



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Agriculture and Forestry

Lao Wildlife Law and Forest Law Enforcement Network (LAO-WEN) Operation Manual

Vientiane, 2021



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Agriculture and Forestry

No. 1223/MAF
Vientiane Capital, 10th September 2021

Decision
on Adoption and Promulgation of Lao Wildlife and Forest Law
Enforcement Network (LAO-WEN) Operation Manual

- Pursuant to the Law on Wildlife and Aquatic No. 07/NA, dated 24 December 2007;
- Pursuant to the Law on Forestry No. 64/NA, dated 13 June 2019;
- Referring to the Decree on Organization and Activities of the Ministry of Agriculture and Forestry No. 99/PM, dated 09 March 2017;
- Referring to the Decision of the Minister of Agriculture and Forestry No. 2239/MAF, dated 30 November 2020 on Appointment of the Steering Committee and Coordinating Committee of Lao Wildlife Law and Forest Law Enforcement Network;
- Referring to the Report of the Department of Forest Inspection No. 1829/DOFI, dated 17 August 2021.

The Minister of Agriculture and Forestry
Issues a Decision as Follows:

- Article 1.** To adopt and promulgate the “**Lao Wildlife Law and Forest Law Enforcement Network (LAO-WEN) Operation Manual**”.
- Article 2.** The Coordinating Committee of the Lao Wildlife and Forest Law Enforcement Committee (LAO-WEN) shall be assigned to take the lead in coordinating with relevant agencies, both at central and local levels, to implement this Manual and ensure concrete results
- Article 3.** Lao Wildlife and Forest Law Enforcement Network of all levels and other relevant agencies shall acknowledge, cooperate and implement this Decision to ensure successful results.
- Article 4.** This Decision is effective from the date it is signed.

The Minister

Signed

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I. Introduction

In the past period, the performance of duties of certain organizations has led to overlapping of duties and mandates, lack of coordination, not concentrated. In some cases, transnational crimes became difficult to solve due to lack of coordination system. From these issues, it is required to establish the Coordinating Committee for Lao Wildlife Law and Forest Law Enforcement Network (LAO-WEN) and to develop the coordination method for using as basis for the Operation of the LAO-WEN Coordinating Committee. This Manual is prepared with the aim of allowing LAO-WEN Coordinating Committee to perform its mandates as prescribed in Article 46 of the Law on Criminal Procedure and to facilitate the provision of information, the sending of report on inspection results and the exchange of lessons and experiences.

LAO-WEN Coordinating Committee shall operate in accordance with this Manual to ensure that each party operates in accordance with its mandates, enhance the efficiency of harmonious coordination that will allow the summarization of data on the results of inspection and the violations of Wildlife and Aquatic Law and Forestry Law, and assist in the inspection and the conduct of transboundary crime case proceedings successfully.

For the offences relating to the wildlife, aquatic animals and forest resources which are not of serious case, the Investigation of Organization of the Forest Authority shall be responsible for conducting the case proceeding. In some cases, crimes are considered as serious cases or are associated with serious crimes, it will require to conduct the investigation that will take a long time and need the external assistance or the cooperation with other law enforcement agencies and the direction from LAO-WEN Steering Committee.

1. Objectives

The contents of this Manual define the position, mandates, rights, duties, responsibilities and operation procedures and determine the tasks in detail of the LAO-WEN Coordinating Committee as well as the methods, principles, coordination with relevant agencies to enable LAO-WEN Coordinating Committee to work jointly with them with the aim of raising the efficiency in preventing and countering wildlife, aquatic and forest resource crimes in Lao PDR.

1.1 Interpretation of the Terms

The terms used in this Manual shall have the meaning as follows:

- 1) **Serious Crime** means the violation of the Law on Wildlife and Aquatic and the Law on Forestry, the Penal Code regarding the regulations on management and protection of forest that relate to persons who are powerful, have equipment, tools and modern vehicles, are organised into group with network that involves many parties, many provinces, regional and international levels;
- 2) **Important Operation Plan** means the preparation of plan for collecting information, evidence, circumstances of the offence, conducting the adjudication and investigation, preparing the case file for referring to the public prosecutor for consideration and prosecution to the court; the combat and prevention of the

creation of situation or false information by ensuring the coordination of personnel and the use of tools of any member-agency of LAO-WEN Coordinating Committee;

- 3) **Levels of Leading and Planning** mean the levels of law enforcement of LAO-WEN which consist of 3 levels:

Level	Structure	Form of Documentation
Strategy	- Objectives of the Government - Ministry's Action Plan	- Legislation - International treaties - Action Plan for preventing and countering wildlife, aquatic and forest resource crimes
Operation	- Operation - Project - Important event	- Action Plan for preventing and countering wildlife, aquatic and forest resource crimes - Current Operation Principles of LAO-WEN
Tactics	- Investigation of the case - Lasting investigation - Intelligence operation	Operation Order

- 4) **Action Plan** means the program for the prevention and countering of wildlife, aquatic and forest resource crimes of Lao PDR which is adopted and promulgated by the Minister of Agriculture and Forestry, and is the summarization of the Action Plans of the implementing agencies of LAO-WEN;
- 5) **Operation** mean leading and making the plan for the investigation of the criminal that includes development of project activities, dissemination work and important Operation plan to achieve the goals of law enforcement as prescribed in the Action Plan. It is the preparation in terms of method and circumstances toward the implementation of the plan for preventing and countering the crime relating to wildlife, aquatic and forest resources of Lao PDR and the collaboration of LAO-WEN Coordinating Committee to ensure response to wildlife, aquatic and forest resource crimes in a timely manner;

The planning, preparation and implementation of the prevention, inspection, investigation against the offenders of the Law on Wildlife and Aquatic, Law on Forestry and Penal Code that relates to the regulations on management and protection of forest resources which are undertaken by the Forestry Authority or with the participation of law enforcement agencies of LAO-WEN.

- 6) **Tactics** mean level of leading, commanding and planning to bring the suspected offender of the Law on Wildlife and Aquatic, Law on Forestry and Penal Code for investigation;
- 7) **Investigation Operation Team** means the team of officers from agencies involving in the event which is occurred and are appointed by the Head of the relevant investigation organizations or relevant agencies to provide information for the investigation relating to the case of violation of the Law on Wildlife and Aquatic, Law on Forestry and Penal Code;

- 8) **LAO-WEN Investigation Team** means the Investigation Task Force involving a case of violation of many laws which is appointed by LAO-WEN Steering Committee and is composed of the investigation organizations of the relevant authorities, such as: forestry, customs, police, military and other parties to jointly address the crime target relating to wildlife, aquatic and forest resources within the country and the transboundary crime.

1.2 Method of Reporting the Case of Serious Crime

When detecting the act of violation of the Law on Wildlife and Aquatic, Law on Forestry and Penal Code, the forest officer shall record the event and report to the Investigation Organization for conducting the investigation on the case. After completing the case proceeding, it is required to submit it to the higher authority for comment and consideration on sending it to the concerned party for releasing to the media for informing the public.

1.3 Scope of Application

This Manual shall apply for the organizations which are members of LAO-WEN for using as reference in the enforcement of the Law on Wildlife and Aquatic, Law on Forestry and Penal Code related to the regulations on management and protection of forest.

1.4 Review

LAO-WEN Coordinating Committee shall review the implementation of this Manual in order to find out the strength and advantages to be further enhanced as well as the weaknesses and deficiencies to be addressed and revised with the aim of allowing its performance of duties to be in consistence with the laws and the actual situation and to ensure that the tasks are carried out in a concentrated, smooth and effective manner.

II. Position, Mandates and Organization of LAO-WEN

LAO-WEN Coordinating Committee which is composed of investigation organizations and relevant agencies, is established at the Ministry of Agriculture and Forestry with the Department of Forest Inspection as the focal point for ensuring the coordination, relation and cooperation within the country and with foreign countries for preventing and combating transnational crime relating to forest resources.

The personnel structure and mandates of LAO-WEN are as follows:

- 1. LAO-WEN Steering Committee which is composed of the personnel from various agencies in accordance with the Decision of the Ministry of Agriculture and Forestry No. 2239/MAF, dated 30 November 2020.**

This Committee shall have the rights and duties as follows:

- Determine the direction, goals of the Operation of LAO-WEN Coordinating Committee;

- Lead the development of Action Plan, formulation and revision of the legislation ; lead the implementation of the Action Plan for preventing and combating the crimes related to the transnational trafficking of wildlife, aquatic and forest resources ;
- Consider the direction and plan of Operation with regard to the personnel assigned to the Wildlife and Forest Law Enforcement Network ; consider the mandates of the Wildlife Forest Law Enforcement Network Coordinating Committee and unit;
- Encourage the local administrations to established the Provincial Wildlife and Forest Law Enforcement Network (P-WEN) ; encourage this committee to determine the mandates, develop and implement the Action Plan, address the dispute in the performance of duties of the officers within the Wildlife and Forest Law Enforcement Network, summarize and report the results of the implementation of the Action Plan;
- Convene the consultation meeting of the members of the Wildlife and Forest Law Enforcement Network to consider the Operation Plan, the performance of duties, the disputes that the lower authority is unable to solve ;
- Ensure regional and international cooperation in order to exchange information on the suppression, prevention, disruption and case proceeding of the transboundary crimes relating to wildlife, aquatic and forest resources.

2. LAO-WEN Coordinating Committee which is composed of the personnel from various agencies in accordance with the Decision of the Ministry of Agriculture and Forestry No. 2239/MAF, dated 30 November 2020.

This Committee shall have the rights and duties as follows:

- Prepare the Action Plan for preventing and combating wildlife, aquatic and forest resource crimes in Lao PDR ;
- Formulate, review, improve the legislation relating to the Wildlife and Forest Law Enforcement Networks of central and local levels;
- Disseminate the Action Plan, Decision, Guidelines on Cooperation and other legal instruments relating to the activities of the Coordinating Committee at provincial and district levels;
- Coordinate with relevant agencies to disseminate and build public awareness on the conservation of wildlife, aquatic and forest resources to allow them to be aware, understand and participate in the sustainable protection of forest resources;
- Be responsible for the formulation of the plan and give advices on the enforcement of the Law on Wildlife and Aquatic and the Law on Forestry in serious case; and be responsible for the Operation of LAO-WEN Investigation Task Force;
- Assist the Steering Committee in the implementation of the Action Plan for preventing and combating wildlife, aquatic and forest resource crimes in Lao PDR, such as: preparation of the content, protocol, staff for holding ordinary and extraordinary meetings;
- Encourage the Provincial Wildlife and Forest Law Enforcement Network (P-WEN) and District Wildlife and Forest Law Enforcement Network (D-WEN) to carry out their activities in compliance with the laws and with their respective mandates;
- Cooperate, coordinate and exchange information within the Coordinating Committee of its level and local level within the country and in foreign countries in order to

implement the prevention and combating of wildlife, aquatic and forest resource crime activities in accordance with the mandates of each sector;

- Participate in the inspection and investigation in case there are serious crimes relating to wildlife, aquatic and forest resources;
- Conduct the consultation to address issues relating to the implementation of activities of the Wildlife and Forest Law Enforcement Network at central and local levels; and problems that cannot be solved shall be submitted to the Steering Committee for consideration and giving direction to solve them;
- Participate in the meetings, seminars, study tours on the prevention and combating of wildlife, aquatic and forest resource crimes and in other relevant meetings in the country and abroad;
- Report periodically on the implementation of the Wildlife and Forest Law Enforcement Network activities to the Steering Committee;
- In case the appointed person in Article 2 is unable to participate, it is required to assign a representative within the division to participate.

3. Focal Point of the Department of Forest Inspection consisting of the personnel in accordance with the Decision of the Ministry of Agriculture and Forestry No. 2239/MAF, dated 30 November 2020.

This focal point shall have the rights and duties as follows:

- Study, elaborate the Action Plan into the monthly, quarterly, semi-annual and annual plans for submitting to LAO-WEN Coordinating Committee for consideration;
- Coordinate with relevant agencies to gather the legislation and issues for using as basis in the formulation of the legislation and as reference in the performance of duties of LAO-WEN Coordinating Committee;
- Prepare the budget plan, work schedule for serving the implementation of activities and submit them to LAO-WEN Coordinating Committee for consideration;
- Follow-up, collect the information of LAO-WEN) and P-WEN Committees for the purpose of monitoring the performance of activities of these Committees in each period;
- Prepare the meeting contents, agenda, venue and budget for the quarterly, semi-annual and annual meetings;
- Summarise the reports from relevant agencies on the prevention and combating of wildlife, aquatic and forest resource crime for using as data of LAO-WEN Coordinating Committee to report to LAO-WEN Steering Committee;
- Submit the report on wildlife enforcement activities to CITES Management Authority at the Department of Forestry before October 20th of every year.

4. Focal Points of the Department of Environmental Police and Department of International Police of the Ministry of Public Security, Department of Customs of the Ministry of Finance, Department of Border Military of the Ministry of National Defense and Relevant Agencies.

These focal points shall have the rights and duties as follows:

- Assist the Coordinating Committee in elaborating LAO-WEN Plan into its monthly, quarterly, semi-annual and annual plans for submitting to the Coordinating Committee for consideration in order to use them as basis for implementation;
- Provide, exchange the information between the focal points regarding the cooperation with relevant international organizations and the prevention and suppression of transnational crimes relating to wildlife, aquatic and forest resources; and report the data on the preparation and implementation of the project relating to LAO-WEN for sending to the focal point at the Department of Forest Inspection for information and for monitoring the activities on a regular basis;
- In case of seizure of exhibits of the violation of Wildlife and Aquatic Law and Forestry Law, it is required to hand over such exhibits and the accused person as well as the case file to the Forestry Authority which will be the focal point and will take the lead in coordinating with relevant agencies in conducting the case proceeding;
- Participate in the meetings, seminars and trainings in the country and abroad in accordance with the assignment;
- Hold the meeting within the focal point to prepare for attending LAO-WEN meeting;
- Make the preparation for holding the meeting in rotation relating to LAO-WEN as assigned;
- Summarize and report on the activities of prevention and combating of wildlife, aquatic and forest crime under its responsibility on a quarterly basis (between the 10th to 15th of the last month of every quarter) and on an annual basis (between the 5th to 10th of December of every year) for sending to the Department of Forest Inspection.

5. Specific Responsibilities According to the Scope of their Authority are as follows:

(1) Department of Forest Inspection, Ministry of Agriculture and Forestry:

- Department of Forest Inspection is the Investigation Organization of the Forestry Authority, having the right and duty to implement the Law on Criminal Procedure, Law on Wildlife and Aquatic, Law on Forestry, Law on Anti-Money Laundering and Counter-Financing of Terrorism, other relevant laws, sub-laws and international conventions that Lao PDR is a Party, assuming the chairmanship of the Wildlife Enforcement Network, having the right and duty to convene the ordinary and extraordinary meetings of LAO-WEN members;
- Lead, generally, the organizations which are members of the Wildlife Enforcement Network;
- Represent the Wildlife and Forest Law Enforcement Network in the development and improvement of the Action Plan of LAO-WEN, improvement of mandates, rights, duties and responsibilities of LAO-WEN Coordinating Team and participation in meetings at regional and international levels;
- Take the lead in conducting the inspection and investigation of serious cases in collaboration with the investigation organizations of other authorities and relevant parties;
- Encourage and promote the member-agencies of LAO-WEN to use modern technology and strict methods in the inspection and investigation of case and disseminate the achievements with the aim of raising the efficiency of the performance of work of the officers to the international standard level;

- Take the lead in fighting and preventing the wild fire in collaboration with other relevant agencies;
- Use the investigation techniques which are related to its mandates in conducting the investigation of money laundering offence in conjunction with the financial investigation so that it may lead to the case proceeding related to money laundering and terrorism financing;
- Disseminate the guidelines and other legislation relating to LAO-WEN Coordinating Committee to the concerned agencies in order to raise their awareness and understanding that will allow the network activities to be performed by them in accordance with their respective mandates;
- Provide the trainings to strengthen the capacity of the officers of the Wildlife and Forest Law Enforcement Network to enable them to have knowledge in inspection, investigation and case proceeding;
- Cooperate with international organizations on the basis as specified in the Law Enforcement Action Plan and exchange lessons in order to improve the activities, working methods, techniques of inspection, investigation, case proceeding and expertise in the use of technology, tools and equipment in the implementation of wildlife enforcement activities.

(2) Department of Forestry, Ministry of Agriculture and Forestry:

- Report on the events and information sources on the encroachment and destruction of forest, forest land, habitats of wildlife and aquatic animals within and outside the areas of the three categories of forest to the Ministry leaders and send a copy to the Department of Forest Inspection for information in case of finding the offence (offender);
- Report on the issuance of Permits and Certificates (CITES) and other documents to the Ministry leaders or to the Steering Committee of the Management of the Convention on International Trade in Endangered Species of Fauna and Flora (CITES) for information on a quarterly, semi-annual and annual basis. In case there is the falsification or counterfeit of Export Permit and Certificate (CITES), the copy of such Certificate shall be sent on the request, be sent to the Department of Forest Inspection or LAO-WEN Steering Committee for monitoring;
- Encourage, monitor as well as participate in the prevention and combating of crimes related to illegal hunting, trading, transport of wildlife, aquatic and forest resources based on the request of LAO-WEN;
- Lead its sector agencies in the implementation of the management of forest within and outside the areas of the three categories of forest, in case there is illegal encroachment and destruction of forest, forest land, wildlife and aquatic animals, and cooperate with the forest officers to conduct the monitoring, inspection of the encroachment, destruction of forest resources, illegal transportation of wood, wildlife, aquatic animals and non-timber forest products;
- Disseminate the laws and other legislation relating to LAO-WEN to the concerned organizations in order to raise their awareness and understanding with the aim of allowing the network activities to be carried out by them in accordance with their respective mandates;
- Take charge of keeping the exhibits which are seized to the State. In case of alive wild animals or the parts of wild animals that may be kept after completing the case proceeding, they shall be handed to the Agriculture and Forestry sector (CITES Management Authority) for keeping (as prescribed in Articles 8 and 13 of CITES). If they are dead wild animals or the parts of wild animals that cannot not be preserved

(may be perishable or spoilt), it is required to coordinate with the forest officers to organize the destruction ceremony (as specified in Clause 6.3 of Order No. 15/PM, dated 08 May 2018);

- Provide the trainings to strengthen the capacity and expertise of the relevant officials and officers at central and local levels on the management of CITES.

(3) Department of General Monitoring, Office of the Supreme People's Prosecutor:

- Encourage, monitor, draft the legislation for the President of the Office of the Supreme People's Prosecutor to lead the Departments, local public prosecutor offices in relation to the enforcement of the Wildlife and Aquatic Law and the Forestry Law;
- Encourage, monitor and inspect the implementation of the laws relating to the issuance of legislation, preparation of case file and prosecution to the court concerning the cases related to wildlife, aquatic and forest resources of LAO-WEN Coordinating Committee;
- Encourage, monitor and inspect the implementation of the Court's Decision on the case related to wildlife, aquatic and forest resources;
- Disseminate and strengthen the capacity of the investigation organizations of central and local levels in the enforcement of laws relating to wildlife, aquatic and forest resources;
- Collect the crime statistics and the causes of the crimes related to wildlife, aquatic and forest resources from the relevant investigation organizations;
- Exercise other rights as provided in the laws.

(4) Department of Environmental Police, Ministry of Public Security:

- Facilitate and cooperate in providing the information and evidence relating to the violation of the Forestry Law and the Wildlife and Aquatic Law to LAO-WEN; participate in the conduct of investigation and case proceeding based on the request of LAO-WEN;
- Participate in the prevention and combating of crimes in critical areas with high risk of illegal hunting, trade, transport of wildlife, aquatic and forest resources based on the request of LAO-WEN;
- Conduct the preliminary investigation and shall, in case finding the illegal hunting, trade of wildlife, aquatic and forest resources, report and hand-over the case file together with the exhibits to the Investigation Organization of the Forestry Authority and participate in the conduct of investigation based on the request of such organization;
- Exchange the information on the investigation relating to natural resources and environment;
- Use the technology in the prevention and countering of persons who involve in wildlife, aquatic and forest resource crimes.

(5) Department of International Police, Ministry of Public Security:

- Cooperate and coordinate with LAO-WEN Coordinating Committee, ASEAN Police, INTERPOL and other partners in the exchange of information on wildlife, aquatic and forest resource crimes;
- Cooperate and coordinate to provide useful information to support the conduct of case proceeding relating to wildlife, aquatic and forest resource crimes, and

- coordinate in the cross-border transfer of prisoners and criminals based on the approval and assignment of the higher authority;
- Liaise, cooperate and coordinate with relevant agencies, internal and foreign, to conduct the search, monitoring, site inspection of the transnational crime targets;
- Support the implementation of the Convention, Memorandum of Understanding, Cooperation Statement on the countering and prevention of transnational crime, especially the cooperation with ASEAN Police and INTERPOL that Lao PDR is a Party.

(6) Department of Customs, Ministry of Finance:

- Comply with the Standard Operation Procedures of the Customs Department and the partners of LAO-WEN and with the official information exchange procedure;
- Maintain the balance between the promotion of circulation of lawful goods and the capacity to stop the inflow of illegal goods of aquatic and wildlife category;
- In case the customs officers have conducted the monitoring and inspection based on source of information and have found the illegal import-export, transportation, possession and trade in wildlife, aquatic and forest resources including arms, hunting tools and logging equipment which are a violation of the Customs Law, they shall have the right to conduct the investigation and impose the fine measures in accordance with the Law on Customs. In case of criminal offence, they shall coordinate with the forest officers in order to hand-over the accused persons together with the exhibits to the relevant agency in accordance with the laws;
- Exchange the information, conduct the inspection, investigation relating to the crime network, suspected and known criminal cases; use the technology in the prevention and countering of persons involving in the acts of violation; promote the cooperation between the international customs organizations and LAO-WEN partners;
- Encourage, monitor, inspect and lead the customs officers at the border checkpoint in the prevention and countering of illegal wildlife and aquatic trade;
- The customs officers shall, in case of inspecting and finding the goods that violate the Wildlife and Aquatic Law and the Forestry Law, coordinate with the forest officials to jointly take actions in accordance with the laws and regulations.

(7) Institute of Ecology and Bio-Technology, Ministry of Agriculture and Forestry:

- Collect and analyse the information on the biological status of the species of fauna and flora which are affected by trade;
- Prepare the management plan and conduct the study to assess the risk of endangered status in order to ensure the sustainability of the species;
- Issue the Scientific Certificate based on the analysis of DNA characteristics to the Investigation Organization for using as evidence in the case proceeding;
- Provide the information on the results of the scientific analysis to the Investigation Organization;
- Liaise and cooperate with CITES Management Authority and member-agencies of LAO-WEN to build the capacity in the implementation of activities of combating and prevention of wildlife, aquatic and forest resource crimes.

(8) Department of Inspection, Ministry of National Defence:

- Participate, research, assist, report and support LAO-WEN in combating and preventing wildlife, aquatic and forest resource crimes within the scope of the army responsibility;
- Coordinate to disseminate the Wildlife and Aquatic Law, Forestry Law and other relevant legislation to the army;
- Conduct the monitoring, inspection, protection and investigation of wildlife, aquatic and forest resource crimes which are under its responsibility;
- In case of finding the violation of the Wildlife and Aquatic Law and the Forestry Law within the jurisdiction of the army, coordinate with LAO-WEN Coordinating Committee and other relevant agencies;
- Ensure the coordination and exchange of information on wildlife, aquatic and forest resource crimes with LAO-WEN Coordinating Committee and relevant investigation organizations.

(9) Department of Border Military, General Staff Department, Ministry of National Defence:

- Disseminate the Wildlife and Aquatic Law and the Forestry Law and other relevant legislation within its responsibility;
- Conduct the inspection and patrolling Operation and prevent the wildlife, aquatic and forest resource crimes within the limits of national border with neighboring countries;
- Conduct the preliminary investigation in case of finding the illegal hunting, trade in wildlife, aquatic and forest resources in the national border area and report and hand-over the case file together with the exhibits to the Investigation Organization of the Forestry Authority and participate in the conduct of investigation based on the request of such organization;
- Coordinate with relevant agencies according to its mandate in the prevention and combating of wildlife, aquatic and forest resource crimes;
- Exchange the information, conduct the patrol in the border areas to counter and prevent the poaching, illegal trade in wildlife and aquatic animals, exploitation and destruction of forest resources and forest fire in the national border areas.

(10) Department of Anti-Corruption and Investigation, State Inspection Administration:

- Protect, prevent and counter the corruption relating to wildlife, aquatic and forest resource activities by appointing the state inspection officers at central and local levels to carry out these tasks;
- Conduct the research on the protection, prevention and suppression of corruption for submitting to the Government for consideration, and lead and guide the practical implementation throughout the country;
- Carry out the activities to protect, prevent and counter the corruption among state officials and officers, especially the officials and officers who are under the control and management of the central level;
- Conduct the investigation on the officers who involve in the offence of corruption associated to wildlife, aquatic animals and forest resources by using the methods provided in the Law on Criminal Procedure and in other applicable legislation;
- Liaise, coordinate and cooperate with relevant agencies of central and local levels in order to exercise its rights and performs its duties;

- Make consideration and decision and use measures toward the inspector as provided in the laws.

(11) Department of Import and Export, Ministry of Industry and Commerce:

- Take actions within its authority, especially give support to member-agencies of LAO-WEN in relation to the activities of import or export of wildlife, aquatic animals and forest resources;
- Exchange the information on the statistics of permits of import and export of timber and wood products, wildlife, aquatic animals and forest resources with LAO-WEN Coordinating Committee;
- Coordinate with the trade inspection officers and, in case of finding illegal trade in wildlife, aquatic animals and forest resources, arms, hunting tools, logging equipment which are in violation of the laws, hand-over the exhibits and the accused persons to the Investigation Organization of the Forestry Authority and other relevant investigation organizations to jointly conduct the investigation in accordance with their respective mandates and responsibilities.

(12) Department of Criminal Case Monitoring, Office of the Supreme People's Prosecutor:

- Monitor the criminal case proceedings of the Office of Public Prosecutor of lower level countrywide in relation to the enforcement of the Wildlife and Aquatic Law and the Forestry Law;
- Participate in the Court Session for making the statement and monitor the enforcement of the Law on Criminal Procedure in the Court of Cassation Level, at level of re-opening of the case related to wildlife, aquatic and forest resources;
- Inspect the case file of cassation level, level of re-opening of the case, case file received from the Supreme People's Court, application relating to the case, and prepare the request for objection of the Chief of the Office of Public Prosecutor to the decision of the court on the case relating to wildlife, aquatic and forest resources;
- Conduct the legal inspection of the prosecution order, statement and request for objection of the Chief of Office of Public Prosecutor of lower level, the decision, judgment for making the request for objection, make the statement at cassation level, request for the re-opening of the case of the Supreme People's Prosecutor to the President of the Supreme People's Court on the case related to wildlife, aquatic and forest resources;
- Monitor the enforcement of the laws of the investigation organizations, the office of public prosecutor of lower level and the people's court in relation to wildlife, aquatic and forest resources;
- Request the agencies concerned to provide the information to the Department of Criminal Case Monitoring for the purpose of monitoring the case related to wildlife, aquatic and forest resources;
- Issue the warrant, invitation to state organizations, individuals, legal entities involving in the case related to wildlife, aquatic and forest resources for questioning on issues which are not clear;
- Propose to the Supreme People's Prosecutor to withdraw the statement, request for the re-opening of the case before the President of the Supreme People's Court issue the Decision.

(13) Anti-Money Laundering Intelligence Office (AMLIO), Bank of the Lao PDR:

- Be the focal point for the activities of anti-money laundering and counter-financing of terrorism;
- Mutually provide relevant and useful information to ensure efficient implementation of activities of anti-money laundering and counter-financing of terrorism;
- Provide report on financial intelligence in case there is the evidence leading to the suspect of money laundering or terrorism financing that is related to the environmental crime.

(14) Capital, Provincial Offices of Forest Inspection:

- Be the focal point to elaborate this Manual into specific manual for the Wildlife and Forest Law Enforcement Network of the provincial level (P-WEN) in each province for using as basis for the implementation in accordance with the mandates of each party in the P-WEN team;
- Elaborate the legislation relating to the Wildlife and Aquatic Laws and the Forestry Law; take the lead in holding the meeting for drawing lessons of P-WEN; disseminate the activities of LAO-WEN and P-WEN to the district level and encourage the district to appoint the District Wildlife and Forest Law Enforcement Network (D-WEN).

2.1 Method and Implementation of LAO-WEN Activities

2.1.1 Organization of Meeting and Determination of Meeting Agenda

The organization of meeting of each level of LAO-WEN Coordinating Committee and P-WEN Coordinating Committee is determined in detail as below:

Steering Committee	- The meeting is organized once in a year to summarize, draw lessons on the results of the implementation of tasks and to discuss and determine the direction and tasks for the following year. - In case there is necessary and urgent work, the Steering Committee may open the extraordinary meeting.
LAO-WEN Coordinating Team	- The meeting is organized once in every 3 months to summarize the performance of work, determine the direction and tasks for the next period, review the Operation manual and guidelines of LAO-WEN, consider the duties, improvement of database system and the results of crime intelligence work. - In case there is the necessary and urgent work, LAO-WEN Coordinating Committee may open the extraordinary meeting.
P-WEN Coordinating Committee and Team	- The meeting is organized once in every 3 months to summarize the performance of work, determine the direction and tasks for the next period. - Hold the annual meeting. - In case there is the necessary and urgent work, P-WEN Coordinating Committee may open the extraordinary meeting.

In order to ensure high efficiency in the Operation of LAO-WEN and P-WEN, it is necessary to organize other meetings periodically to address issues in a timely manner. The focal points of LAO-WEN and P-WEN shall have the duty to make the preparation for such meetings.

LAO-WEN Coordinating Committee shall prepare and comply with the specified meeting agenda in order to ensure that each meeting held is conformed with the method to address various topics of issues that are the major concern of the work. In addition, the Steering Committee must give the direction to implement the outcomes of such meeting to ensure successful results.

2.1.2 Report of the Meeting

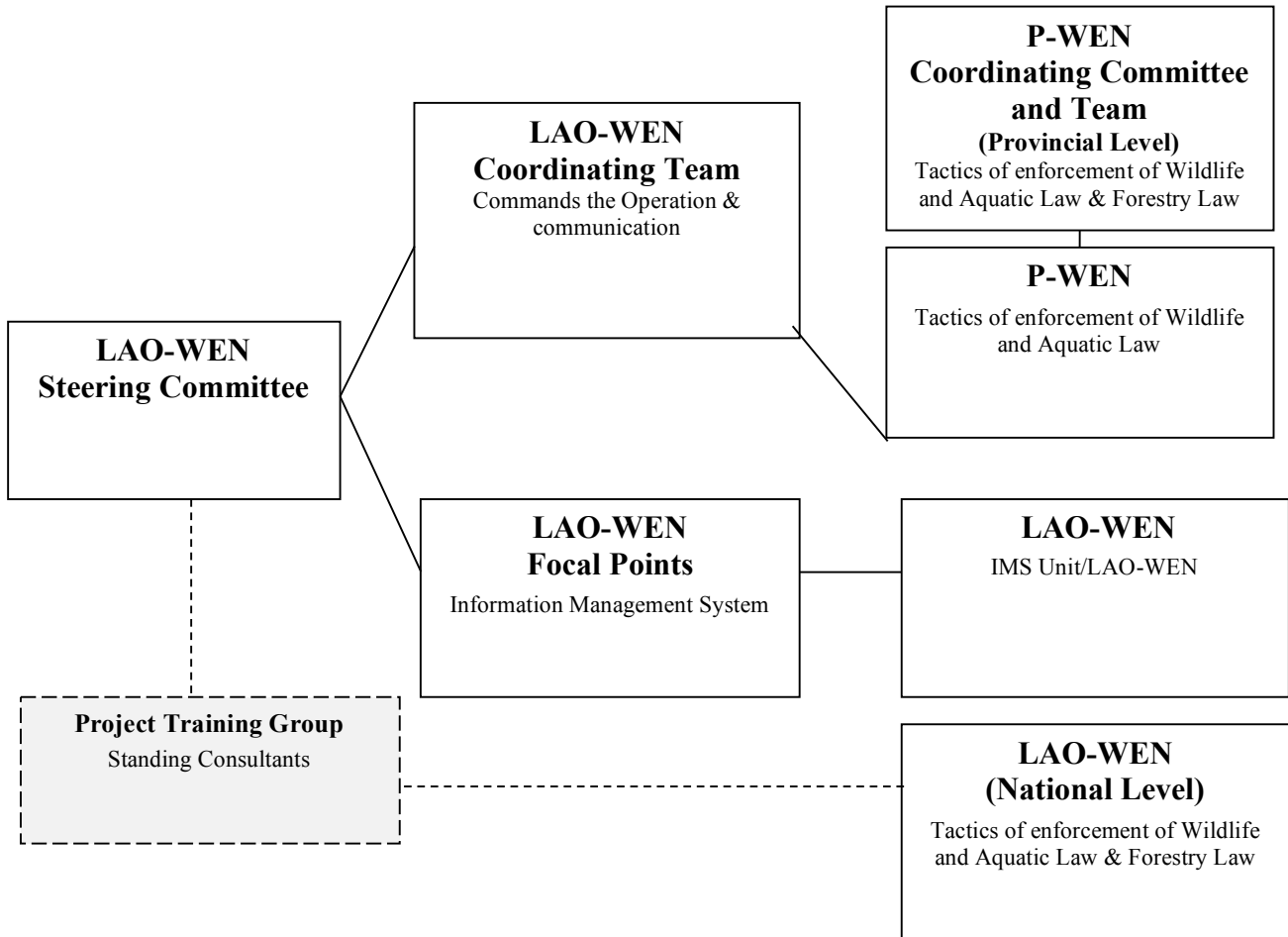
The meeting report to be prepared must be in consistence with the actual situation and in accordance with the contents agreed in the meeting and shall then be submitted to the Steering Committee for adoption in order to report to the higher authority.

2.2 Operation Procedure

The Operation of LAO-WEN are based on the division of responsibilities in each level as below:

Organizations	Responsibilities
LAO-WEN Steering Committee	Lead the implementation of the Action Plan for the Prevention and Combating of Wildlife, Aquatic and Forest Resource Crime of Lao PDR from Now up to 2025.
LAO-WEN Coordinating Team	Coordinate in the implementation of activities of prevention and combating of wildlife, aquatic and forest resource crimes in accordance with the responsibilities of LAO-WEN.
LAO-WEN Focal Point (Department of Forest Inspection)	Undertake the management of information and intelligence; report the performance of work to relevant agencies, both internal and international.
P-WEN Coordinating Committee and Team	Elaborate and coordinate the implementation of the tasks of preventing and combating the crime relating to wildlife, aquatic and forest resources in accordance with the responsibilities of P-WEN Committee.

Chart of LAO-WEN Operation



2.3 Investigation Team of LAO-WEN Coordinating Team

2.3.1 Capacity of the Investigation Team of LAO-WEN Coordinating Team

All issues occurring in the border areas, number of personnel, increase of expenses, lack of budget and increase of certain categories of crimes are the challenges to the capacity of the law enforcement agencies which perform the duty of fighting against the serious crimes. The Operation group-based Operation are proved to be a cooperation method which is highly effective.

According to this method, the law enforcement agencies of national level, provincial level and district level can appoint their staff to be included in the temporary operation to investigate and address the crime issue within the scope of their respective authority. This form of Operation has demonstrated the efficiency of the inter-agency operation team and there is the sharing of lessons based on mutual understanding in order to achieve the set goals.

2.3.2 Team in Charge of Investigation

1) Team in Charge of Investigation of an Agency

The Investigation Task Force is established within any organization to focus on the investigation of specific cases. This may consist of using the staff from the divisions or units within their organization to jointly collect the information and evidence, event; conduct the adjudication, investigation and form the case file for referring to the public prosecutor.

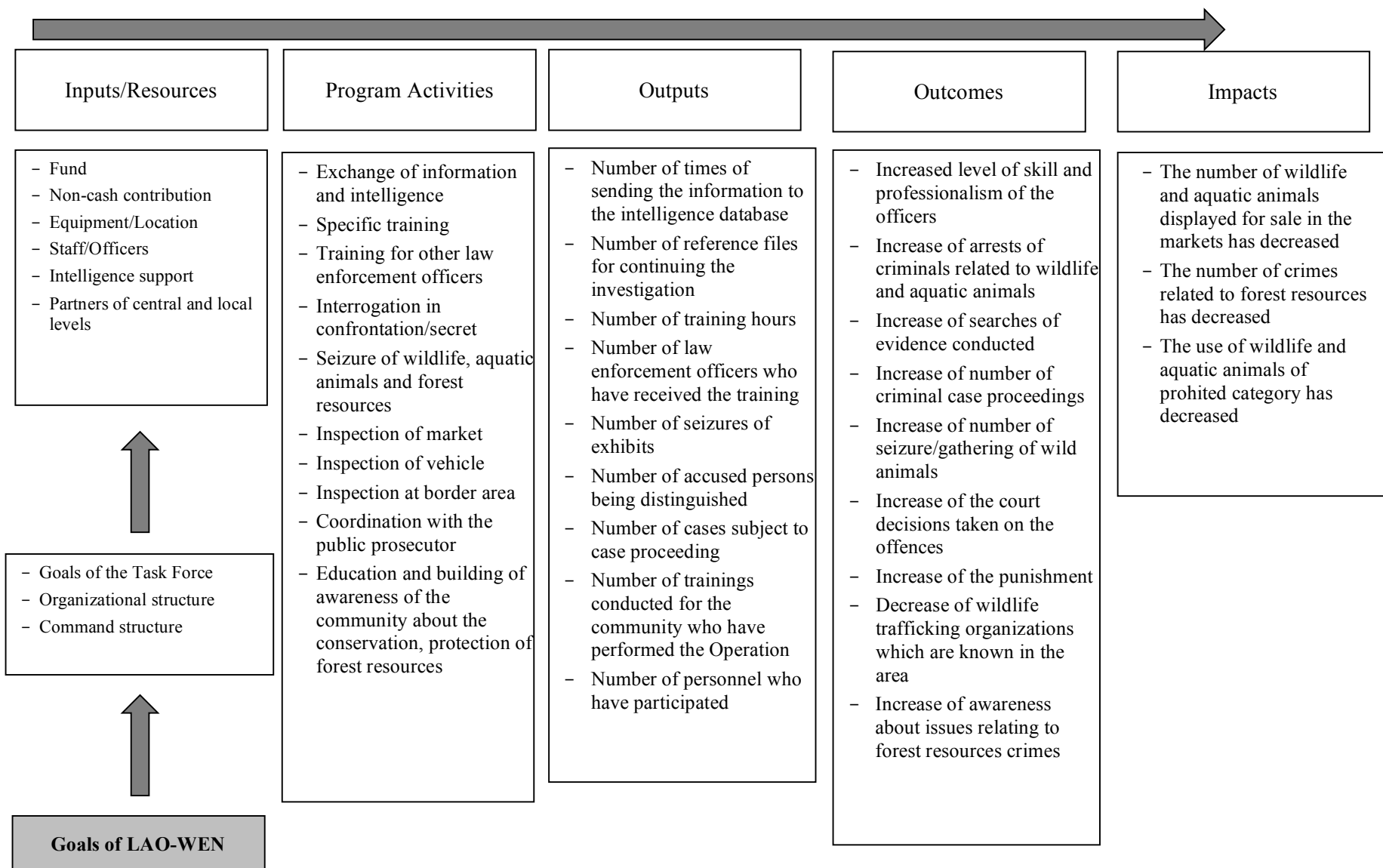
2) Team in Charge of Investigation of LAO-WEN

The Investigation Task Force of LAO-WEN has used the investigation officers from many law enforcement agencies and may also include the legislation supervision agency, specialist and the private sector based on the approval of the Chairman of LAO-WEN Steering Committee.

LAO-WEN Coordinating Team has the role of leading and participating in the Investigation Task Force of LAO-WEN.

The actual implementation in relation to the wildlife, aquatic and forest resource crime which is of serious nature is the responsibility of the Investigation Organization of the Forestry Authority which shall be the focal point of coordinating with LAO-WEN. This is because the suppression and prevention of this crime of serious nature cannot be predicted and planned in advance and, therefore, requires the coordination for working together.

2.4 Model of LAO-WEN Coordinating Team and Investigation Task Force



III. Planning and Organization of Task Force of LAO-WEN

The Government of Lao PDR has the goal and objective to prevent and counter the crime related to wildlife, aquatic and forest resources, and LAO-WEN is a state organization which will assist in achieving this goal. For this, the Task Force of LAO-WEN shall use the available personnel and budget to support the activities in order to achieve the results in accordance with set goal. The form of Operation of the Wildlife and Forest Law Enforcement Network and the Inter-Agency Joint Investigation Task Force have shown systematic integration of various components, starting from the goal, resources, activities, outputs (directly representing the activities), outcomes (indicating the changes that these activities have focused to achieve) and, finally, the impacts (indicating that the overall goal is realised).

3.1 Planning Process

The planning and organization of the Task Force of LAO-WEN consist of 6 main stages which are: goal, inputs/resources, list of activities, outputs, outcomes and impacts.

3.1.1 Goal

The goal reflects what the Task Force want to achieve, but the Investigation Committee of LAO-WEN will have its own goal which may, at some time, be set out in a generally manner, for example: “for decreasing illegal possession of wildlife, aquatic animals and forest resources” or may be set out in a more specific goal, for example: “for decreasing the possession of elephant ivory in Lao PDR”. If the goal is not clearly determined, it is not possible to determine whether the Task Force structure will be able to achieve the set goal or not? For example: the Task Force has the required resources in accordance with the plan or not? and such Task Force has involved in other activities or not?

3.1.2 Inputs/Resources

The term ‘resource’ will include funding, location, equipment, staff, other indirect contributions which support the activities of the project. For the Task Force of LAO-WEN, this will also include the allocation of fund from state budget and other sources, work partners at provincial and district levels, various capacity building projects of the non-governmental organizations (NGOs), access to information support system, indirect contribution in equipment and location including the Task Forces and salary-paid staff from other participating organizations.

3.1.3 Activities

Activities are actions that the Task Force of LAO-WEN must carry out in order to achieve the objectives of the project and are considered as a part of the plan. For the Task Force of LAO-WEN, these activities may also include a specific investigation activity, training for law enforcement officers, protection Operation of the community, education, public awareness, collection of information and analysis of intelligence, coordination of investigation activities with the Office of the Supreme People’s Prosecutor.

3.1.4 Outputs

Outputs include direct results or immediate results of the implementation of activities of the Task Force of LAO-WEN, for example: number of persons being interviewed, number of inspections conducted or number of wildlife, aquatic animals, parts and products of wildlife and aquatic animal and forest resources being seized. The outputs represent the activities or are the measures in the implementation of activities of the Task Force of LAO-WEN that the Operation must be directly connected with any specific activity and must be “carried out in a

responsible manner”. For example: if such activity is removal of wildlife, aquatic animal and forest resources from the markets, its outputs will be the number of wildlife and aquatic animals which are released back to nature or the quantity of the parts of wildlife and aquatic animals and forest resources which are seized and destroyed or the number of market owners being subject to case proceeding. If such activity is carried out under cover, its outputs may include the number of investigations conducted or re-started or the control of transportation or control of trading.

3.1.5 Outcomes

Outcomes are things that are expected to occur when the activities are fully implemented. For example: instead of the counting of the number of seizures of exhibits in each time, the outcomes of the seizures will show the increase of case proceedings which are conducted against the offenders. Similarly, the outcomes of the use of inspection team may lead to an increase of the investigation cases or an increase in the number of intelligence reports which are sent to the international law enforcement agencies. The results of the operation activity reflect the outcomes of arrangement of the activitt.

3.1.6 Impacts

Impacts reflects the goals and things that are expected to receive from sucessful implementation of a strategy and tactic. The impacts of the Investigation Task Force of LAO-WEN can be the decrease of the transportation, utilization and crimes related to wildlife, aquatic animals and forest resources. The natural impacts will be the long-term results of the project activity which operates through successive connection between Activity > Output > Outcome > Impact. The successful operation of the Investigation Task Force is only one of many factors which have the impacts on the achievement of the goal of preventing and combating wildlife and aquatic crimes. However, if there is an over-expectation that such Task Force is capable to create good impacts on wildlife and aquatic market of a locality, the spending of money in the activity of the Task Force will not be strongly justified.

3.2 Determination of the Plan Contents

3.2.1 Determination of Goal

This should ensure the compliance with the mandates of LAO-WEN and attention must be given to the determination of implementation activities in line with the set goals, focus on determining clearly the short-term and long-term projects to achieve the ouputs and outcomes which are important standards in the achievement of the goal. Some considerations for the achievement of goal are as follows:

- What are the sucesses that the Task Force has made effort to achieve? To decrease the crimes related to wildlife, aquatic and forest resources in the markets, restaurants, hotels, border checkpoints and other strategic locations including the transportation, import, export, re-export and transit;
- What are the additional successes that the Task Force has attempted to achieve? What is the goal which is included in the determination of activity of the Task Force and organizations that participate in the determination of objectives of the Task Force.

The assessment of the threats is very useful when determining the goals. For example: If the assessment of threats is performed in advance, the determination of goals may focus on specific species of wildlife, aquatic animals and forest resources or specific type of crimes related to wildlife, aquatic and forest resources, the spread of network or wildlife and aquatic crimes. While making the decision on the Task Force Operation goals, the Task Force may also identify its sub-goals in line with the threat assessment results. At the end of this process,

there shall be the agreement between organizations and participants in the determination of the goals of the Task Force, even the determined goals may be different from the goals of different organizations.

Things that can help to give explanations on the identification of objectives and goals of the plan include:

- To conduct special investigation on...;
- To build in-depth understanding about...;
- To conduct the collection of information on...;
- To identify the potential opportunity for the intervention on...;
- To build the understanding at national level about the nature and magnitude of ...;
- To develop and maintain the image of impact of ... at national and international levels;
- To provide the intelligence system with high quality of methods, practices and action plan for...;
- To drive the forecasted findings and development of new form of intelligence operation relating to...;
- To determine the opportunity to set new goal to promote the effort of existing investigation organizations;
- To detect the activities and wildlife and aquatic crime networks which are previously unknown;
- To determine, coordinate and set the target priority of the serious and organized wildlife and aquatic crimes by improving the National Information Management System;
- To give advices on emerging threats and opportunities relating to the enforcement of Wildlife and Aquatic Law and Forestry Law;
- To support appropriate exchange of information across the organizations;
- To strengthen the capacity in the enforcement of Wildlife and Aquatic Law and Forestry Law.

3.2.2 Determination of Inputs and Resources

The form of planning shall reflect all resources allocated to the Task Force for using to address the crimes related to wildlife, aquatic and forest resources. Hence, it shall include all the resources and not only cash-resource. Things that may help to guide the task-specific planner to determine resources are as follows:

- What are the types of resources which are specified in the list for the use of the Task Force? Such as: staff, equipment, technology, office, accommodation place during the travel and per-diem, fund for informants, materials, transportation and fuel;
- What are the types of resources which will be used to support the activities of the Task Force? Such as: indirect contribution in staff or equipment, temporary enclosure for live animals, intelligence system and working partners at provincial and local levels.
- Consider each activity that had the participation of the Task Force and determine other resources that the Task Force had used in the participation in such activity.

After determining: What is the list of items which is complete, it is required to check the list of these items to confirm the consistence between the activities of the Task Force (see the following sub-topic) and the resources of the Task Force. Certainly, at the time of planning and evaluating the Task Force Operation, the Operation cost will be the basis of the calculation of the cost-benefit ratio and if such calculation is not performed, the Chief of the

Organization will be unable to assess whether the performance of work of the Task Force is cost-effective or not. If the inputs to be used by the Task Force are not known, it is not possible to determine whether there is a success or a failure and it is unable to reasonably determine how the the Task Force Operation can be improved.

3.2.3 Preparation of List of Project Activities

The preparation of the list of project activities will focus on making detailed list of tasks to be carried out by the Task Force. In order to ensure the determination of activities in detail, the use of model of reasonable planning shall follow the following stages:

1) Determine all activities to be performed by the Task Force by using the following three types of activities in the ranking of answers:

- Law enforcement activities may consist of: Joint inter-agency investigation, protection activity, search activity, disruption activity and joint-work with the public prosecutor;
- Intelligence and information exchange activities may consist of: analysis of confidential information, collection and sharing of information in the database of the organization and exchange of information between organizations;
- Training and education activities may consist of: training for specialized officers in an organization by another organization and the education and building of awareness to the community.

2) Determine detailed contents for each activity. For example: the intelligence work and the information exchange refer to the hosting of consultation meeting on wildlife, aquatic and forest resource crimes in the locality, the access and use of information in the intelligence system of the organization at national and provincial levels for using in the evaluation of risk and threat at local level or the sending of confidential information and Operation to the Central Information Management System of the Department of Forest Inspection in order to prevent the occurrence of conflict in the investigation and Operation. If an activity is comprised of many sub-tasks, particularly the types of investigation, it is required to consider to further divide such work into many sub-activities, such as: illegal trade in wildlife, aquatic animals and forest resources, sale of wildlife, wildlife trafficking. In order to develop the complete list, even if a number of organizations are unable to participate in the activities, but the determination of the content of the activity must clearly show what the Task Force do in order to achieve its goals.

3.2.4 Determination of Outcome

In the determination of outcome, it is required to explain clearly about the number of activities at the outset, that the following questions may help in determining the plan outcome, particularly how can we measure each activity?

- What is the indicator of whether the activity has occurred or not? For example: How the exchange of information can be measured? Through the counting of times of the access to the database or the number of inter-agency meetings? The determination of the definition of “information exchange” in the past period will help to make the difference;
- What the measures reflect? For example: Law enforcement activity shall allow the referred measures to show the quantity though the measurement of the number of investigations conducted or the scope of law enforcement activity through the counting of any type of wildlife, aquatic and forest resource crimes being targeted?

At the end of the determination of the plan outcomes, it is required to make the review for the last time in order to be sure that there is the determination of at least one outcome per one activity.

3.2.5 Determination and Development of Results Measure

The determination and development of results measure at the outset shall focus on how the successes will be occurred. This may mean that these results will be different from each other depending on each law enforcement agency. The questions below may help to give advice on the explanations which may be difficult and complicated, such as:

1) What are the successes for each activity? For example: the increasing number of arrests may be considered as the success of the Commander of the law enforcement agency who focuses on combating wildlife, aquatic and forest resource crimes of low level, but it is not the success of the Task Force which focuses on the organizations engaging in illegal wildlife and aquatic trade which are of higher level that require longer time and the number of arrests may be less.

2) How can you measure such successes? In the above example, both Task Forces may be satisfied if such measure includes the increase of the number of arrests of the criminals, the increase of number of the case proceedings and the increase of the number of organizations engaging in illegal trade in wildlife, aquatic and forest resources being disclosed.

At the end of the determination and development of results measure, each activity listed in the plan shall have at least one result.

3.2.6 Review of Impacts

Review of impacts must focus on long-term impacts of the activities which are in consistence with the results and goals of the project. For many organizations and provinces, the model of planning provided in this Lao-WEN Operation Manual will require some improvements to be made. Some questions that will help to review the impacts are as follows:

1) What are the long-term impacts of the activities of the Task Force? For example: What will be the results if the law enforcement activities achieve successes in the long-term? Particularly the decrease of crimes related to wildlife, aquatic and forest resources? The decrease of number of illegal wildlife and aquatic animals put on sale in the markets? And the decrease of the number of cross-border transportation?

2) Are there reasonable relations between impacts and goals of the Task Force or not? For example: If the main goal of the Task Force focuses on important transport route for illegal trade in wildlife, aquatic and forest resources, then the decrease of number of wildlife and aquatic animals put on sale in local markets will be excluded from the planning model;

3) Are there reasonable relations between impacts and results or not? For example: If all activities focus on law enforcement and the results will focus on the case proceedings against the organizations involved in illegal trade in wildlife, aquatic animals and forest resources. In this case, it is expected to have important impact on the possession of wildlife and aquatic animals in the region, but not necessarily have the impact on the world market.

IV. Form of Leading and Coordination

The form of leading and coordination is composed of the Steering Committee, Coordinating Committee, investigation officers, Task Force officers, administrative officers, implementation officers, public relation officers, wildlife care and rehabilitation officers, exhibition officers, intelligence officers and officers in charge of communicating with the media who have different duties as follows:

4.1 Steering Committee

Level of planning	Action plan
Duty	Leading the Task Force
Responsible to	Minister of Agriculture and Forestry
Responsible for	– Coordinating and facilitating the implementation of activities of Lao-WEN Team and Lao-WEN Operation Manual; – Give advices on policies, methods, duties and organization of the Task Force investigation committee.
Scope of Operation	Department of Forest Inspection

4.2 Coordinating Team

Level of planning	Action plan
Duty	Coordinating team of LAO-WEN at national level
Responsible to	LAO-WEN Steering Committee
Responsible for	Giving advices on policies, methods, duties and organization of the Task Force investigation committee
Scope of Operation	Department of Forest Inspection

4.3 Officials in Charge of Task Force

Level of planning	Operation
Duty	Planning and leading the field-Operation of the Task Force
Responsible to	LAO-WEN Coordinating Committee at national level
Responsible for	Preparing the plan and leading the implementation of activities that integrate the methodology component into an operation
Scope of Operation	Department of Forest Inspection

4.4 Investigation Officials

Level of planning	Methodology
Duty	Management of methodology of the Task Force
Responsible to	Task Force
Responsible for	Planning and leading the implementation of activities that address input issue of the plan
Scope of Operation	At the incident site or location of Operation

4.5 Administrative Officials

Level of planning	Methodology
Duty	Support the procurement and administrative work for the Operation officers of the Task Force
Responsible to	LAO-WEN Steering Committee
Responsible for	Receiving resources which are necessary for providing support to the activities of the Task Force at the incident site
Scope of Operation	Department of Forest Inspection

4.6 Communication Officials

Main duty	Provide communication for the Operation of the Task Force
Responsible to	Standing Communication Officer
Responsible for	Facilitating the communication between the commanding position and the officers performing field-work during the Operation of the Task Force
Scope of Operation	Department of Forest Inspection

4.7 Intelligence Officials

Main duty	Manage information and conduct intelligence work
Secondary duty	Participate with intelligence group under LAO-WEN Steering Committee
Responsible for	Coordinating and managing the gathering, integration, evaluation and distribution of data and confidential information relating to the Operation of the police
Responsible to	LAO-WEN Coordinating Team at national level
Chain of command	Deputy-Chief of Division of Investigation, Department of Forest Inspection
Reference	Minister's Decision on Establishment of LAO-WEN

4.8 Officials in Charge of Communicating with Media Staff

Main duty	Give advice on suitability to media staff at the incident site
Secondary duty	Preparation for press release
Responsible for	Managing the communication to support the performance of work of the officers
Responsible to	LAO-WEN Coordinating Team at national level
Chain of command	Deputy-Chief of Division of Investigation, Department of Forest Inspection
Reference	Minister's Decision on Establishment of LAO-WEN