combined into one record in the Success Story database).
10. In January 2001, a petroleum refining licensing agreement between UOP LLC in Des Plaines, Illinois and UOP Processes International, Inc. of Jakarta, Indonesia was formed with a value of \$20 million.
11. In October 2000, World-Chem Marketing in Quezon City, Philippines purchased a microfine bubble generator from Aeromix Systems Inc. in Minneapolis, MN valued at \$5,455.
12. In June 2000, an Agent Distributorship Agreement was signed between Electrobyte Technologies Corporation in Makati City, Philippines and MD-Lasertech in Tucson, AR.

Success Stories Reported but NOT Yet Confirmed:

1. In April 2002, Century 21 Chemeng in Mumbai, India purchased lake restoration technology valued at \$1,272,917 from Clean Flo International in Brooklyn Park, MN.
2. In April 2002, Concept Hospitality Ltd. in Mumbai, India signed a joint venture for ECOTEL certification valued at \$60,000 with HVS Eco Service in Mineola, NY.
3. In April 2002, the Metropolitan Cebu Water District in the Philippines purchased brass valves valued at \$174,610 from Ford Meter Box Company, Inc. in Wabash, IN.

4. In March 2002, an Agent Distributorship Agreement was made between the Public Health Engineering Department, (Government of West Bengal) in Calcutta, India and Apyron Technologies, Inc. in Atlanta, GA valued at \$153,000.
**Note: this story has not been cleared for public use.
5. In March 2002, a demonstration project/potential direct sale valued at \$ 10,000 was made between the Calcutta Electric Supply Corporation (CESC) and Beltran Associates, Inc. in Brooklyn, NY.
6. In March 2002, an agreement to provide \$10,000 of consulting services was concluded between Howrah Municipal Corporation in Howrah, India and Tetra Tech Em Inc. in Arlington Heights, IL.
7. In January 2002, N-Viro Filipino Corporation was formed in Manila, Philippines as a result of consulting services, between Mr. Daniel Haslinger of N-Viro International Corporation based in Toledo, OH and the US-AEP Philippines office.
8. In December 2001, the Double Win Company in Ho Chi Minh City, Vietnam purchased insulating washers valued at \$2,958 from Piping Specialties Industrial & Sanitary Products, Inc. in Kansas, MI.
9. In December 2001, an agent distributorship agreement for air monitoring equipment was signed with Rupprecht & Patashnick Co., Inc. in Albany, NY valued at \$1 million.
10. In December 2001, contracts for wastewater technology were made between Environmental Dynamics, Inc. of Columbia, MO and SEEN in Ho Chi Minh City, Vietnam. The total value of the contracts is \$140,000.
11. In October 2001, the Indian Institute of Social Welfare and Business Management (IISWBM) in Calcutta, India developed a partnership with World Resources Institute (WRI) in Washington DC.

US-AEP Country Highlights: The Operations Staff prepared briefing materials titled "Working Together for a Cleaner Environment: US-AEP Program Highlights" at the request of Randy Yamada. These documents, which cover activity from 1994-present, highlight US-AEP activities in Hong Kong, Singapore, Malaysia, Taiwan and Korea. Information received from IIE and past TSSC archives were also incorporated into these briefing materials. The documents were sent to Chan Yiu Kei in Singapore and Vivian How in Malaysia for their review and were approved by Randy Yamada. The Singapore and Taiwan briefing materials were provided to the US-AEP Evaluation Team per the request of the Secretariat.

The Operations Unit has also begun work on a Country Highlight document for the Philippines, at the request of Randy Yamada.

Success Stories Funding: The Operations Team collaborated with Technical Team staff in compiling funding information on program Success Stories. Funding information for each activity highlighted was collected for both US-AEP funding and in-kind contributions. Success Stories followed a new standard format developed by the TSSC and approved by the Secretariat. The Success Story format will be used to collect similar program impact information going forward, and the results reporting system has been designed to collect information that will feed into this process.

2.5 Support for the Development and Review of Country Work Plans

The Operations Team helps to update country Work Plans and budgets as part of the Work Plan development and semi-annual review process. The last Work Plan reviews were held in March 2002.

2.6 US-AEP Contact Directory

The Contact Directory, including email distribution lists, is updated and distributed on a regular basis. This is an on-going process that is managed on an as-needed basis, as new information becomes available. During the last week of May new contact directories were printed and sent to the Secretariat.

During April, The US-AEP Contact Directory was converted to Microsoft Outlook which is the program most commonly used for distribution of E-mail. The Contact Directory was also created by the TSSC as a Microsoft Word Document. The Directory contains contact information for the US-AEP Secretariat, Field offices, TSSC offices, USAID missions, US&FCS offices and implementing partner agencies. Contact information for USAID Desk officers and State Department Desk officers was also added to the Directory at the request of the Secretariat. Hard copies of the Directory are periodically provided to the Secretariat, with the latest version being provided to the Secretariat during the last week of May.

List Serve Email Distribution: In addition, the TSSC created email "list serve" files for use by the TSSC and Secretariat staff. This involved setting up six distribution lists that mirror the current contact groups in the USAEP Contact Directory. These lists are:

- USAEP Field Representatives - fieldreps@list.usaep.org
- USAEP Partners - partners@list.usaep.org
- USAEP Secretariat - secretariat@list.usaep.org
- USAEP TSSC - tssc@list.usaep.org
- USAEP TSSC Field Representatives - tssc_field@list.usaep.org
- USAEP TSSC 1819 H Street Staff - tssc_1819@list.usaep.org

In order to send a message to one of the aforementioned groups, the creator of an email just needs to use the addresses above. In order to see who is listed on each of the distribution lists a copy of each directory was provided to the Secretariat. Currently, these lists are configured so that only TSSC personnel and the Secretariat can use them -- any other person that sends email to these lists will have their message rejected.

When a message is sent out using the above lists, the sender's email address will appear in the "from" field. If the person uses the reply button to respond to your email then the reply will be sent directly to the sender's email address. The TSSC will keep these lists current as part of its ongoing maintenance of the US-AEP Contact Directory.

2.7 US-AEP Calendar of Events

The Operations Team took on the task of creating a Calendar of Events that promotes upcoming US-AEP events in Washington as well as in the Field. This involves coordination and communication with US-AEP Partners and the Field Representatives. The Calendar is routinely updated as new information becomes available, and the latest version is posted to the website on a monthly basis. In addition, the Calendar is distributed to all US-AEP Partners and implementers via email on a monthly basis. The Calendar contains information on US-AEP events and includes a number of events not organized by US-AEP, but considered of interest to the program.

2.8 Support for Trade Shows

Waste Expo 2002: The Operations Team was asked to attend and participate at Waste Expo 2002, which was held in Las Vegas, NV May 20th-23rd. In collaboration with ETNA, US-AEP publications were prepared for distribution at this event. These publications included two types of brochures ("What is US-AEP" and "US-AEP's Urban Programs"), Trade Lead Booklets from ETNA featuring information on how to register for the Trade Lead Service, a packet of sample US-AEP Environmental Trade Leads from India, the Philippines, Taiwan, Hong Kong, and Vietnam, and the most recent UPDATE newsletter. One Operations Staff member, Ming Freer, attended the Las Vegas trade show, and provided support in coordination with NASDA personnel. Representatives from US companies interested in expanding their business to the Asian Market visited the US-AEP booth to ask questions about the US-AEP program and to acquire relevant US-AEP publications. Business cards were exchanged for follow up communication. Contact information for those who expressed interest in the Trade Lead program was forwarded to ETNA staff after the event for follow up actions.

A&WMA 2002: Operations Team member, Ming Freer, worked in close coordination with NASDA and ETNA during the planning stages for A&WMA's upcoming tradeshow in Baltimore, MD (June 23-27, 2002).

The Operations Team attended an A&WMA meeting on May 8th to discuss the latest updates in preparation for the conference in June. A draft US-AEP NASDA Event schedule was distributed along with a list of key deadlines to note. Also, a booth schedule of the TSSC staff participating in the trade show was prepared to ensure rotation and flexibility of staff availability at the US-AEP booth along with a written summary of the role of the TSSC at the event. The schedule and summary were sent to Randy Yamada, who requested the documents forwarded to all participating US-AEP partners. Other preparations for the conference included:

- Finalizing a list of promotional materials for distribution in coordination with the Communications Team and ETNA;
- Coordinating hotel confirmations for Conchita Silva and Subrata Mazumder (Conchita through NASDA and Subrata through the TSSC);
- Confirming receipt of booth furnishings and utility orders for the booth;
- Mailing free Exhibition Hall passes to participants of the Industrial Air Emissions Video Conference per Amanda Morris's request; and
- Searching the Success Story Database for Korean successes resulting from the previous A&WMA Conference and Exhibition and sending to NASDA for a paper highlighting US-Korea successes for distribution at the conference. Additional highlights from the Korea Briefer were also sent to NASDA as a supplement to the database information.

Members of the Operations and Communications Teams attended the A&WMA Annual Conference and Exhibition. Ming Freer, Maria Gilpin, Andy Johnson, and Suzanne Billett served as a resource of information at the booth for visitors interested in learning more about the US-AEP program. They also directed individuals interested in meeting with Asian delegates to the meeting lounge directly behind the booth to arrange one-on-one meetings. Preparations for the conference included setting up the US-AEP booth and attending the welcome meetings for Staff and Delegates. The US-AEP booth was enhanced from previous years with a new poster, new US-AEP USAID logos, and replacement of the previous US-AEP side panels/posters with two additional carpets. Publication materials distributed at the event included:

- two recent issues of THE UPDATE newsletter;
- country poster session packets entitled "Market Opportunities in Asia for US Environmental Firms" (brief success story highlights from countries/organizations attending the conference – ADB, Hong Kong, India, Indonesia, Malaysia, Philippines, Singapore, Sri Lanka, Taiwan, and Vietnam) assembled by NASDA;

- ETNA Trade Lead packets provided by ETNA;
- Medical Waste Fact sheet prepared by ETNA;
- US-AEP Calendar of Events (June);
- US-AEP Contacts List; and
- US-AEP General Information Brochure.

A&WMA Hotel Arrangements: The Operations Team researched and booked hotel arrangements for TSSC staff who attended A&WMA. The hotel, which was pre-arranged by the conference coordinator, was over the per-diem rate, and only one slot for the TSSC at the government rate had been pre-arranged (Ming Freer), so alternate arrangements were researched and confirmed for the other three TSSC Staff planning to attend (Andy Johnson, Suzanne Billet, and Maria Gilpin). Arrangements were booked after approval by Richard Sheppard.

WEFTEC 2002: The Operations Team contacted Nannette Tucker, point of contact at WEF for booth logistics at WEFTEC per Amanda Morris's request to update her on changes in US-AEP TSSC contact information and to request a prospectus for WEFTEC 2002 to be held in Chicago, September 28th - October 2nd. The Team faxed Nannette a Booth Reservation Form and is awaiting confirmation from Randy Yamada to decide where the booth should be located.

Randy Yamada approved the location of the booth and a final decision was made at the wrap-up meeting at A&WMA to proceed with WEFTEC. The License and Agreement for the booth space was signed and mailed to WEF.

2.9 Support for Annual Meetings

The Mid-year Partners' Meeting was held on June 27-28th in Washington DC. The TSSC, Secretariat, Field Staff, and Partners were present. Karen Turner of USAID presented the results of the evaluation and USAID management's decisions regarding the results. The Operations Team assisted with the distribution of meeting materials, note-taking, and general support. Andy Johnson made a presentation on the State Survey project.

2.10 Other Operations Activities

- The Operations Team responded to US-AEP Kolkata's request to send US-AEP handouts for distribution at the AmCham Trade Show in Dhaka, Bangladesh, which

took place on February 18-20, 2002. A similar request from US-AEP's office in Delhi, India also received a prompt response.

- At the request of US-AEP India and ETNA, the Operations Team assisted in confirming meeting schedules for Mr. Yogesh Srinivasan, representative of Pradeep Divya Associates, who are responsible for recruiting American companies and officials for the Clean Energy Expo 2003. This event is scheduled to take place in Bangalore in February 2003. These meetings took place in Washington, DC on April 8-10, 2002.
- The Operations Team supported US-AEP Kolkata and ETNA by scheduling meetings for a marketing team from the Economic Times, a business daily in India that publishes the 'Clean Technology Supplement' on June 5, 2002 (World Environment Day). The team visited the US to market advertising space in the Supplement to American companies.
- The Operations Team received a request from Deputy Director General, Department of Industrial Works, Thai Ministry of Industry for an invitation letter from US-AEP to Waste Expo 2002 (May 20-23 in Las Vegas). The Team forwarded this request to the Secretariat and the US-AEP Thailand office.
- The Operations Team assisted in the formatting of the US-AEP New Investment Study report for Taiwan and the Philippines.
- Briefing Books containing information pertaining to US-AEP's activities were prepared for Gordon Weynand's March 2002 travel to Asia. Similar briefing books were also prepared for the TSSC Technical Staff travel to the Field (India, Indonesia, Thailand and Vietnam).
- The Operations Team assisted in the collection of information for the FY 2001 Annual US-AEP Partner Expenditure Report, which organized expenditures by intermediate result and implementing organization.
- The Operations Team responded to Judith Barry's request for FY 2002 country budget information for a report she was preparing for Gordon Weynand.
- The Operations Team conducted data analysis of US-AEP Program Funds by Country and Program Area for 2000-2002.
- A graph of Cumulative Sales (from 1994 – 2001) was produced and sent to Randy Yamada for review, and was revised based on comments received. This information was turned into promotional material and used at the 2002 AWMA trade show.
- Data collection for the program expenditure report is currently being finalized.

- The Operations Team responded to ETNA's queries on US-AEP Success Stories.
- The Operations Team assisted the Field offices in India with problems of travel restrictions placed by the mission resulting from the India-Pakistan political situation. The Team contacted the India Desk Officer at the State Dept. for updated information. The Team coordinated with Ayesha Gideon, Randy Yamada, and the Admin team to resolve the travel problem.
- The Operations Unit has provided support for the Global Reporting Initiative conference in July in Kuala Lumpur, Malaysia. This support has included assisting with writing the grant to GRI for support of the conference and tracking nominations for travel assistance. These actions were coordinated with Judith Barry, IIE, the Technical Team, and the Field.

Results Reporting and Monitoring Team

3. HIGHLIGHTS

3.1 Preparation of Six and Twelve Month Data Reports

Finalization of FY 2001 12-Month Data Report: The Results Team finalized the US-AEP FY 2001 12-month Results Report and submitted a copy of the report to the Secretariat during the last week of May. The report included information on all of the performance indicators contained in the US-AEP Results Framework and set performance targets for each indicator for FY2002. The targets were set principally based on an analysis of FY2002 Work Plans. It was hoped that the Field Representatives would comment on and adjust the targets, but virtually no field input was received – presumably because this activity was not considered by the Field Reps to be a high priority at this time due to the many competing demands caused by the program's current uncertainties.

Collection of Performance Data for First-Half of FY2002: The Results Team has developed guidance and data collection forms to collect performance data for the FY 2002 Six Month Report. The guidance and forms were vetted with, and approved by, the Secretariat. The process is three-fold with collection coming from Country Reps, US-AEP implementing partners, and regional managers. Data is being collected directly from regional managers for the following three programs: MAPES, the Regulatory Dialogue Project implemented by PADCO, and for USEPA's Development of a Regional Air Quality Training Consortium. The forms have been sent to all Country Reps, US-AEP implementing Partners and the TSSC with guidance from the Secretariat. The TSSC is working directly with the managers of regional activities to collect information on the programs they manage. The Results Team has also begun work on setting up a simplified Access database to collate and quantify results based on reporting formats for FY 2002.

3.2 Preparation of Annual Performance Report: This report was completed in April 2002, and has been submitted to the Secretariat. The next Annual Performance Report is due in late 2002/early 2003.

3.3 Preparation of Funds Leveraged Report: As per the US-AEP Performance Monitoring Plan, this report is produced on an annual basis. The report was last produced as part of the FY2001 Annual Performance Report, and will next be produced following the completion of FY2002.

3.4 Preparation of Program-Wide Financial Pipeline Analysis Report: The TSSC will be producing regular and periodic program-wide financial pipeline analysis reports. This activity has not yet begun and is awaiting clarification from the Secretariat as to what information needs to be collected. Once this issue is resolved, the TSSC will produce the required report on a regular basis.

3.5 Support of Work Plan Development Process: The TSSC organized two meetings with the Secretariat and key Washington-based partners to discuss how to best revise the work planning process for FY2003. As a result of these meetings, it was agreed that the following modifications would be made to the Work Plan guidance for FY2003:

- the Work Plan activity sheet process would be simplified and not as much information would be required about individual activities;
- Field Representatives would be requested to explicitly state the linkage between US-AEP country activities and USAID bilateral strategies;
- a regional strategy would be developed to guide the programming of regional activities; and Energy and Civil Society activities would be handled as cross-cutting activities, which would enable a summary analysis to be produced that would provide an overview of US-AEP's involvement in the sector.

On the basis of these meetings, the Secretariat developed Work Plan guidance, which was sent to the Field in May.

As a result of the meetings, and at the request of the Secretariat, the Results Team produced a country-by-country analysis comparing US-AEP and USAID program priorities.

3.6 Other Results Team Activity

Field Visit: During the first week of April, Jill Timauer accompanied Nick Shufro to the Field to meet with teams in Indonesia, Thailand and Vietnam. The purpose of the trip was to: first, gain a general familiarity of US-AEP Field Operations and their relationship to the TSSC with respect to results reporting; second, give a presentation on performance monitoring to field staff; third, review data for FY 2001 and set targets for FY 2002; and

fourth, establish a dialogue between the TSSC and Field offices with respect to Results Reporting and the Work Planning process.

Development of a Results Management Information Database: Work has begun on designing an Access database to store, manipulate and report program performance data. The database will be tested and refined based on experience storing data received on activity accomplishments from the first-half of FY2002. Once refinements are made, historical performance data will also be entered into the system (although very little historical data exists).

9. INTERNAL SUPPORT TEAM (FINANCIAL AND ADMINISTRATION)

Finance and Administrative Team

Office Expenses. General office expenses continue to be kept to a minimum. The Team bought three desks and associated furniture from the Aarons Rents and Sells discount catalogue in an effort to save money. During the month of June 2002, the Administrative Team supervised the build out of the additional part of the 7th floor at 1819 H Street, N.W., Washington, D.C., as promised to the Secretariat, and these costs will be reflected in our August invoice.

Invoices. The Team responded to questions from the Project Accountant about two of the subcontractors' invoices.

Employment Contract Processing. The Administrative Team drafted a contract for a new Indonesian staffer. In 24 hours, the Team turned around a request from the CTO to hire a short-term, part-time, temporary consultant to support Suzanne Billharz in carrying out the US-AEP and Ministry of Environment of Indonesia Workshop on Developing Municipal Urban Solid Waste Management Institutions and Infrastructure, May 13-14, 2002, Jakarta.

The Team was asked by the Secretariat to add two people in Singapore and Jack Andre to the staff on a temporary basis from July 1-September 30, 2002. These personnel contracts will be finalized in the next quarter.

Contract Negotiations. During the period, at the request of the CTO, the Team spoke with the Contracts Negotiator, Jacqueline Taylor, about changing one clause and one requirement in the TSSC Simplified Grants Procedure. The small business ceiling was increased to \$50 million and the requirement for the 1420-17 was deleted. In its place, a requirement was substituted for submittal by someone in authority of the last 3 years salary history for people working under the grant.

The Field Personnel made a few suggested changes to the Simplified Grant Guidelines at the Mid-Year Partners' Meeting on June 28, 2002, regarding the need to provide non-expendable equipment on a limited basis if the equipment would lead to US-AEP providing such equipment for highly strategic activities and clarifying the prohibition for salary payments. These changes will be forwarded to the USAID Contracts Office during early July 2002.

Visas. The Team was able use LBG's visa support person on a limited basis to help with visas. Their assistance was requested to support USEPA's visa requirements to Vietnam.

Travel Requests and Approvals. The Grants Manager prepared 24 approval memos for the Chief of Party's and the CTO's signatures; most of the approval memos were for travel and grants.

Country Clearances. Country clearances were drafted for Chan Yiu Kei's travel to the Philippines; Nick Shufro's, Lori Hatton's and Jan Mueller Vollmer's travel to Vietnam, and Keri Luly's travel to the Philippines, Thailand and Malaysia.

Update Secretariat Library Monthly. The Team provided support to the Secretariat by updating its library in the Ronald Reagan Building. For this purpose, grant charts, approval memos and deliverable charts were updated. The Team made copies of all the deliverables made to the Secretariat during the period for the Library. In addition, the Associate Director and Grants Manager got rid of all the extra copies of invoices from the Secretariat by shredding them, as they contained sensitive financial data.

Grants Management. During the quarter, the Team prepared another the Simplified Grant Guideline transmittal memorandum to the Contracts Officer with a copy to the CTO. A new procedure was begun to update the binders provided to the CTO, the COP, the Associate Director of Finance and Administration, and the Grants Manager on a monthly basis.

The Grants Manager received grant deliverables and had the Associate Director of Finance and Administration authorize payment of same, passing them to the Project Accountant for payment to the payee and inclusion in the TSSC invoice. To date, only \$5,600 in grant monies has been paid out, due to late receipt of deliverables from the Field. During the period, the Team awarded the following five grants:

1. Invictus Energy Group (Sri Lanka) Grant: to conduct an assessment of the power optimization potential of hydroelectric generation facilities in Sri Lanka for \$15,000. Grant Period is April 18, 2002 to June 15, 2002.
2. Asia Pacific Roundtable for Cleaner Production (APRCP) (Regional) Grant: to send participants to the 7th International High-Level Seminar on Cleaner Production (CP7) for \$7,500. The Grant period is April 22, 2002 to June 2, 2002.

3. Global Reporting Initiative (Regional) Grant for \$10,000 to support the GRI Conference in Kuala Lumpur in July, 2002. GRI, an independent, sustainable organization with significant sources of outside funding, aims to elevate the comparability and credibility of sustainability reporting practices worldwide. Grant funds will be used to support site venue. The Grant period is June 1, 2002 to September 1, 2002
4. MFM Group, Inc. (Thailand) Grant for \$25,000 to support small US Companies to travel to Bangkok for the Partnering for Clean Water Conference to pursue opportunities and bring their technologies to Asia. The Grant period is June 17, 2002 to August 15, 2002.
5. Solid Waste Management Association of the Philippines Grant for \$22,000 to expand the pool of experts to address the growing demand for training from the LGUs. The grant period is June 1, 2002 to November 30, 2002.

Exchange Server. The IT Manager migrated users over to the new Windows 2000 file/print server from the Novell file/print server with no downtime. All work was done on the weekend. He reinstalled Microsoft office XP in hopes of alleviating corruption of Word documents and ran a tune-up (scan disk/disk defrag) and bios upgrade on all computers. Two new digital cameras and accessories were purchased for use by the Communications Team, to replace the camera stolen at MAPES from the Public Relations Specialist and to have an extra camera for the Communication Team's use. The IT Manager troubleshooted and debugged minor issues with the new Windows 2000 file/print server and configured an additional computer in anticipation of new Urban Team member. All the network card drivers were updated for the entire office. In coordination with LBG's IT Manager, the Team eliminated the IP addressing scheme conflicts.

The IT Manager and Receptionist set up the overhead for PowerPoint presentations.

IT Network. The IT Manager supported the orderly migration of the TSSC the files to the 2000 Server over the weekend of May 4 and 5 with no shut-down of computers or email. He tested the TSSC email system to ensure that all emails were being received internally. The IT Manager diagnosed the tape drive in the email server as faulty, ordered a new one and installed to have daily backups continue to be reliable.

During the period, the IT Manager configured the electronic whiteboard and provided a brief presentation of its capabilities to members of the Secretariat.

He identified, troubleshooted, and corrected a situation where the email system was being flooded with up to 1,000 messages per minute from one of our partners.

The IT Manager set up and supported the technology needs during the 10th Anniversary meeting in the new conference center.

In June, computer and network problems were addressed and corrected after a reconfiguration of the TSSC's internet connection by its service provider.

After the buildout was completed in late June, the Team tested and identified all non-functioning wall jack connections for the computers and assured all the new office jacks to the network hub were connected and functioning.

All printers and faxes were maintained during the quarter. A new location for the printer now in the new conference room will be determined during the next quarter.

Others (Office Support). The Associate Director of Finance and Administration for the TSSC submitted the final edits of the Quarterly Report to the COP after reviewing them in detail with the senior staff. Under the signature of the COP, the Team submitted the 2nd Quarterly Report to the CTO and the Acting Executive Director of the Secretariat. During the period, the Team worked with the Directors of Program Development and Implementation and Program Support to develop a Work Plan format, then wrote the administrative piece of the Work Plan and supervised the writing and development of the Internal Support Team's input to the Work Plan. During the period, the Associate Director worked with the Director of Program Development and Implementation to train him in USAID's Work Plan format.

The Team reviewed a punch list for open physical space maintenance and repair items. The Administrative Team supported the Technical Team in the preparation of the VBS and ISO Success Stories as well as the submittal memorandum. The Administrative Team responded to inquiries from the CTO. The Team provided copies of documents for the COP to give to the evaluators.

A refrigerator was ordered and installed in the kitchen. The new door sign was prepared and is now on display featuring US-AEP, with no designation of the TSSC contractor per the request of the Secretariat. A claim letter was written and faxed to Able Moving and Storage for the damage from the move back in December from I Street to H Street for the TSSC office. Airline tickets were ordered for Prague. Materials were assembled for the COP's speech in Prague and the various meetings she and the Industry Specialist would be having there.

The Junior Staff pitched in to answer US-AEP telephones during the period. The Receptionist coordinated messenger services for Staff, sent out pouches to Secretariat on Mondays and to overseas offices, made copies upon request for Staff members, contacted Xerox to return old supplies, assembled recycle boxes for office, and distributed reams of paper to each copy and printer machine.

Financial:

Line Item No.	Description	Percent of Budget Spent
01	Est. Cost for Professional Services in accordance with Section C and all other terms of the Contract	8.49%
02	Other Direct Costs	9.21%
03	Travel Costs for Pro Bono Services in accordance with Section C.3.b, Creating and Strengthening Partnerships NTE	0.00%
04	Grant Program in accordance with Section C.3.e Grant Program NTE	0.62%
05	Fixed Fee	9.49%
Total Est. Cost Plus Fixed Fee		8.17%

NOTE: The percent expended is for the three year period of the contract effective September 27, 2001 and does not contain the option years.

Estimate Utilization of Contractor's Level of Effort

Under TSSC, the level of effort spent through June is 23,441 hours, including all of our subcontractors. The total LOE for the Contract period of three years is 316,161 hours.

ISSUES

Although the TSSC continues to approve grants using Berger's and the old US-AEP TSSC Contractor's grant procedures, the TSSC does not have the concurrence of the US-AEP Contracting Officer (CO) as required by its contract with USAID.

According to USAID Contracts, the Secretariat needs to process paperwork through the NMS to substitute David Callihan for David Garner before the CO can amend our contract.

Invictus Energy Group (Sri Lanka) Grant work was completed during the period, but the Technical Team felt the report was insufficient to warrant payment. A meeting will be held July 9, 2002, between the Technical Team and Invictus to add to the report. Invictus is still insistent in getting the Philippines grant to do similar work.

Appendix A

Technical Team Mission Statement: "The TSSC Technical Team will promote environmental protection, cleaner production and sustainable practices in the urban and industrial sectors at the regional, national and local levels. We will catalyze and leverage partnerships to develop and implement innovative and sustainable technical programs, support sound and transparent policy frameworks and strengthen the capacity of Asian partners."

		<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sept</i>
Policy							
1.	<i>Refer Completed Activities Section</i>						
2.	Complete Policy Forum Assessment; Host Forum	Ongoing activity					
3.	Developing/Amending Environmental Regulations	On Request					
4.	Global Reporting Initiative and Grant						
5.	ECOS: Survey to assess State's environmental experiences						
6.	Other (Work Plans, required reporting, organizing)	Ongoing activity					
Urban							
7.	Environmental Infrastructure Finance for Local Governments						
8.	Asia Pacific Urban Institute Executive Seminar on IWRM						
9.	Strengthen Municipal Leagues and Associations	Ongoing activity					
10.	Strengthen Cooperation with Region-Wide Donor Initiatives	Ongoing activity					
11.	Grants						
a.	Best Practices in Urban Management (India)	Under Review					
b.	Water Enterprise Functional Training (WEFT-2 Indonesia)						
c.	Cleaner Production for Cities (Philippines)	Under Review					
d.	City Development Strategies (Philippines)	Under Review					
e.	SWAPP (Philippines)						
12.	Ho Chi Minh City Solid Waste Management Privatization						
13.	Other (Work Plans, Required Reporting, Organizing)	Ongoing activity					
Industry							

		<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sept</i>
14. a.	<i>Refer Completed Activities Section</i>						
b.	Industry Strategies – The Philippines	■	■				
c.	Industry Strategies – India	■	■	■	■		
d.	Industry Strategies – Vietnam		■	■	■		
15.	Cleaner Production	On Request					
16.	Eco-Industrial Development	Ongoing activity					
17.	EMS, Best Practices and SME Regulatory Compliance	On Request					
18.	Greening the Supply Chain	On Request					
19.	New Investments	■	■	■	■		
20.	Grants						
a.	India EID CRE	Ongoing activity					
b.	India WRI BELL	Ongoing activity					
c.	Nike Leather Recycling	Ongoing activity					
d.	APRCP (2 components – 1 st April/May, 2 nd Sept/Oct)	■	■				■
21.	Other (Work Plans, required reporting, organizing)	Ongoing activity					
Technology Transfer and Cooperation							
22.	Assessing Current Methodology	■	■				
23.	Evaluating Tracking of Success Stories		■	■			
24.	Assessing Dissemination Practices	Ongoing activity					
25.	Work with Project Staff	■	■	■	■		
26.	Expanded Technology Transfer Program (Pilot Activity)			■	■	■	■
27.	Other (Work Plans, required reporting, organizing)	Ongoing activity					
Energy							
28.	Energy & Water Efficiency	On Request					
29.	Energy Wise India (EWI)			■	■	■	■

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		Apr	May	Jun	Jul	Aug	Sept
30.	<i>Refer Completed Activities Section</i>						
31.	Grants						
a.	US-Hydropower (India)						
b.	<i>Refer Completed Activities Section</i>						
c.	Invictus (The Philippines)						
32.	Other (Work Plans, Required Reporting, Organizing)	Ongoing activity					
Civil Society							
33.	TBD						
34.	Grants: TAF	On Request					

		Apr	May	Jun	Jul	Aug	Sept
Completed Activities							
1.	Complete US-AEP Policy Program Assessment						
14. a.	Industry Strategies – Thailand						
30.	Complete Corporate Energy Efficiency Champion Program						
31. b.	Invictus (Sri Lanka)						

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Appendix B

Requested Travel Support for Global Reporting Initiative Conference, Kuala Lumpur July 2002

Draft Dated:		5-Jul-02					
Country	Person Proposed	Affiliation	Sector	Funding Rationale	Amount Requested	Proposer	Status
Bangladesh	Dr. Atiq Rahman	Executive Director, Bangladesh Center for Advanced Studies	NGO		Full	McMullen/Zvinakis/GRI	Yes
Bangladesh	Mr. Yusuf Abdullah Haroon	Federation of Bangladesh Chambers of Commerce and Industries Federation, President	NGO	Good private sector focus	Full	McMullen/Zvinakis	Yes
India	Mr. Sashi Shekhar	Bureau of Energy Efficiency (BEE), Director; Ministry of Power, GoI	Government	BEE promotes energy efficiency within Indian Industry	Full	Subrata	Yes
India	Mr. Srinivasan	Cement Manufacturers Assoc.	Trade Association	good outreach	Per Diem	Subrata	Yes
India	Dr. Vivek Agrawal	Trustee Secretary, Center for Development Communication	NGO	Participated in DC GRI Symposium	Full	GRI	Yes
India	Mr. Gopi Chandran	Scientist, SE/Program Officer, Center for Environmental Education	NGO	good outreach	Full	Subrata/Mukta	Wait
India	Mr. B. V. Subba Rao	Center for Resource Education	NGO	Works with Hyderabad Industry	Full	Subrata/Shufro	Yes
India	Mr. Raturaj Govilkar	Manager, United States - Environment Resource Center, Indo-American Chamber of Commerce	NGO	Worked with USAEP from Mumbai	Full	Subrata/Mukta	Wait
India	Dr. (Ms.) Bhanu Swaminathan	Additional Director (Environment & Safety), Fertiliser Association of India	Trade Association	Active in GRI technical development - 60 manufacturers	Per Diem	Bateman	Yes
India	Mihir Moitra	Hindalco, Renukoot, General Manager (R&D)	Corporate		Per Diem		Yes

India	Mr. S. K. Guru	Operation Manager, Power Plant Hirakud, Indian Aluminium Company Limited	Aluminium			Mukta	
India	Mr. S. V. Jamble	General Manager (Resource Conservation and Environment Management), Indian Aluminium Company Limited	Aluminium	CII will Cost-share (airfare)	Per Diem	Subrata	Yes
India	Ms. Archana Sharma	Jaipur Municipal Corporation	City government	User & promoter of GRI reports	Full	Subrata	Yes
India	Ashok Kumar Ghose	In charge of EH&S, Jubilant Organosys, Ltd.			Per Diem		
India	Mr. M. M. Sharma	Manager, Safety, Health & Environment, Samcor Glass Ltd.					
India	Mr. Dinesh Agarwal	Deputy General Manager (R&R), National Thermal Power Corporation (NTPC)	Utility	History with USAID mission on energy and efficiency, working on GRI report	Per Diem	Mukta	Wait
India	Mr. Y. R. Srivastava	Deputy General Manager (EMG) National Thermal Power Corporation (NTPC)	Utility	History with USAID mission on energy and efficiency, working on GRI report	Per Diem	Mukta	
Indonesia	Lidwina Marsuci Awananto	Greenlink, Director	NGO	Participated in IIE tour 1999	Full	Bateman	Wait
Indonesia	Name not known	Ministry of Industry				Billharz	Wait
Indonesia	Tomridjo	Indonesian Pollution Prevention Roundtable (KMB/DML)	NGO		Full	Bateman	Wait
Philippines	Celestino G. De Leon, Jr. Environmental officer	Cemex	Cement	WEC Gold medal - 16 facilities in Asia	Per Diem	Shufro	Yes
Philippines	Name not known	First Cavite Industrial Estate			Per Diem	Silva	Wait
Philippines	Mr. Jose Reynato Morente	Environmental Compliance Manager, MIRANT	Power Plants	Doing some GRI - 8 plants in the Philippines	Per Diem	Celdran/ Toni Loyzaga	Yes

Philippines	Ms. Caroline Grace Ologani Mandac	Program Coordinator, Center for Corporate Citizenship, Philippines Business for Social Progress	NGO	Promotes Business Sector commitment to social devpt.			
Philippines	Mr. Ramon Emmanuel Reyes Derige	Associate Director, Operations Group & Center for Corporate Citizenship, Philippine Business for Social Progress	NGO	Promotes Business Sector commitment to social devpt.	Full	Silva	Yes
Philippines	Mr. Jess Reyes (or Deputy)	Philippine Chamber of Commerce - Environment	NGO	influential	Per Diem	Bateman	Yes
Philippines	Mr. Jun Bernardo	Pilipinas Shell					
Philippines	Name not known	Republic Flour Mills		Competitor of San Miguel	Per Diem	Toni Loyzaga	Wait
Philippines	Ms. Theresa Cayton	President, SACRED Foundation, Inc.	NGO	strong leadership	Full	Silva/Celdran	Wait
Philippines	Mr. Iskandar Shafie (Architect)	Vice-President for Property Planning and Development, Terelay Investment & Development Corporation			Full	Loyzaga	
Sri Lanka	Mr. Nihal Abeysekera	Federation of Chamber of Commerce and Industries of Sri Lanka, Senior VP	NGO	leads influential organization	Full	Ananda	Yes
Thailand	Khun Pinai Puangmanee	Senior Engineer, Asia Cement					
Thailand	Mr. Peeraphol Nontakaew	Banpu Public Company Ltd.	Industrial Estate	influential	Full	Somporn	Yes
Thailand	Ms. Patsharee Congtrakultien	Charoen Pokhpand Group	Corporate-Foods	Leading Thai company interested in GRI	Full	Somporn	Yes
Thailand	Dr. Somporn Kamolsiripichaiporn	Chula Univ.	Academic	Leading US-AEP Thailand team, requested by Kneeland and Zvinakis, moderating panel	Full	Kneeland	Yes
Thailand	Ms. Kasemsri Homchean	Map Ta Phut Industrial Estate, Manager	Industrial Estate	very influential	Full	Somporn	Yes

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Thailand	Dr. Manaskorn Rachakornij	NRCEHWM, Chula Univ.	Academic		Full	Somporn	Yes
Thailand	Dr. Supat	PCD	Government		Full	Kneeland/ Somporn	Yes
Thailand	Ms. Chaweewan Wichubhannanda	Siam Kraft, Int'l Trade Officer	Paper	influential	Per Diem	Somporn	Yes
Thailand	Mr. Sansana Dansomsatit	Siam Kraft, Manager, HR Dept	Paper	influential	Per Diem	Somporn	Yes
Thailand	Dr. Chaiyod Bunyagidj	Thailand Environment Institute	NGO	Partner Org to WBCSD; influence re ISO14001 companies	Full	Luly	Yes
Thailand	Dr. Pongvipa Lohsomboon	Thailand Environment Institute	NGO		Full	GRI	Yes
Thailand	Dr. Suchata Jinachitra	Thailand Research Fund, Director	NGO		Full	Kneeland/ Somporn	Yes
Vietnam	Mr. Tran Nguyen Hien	Deputy Manager of Environmental Management Division, HCMC DoSTE	Government		Full	Shufro	
Vietnam	Le Minh Duc	Moi	Government		Full	Shufro	Yes
Vietnam	Ms. Nguyen Thi Le Anh	Monitoring Division, NEA			Full	Shufro	

Appendix C

Appendix C: TSSC Grants

Dated: 7/5/2002

Log No.	#	Country	In Workplan? Yes/No	Activity	Sector	Grantee	Approved Yes/No Grant Signed Yes/No	Funds			Task Manager
								Requested	Obligated	Mortgaged	
2002-048	1.03	Regional	Yes	Support to GRI Conference in Malaysia	Industry	Coalition for Environmentally Responsible Economics	Yes/Yes	\$10,000	10,000		Keri Lully
2002-023	1.04	Regional	Yes	APRPC/UNEP Prague Conference attendees from Indonesia and Philippines. 1st component \$7,500; (Additional funding of \$25,000 from ESPG). The obligated amount is for APRCP 1st phase	Industry	APRPC/Philippines	Yes/Yes	\$7,500	7,500		Lori Hatton
	1.05	Regional	Yes	APRPC Indonesia Conference in Oct. 2nd Component	Industry	DML	No/No	\$28,500			Suzanne Bliharz
Sub Total for Regional:								\$46,000	\$17,500	\$0	
2002-017	3.03	India	No	Creating a Task Force on Hydropower in India (asked for \$25,000, but reduced to \$15,000 for Phase I & we'll see how they do)	Energy	US Hydro Power	Yes/Yes	\$25,000	15,000	10,000	Anita
	3.04	India	No	Promote Greater Awareness of Principles and Practices of Eco-industrial Development (multi-phases - \$100,000 requested but US-AEP unlikely to fund this large a grant as other potential funding sources have been identified, EID related work to potentially to take place in Punjab region. FY, Subrata and Von have visited twice with Mr. Jaggi and his officials in Punjab govt that deal with industrial estates. Mr. Jaggi was one of the industrial attendees at Cornell. Subrata said Von interested in doing something with this US-AEP-neglected part of India). Other contributions \$30,000. Will be a phased approach much less than \$100,000 originally requested. Out of requested \$100,00 only \$25,000 will be funded.	Industry	Center for Resource Education	No/No	\$25,000			Lori/Subrata
Sub Total for India:								\$50,000	\$15,000	\$10,000	
2002-016	4.02	Indonesia	No	Second Water Enterprise Functional Training Grant	Urban	Yawasan Tirta Dharma	Yes/Yes	\$22,500	22,500		Jeff Bowyer
Sub Total for Indonesia:								\$22,500	\$22,500	\$0	
	7.05	Philippines	Yes	Cleaner Production for Cities	Urban	League of Cities, Philippines	No/No	\$20,500			Conchita/Jeff
2002-054	7.11	Philippines	Yes	Strengthen Solid Waste Management Association of the Philippines (SWAPP)	Urban	Solid Waste Management Association of the Philippines	Yes/Yes	\$22,000	22,000		Jeff/Jodi
Sub Total for Philippines:								\$42,500	\$22,000	\$0	
2002-029	9.01	Sri Lanka	No	Conduct an assessment of the power optimization potential of hydroelectric generation facilities	Energy	Invictus Energy Group	Yes/Yes	\$15,000	15,000	0	Anita
Sub Total for Sri Lanka:								\$15,000	\$15,000	\$0	
2002-055	11.03	Thailand	No	TDA Trade Delegation to Bangkok	Industry	TBD	Yes/Yes	\$25,000	25,000		Barbara
Sub Total for Thailand:								\$25,000	\$25,000	\$0	
	12.02	Vietnam	No	Texas Tech / HCMC Universities Phase III Nike Scrap Leather Recycling Program	Industry	Texas Tech Vietnam Center	Not yet	\$14,000			Nick/Neel
Sub Total for Vietnam:								\$14,000	\$0	\$0	
TOTAL GRANT AMOUNT								\$215,000	\$117,000	\$10,000	

NOTE: # in heading refers to Grant Matrix dated 5/9/02 so grant numbers on this matrix may not be sequential.

Green	Awarded	\$117,000
	SOW being developed	\$88,000
	Mortgaged	\$10,000
TOTAL		\$215,000

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