



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



ອົງການສະໜັບສະໜູນປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

Government of Lao People's Democratic Republic

Ministry of Home Affairs (MOHA)

United Nations Development Programme

Annual Project Report

Project ID:00079384

Project Name: Civil Society Support Programme

Reporting Period: 1st January - 31st December 2013

I. Project Information and Resources

Project number and title:	00079384 Civil Society Support Programme
Implementing Partner:	Ministry of Home Affairs (MOHA)
Responsible Parties:	MOHA, MOFA, UNDP
Donors:	UNDP, SDC

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
12 July 2011	12 July 2011	31 December 2014	31 December 2014

Period covered by this report:	1st January - 31 December 2013
Date of annual review: <i>[Indicate if planned or actual]</i>	24 January 2014

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	555,512	578,512

Resources	Donor	Amount
	UNDP	70,000
	SDC	223,000
	Oxfame Novib	285,512

Current Year	Budget (US\$)	Expenditure till Dec 31, 2013 (US\$)
	578,512	498,700
	Delivery rate	80.40%

II. PURPOSE

1. Main Objectives of the Project:

The Goal of the Civil Society Support Programme is to contribute to greater people's participation in local development and nation-building.

The programme will support the development of an enabling environment for emergence and functioning of local and international civil society organisations that work towards achieving the Millennium Development Goals (MDGs), especially those focused on gender equality and women's empowerment. This will be done by facilitating the development of a legal and regulatory framework, supporting the setting up of a coherent and effective government registration and monitoring structure at national and provincial level; improving access to information and voice of those who are most vulnerable and capturing and disseminating knowledge and lessons learned among all development partners in Lao PDR.

The programme will further enhance the knowledge of government officials and legislators in regard to the role of not-for-profit associations (NPAs), foundations and international NGOs to work alongside government towards the MDGs. The programme will also support awareness raising activities targeting the general public.

III. PROJECT PERFORMANCE AND RESULTS

1. Contribution to the Strategic Goals

UNDAF (2007-2011) Outcome 3

By 2011, strengthened capacities of public and private institutions to fulfill their duties and greater people's participation in governance and advocacy for the promotion of human rights in conformity with the Millennium Declaration

UNDAF (2012-2015) Outcome 2

By 2015, the poor and vulnerable benefit from the improved delivery of public services, an effective protection of their rights and greater participation in transparent decision-making.

UNDP Country Programme Outcome

CP/CPAP Output 6.1: Increased mechanisms and opportunities to convey the rights and interests of citizens, (young people and women in particular) to decision-makers through meaningful public participation

CP/CPAP Output 6.3: Increased and more equal access to relevant information, especially in rural and remote areas and among poor, vulnerable populations, particularly women, youth and children

CP/CPAP Output 6.4: Greater appreciation of the role and contribution of national civil society associations (CSAs) working alongside the government towards poverty reduction.

CP output 2.8:

People in Lao PDR have greater access to information and more opportunities to participate in planning and decision-making as well as monitoring and implementation of national and sub-national development plans.

Progress towards achieving outcome:

The civil society support programme supports people's participation through a process aimed at the implementation of the civil society legal framework by the Ministry of Home Affairs and the Ministry of Foreign Affairs. The latter entails: clarifying roles and responsibilities of various government entities at the national and provincial level, assessing and defining a strategy to strengthen the capacity of those entities to exercise their mandates related to Lao and international civil society and implementing the strategy aimed at ensuring the capacities of responsible government entities are adequate to implement the existing legal framework.

In 2013, the CSSP implemented several activities to attain its defined outcomes. One of the major priorities for this year was to endorse the Capacity Assessment Report, Capacity Strengthening Strategy and Public Awareness Strategy. Therefore, various technical and high ranking workshops have been organized to give feedback, finalise and endorse the Capacity Development Report, the Capacity Strengthening Strategy and Public Awareness Strategy. The capacity assessment report reflected findings and provided some useful recommendations in helping MOHA and the CSSP achieve outcomes outlined in the programme document. The endorsement of the report resulted in the emerging of the capacity strengthening strategy and public awareness strategy. These strategies are two of the main outcomes defined in the pro-doc. The capacity strengthening strategy proposed various methods on building capacity of the CSO responsible officers. In this regard, the programme paid high attention to capacity strengthening of the CSO responsible officers from both central ministries and provincial DOHAs. To be concrete, according to this strategy plan, in 2013 the CSSP conducted four training topics for the CSO responsible officers including the training on Effective Communication for Senior and Technical Staff; training on drafting official documents and project planning; training on Participatory Rural Appraisal; training on Monitoring and Evaluation. About 40 senior CSO supervisors and 46 CSO responsible technical officers from central ministries and DOHA nationwide received trainings and acquired the required skills from the four training courses taken. These undertakings visibly resulted in a spectacular increase in the number of registered Lao Civil Society Organisations at the national and provincial level. By the end of 2013, 128 (42 at the central level and 86 at the provincial level) Lao CSOs are registered whereas in 2012 only 102 Lao CSOs (32 at the central level and 70 at the provincial level) were registered.

OUTPUT 1: CAPACITY DEVELOPMENT OF MOHA DPAD - CSD

Four technical and high ranking officers meetings have been organised to review and re-define the content of the CSO decrees (decree 115 and 149) where there are gaps and inappropriate with the real needs of the society. The amendment of the CSO decrees concentrates on creating a conducive environment for the emerging of CSOs, e.g. to make the registration process faster and to clearly define the roles and responsibilities of each concerned organization in order to improve CSO management of the related government organizations. The new CSO decree has to be ready and submitted to the government meeting in February 2014 for endorsement and approval.

Throughout the year 2013, the Ministry of Home Affairs continued to support officials through formal and follow-on everyday coaching to develop and strengthen the necessary skills and capacities to fulfill their managerial tasks related to the CSO Decrees. 16 government officers, 8 from MOHA and 8 from MOFA continued to receive English language skills training at Vientiane College. This English language training will continue in the next year. However, due to the budget constraints the number of staff who will receive training will be reduced from 8 to 5 in each Ministry based on their performance. These trainings will allow the government officers to develop their communication skills, gain confidence in the communication e.g. in meetings and exchanges with international partners in civil society related matters and boost the development of their professional career.

In quarter four, the draft ToR of CSO database has been drafted and reviewed by MOHA. However, since it contains many technical details, the process of reviewing will take a little bit more time.

OUTPUT 2: DEPARTMENT OF INTERNATIONAL ORGANISATIONS (DIO) MOFA IS FULFILLING ITS DUTIES UNDER THE INGO DECREE THROUGH EFFECTIVE LEGAL FRAMEWORKS, INFORMATION

A capacity assessment of government agencies responsible for INGOs made no progressed by MOFA: the set of questionnaires has been sent to MOFA line departments but no questionnaires return and in the previous year, the programme team met with DOFA authorities and INGOs in Luang Prabang, Bolikhamxay, Khammoune and Savannakhet to collect a sample of data which will be used to draft the capacity strengthening strategy aimed at supporting an enabling environment for INGOs in Lao PDR.

The CSSP supported MOFA - DIO to raise awareness of the government officers at provincial and district level on the Decree on INGO No.013/PM in five provinces Phongsaly, Sayabouly, Khammouane, Savannakhet and Bolikhamsay. About 650 government officers attended these workshops. The workshops helped to develop knowledge and proper understanding about the INGO decree and INGO issues in Lao PDR.

OUTPUT 3: DEVELOPING AN INFORMATION AND COORDINATION PLATFORM: MOHA (DPAD-CSD) AND MOFA (DIO) HAVE BETTER KNOWLEDGE AND SKILLS TO SUPPORT THE ENABLING ENVIRONMENT FOR CIVIL SOCIETY

This year the Programme fostered several meetings and dialogues between government officers and Lao civil society representatives; e.g., the annual meeting between government and CSOs, the Public Service Improvement Sub-Sector Working Group meeting, an exchange and dialogue with Lao CSOs on how to contribute to the enabling environment for Lao CSOs. The Ministry of Home Affairs with the support of the programme takes special care of the self-selection of CSO representatives to attend the National Round Table Meeting (five CSO representatives have been chosen by CSOs to attend RTM 2013. The programme also supported CSOs to self-selection of their representatives (four Lao CSO representatives) to be a member of the Steering Committee to organize the ASEAN People Forum which will held in Myanmar in 2014. Furthermore, the programme provided a platform for CSOs to discuss and raise awareness on MDG targets before attending the RTM. International NGOs representatives are engaged in the work of the Sector Working Groups and representatives from international NGOs and NPAs participated in the Round Table Implementation Meeting (RTIM). This is a significant achievement, given that there has been no NPA participation in any previous RTIMs for the past few years.

OUTPUT 4: Programme Management

In terms of programme management, the programme organized its first programme retreat in 2013 and organized the 2012 annual review meeting jointly with NGPAR as they share one programme board. In late 2013, the CSSP conducted the mid-term evaluation to assess the results and impacts made by the programme.

In conclusion, the programme has implemented the activities outlined in the programme workplan to promote people's participation in national development. The activities carried out in the framework of the programme directly and indirectly increased the understanding of the government officers and the public on the CSO decrees. At the same time, the capacity of the CSO and INGO responsible government officers dealing with the CSO registration process is gradually increasing. The capacity assessment report and strategies have paved the way for MOHA to improve CSO management in 2014 and beyond.

<p>Target 3: Legal framework for NPAs in place</p> <p><u>Indicator:</u></p> <ul style="list-style-type: none"> • Curriculum for CSO responsible officers is available nationwide • Public Awareness Strategy is developed • CSO decree has been reviewed by all relevant stakeholders • Availability of draft ToR for hotline • Number of officials trained on the decrees and registration process in 2013 	<p>2.5. Mid-term evaluation mission done</p>	<p>Planned: 21,50 Actual: 9,782</p>	<p>Mid-term evaluation consultant contracted and the mission conducted</p>	<p>Partially achieved Mid-term evaluation mission done, however, the final report and comments will be completed in q1 2014</p>
<p>3.2 Develop a curriculum for CSO responsible officers nationwide</p>	<p>Planned: 5,000 Actual: 00</p>	<p>The initial concept about curriculum has been drafted and discussed</p>	<p>Partially Achieved CSD need to work more on getting relevant documents into the curriculum</p>	<p>Achieved</p>
<p>3.3 Develop Public Awareness Strategy (disseminate CSO decrees through various media channels)</p>	<p>Planned: 4,000 Actual: 00</p>	<p>The Public Awareness Strategy to promote CSO matters is available in Lao and English</p>	<p>Achieved</p>	<p>Achieved</p>
<p>3.4. 1. Produce and disseminate booklets/ documents related to CSOs 2. Disseminate information about CSOs 3. Engage and coach NPAs on procedure and process of registration on a quarterly basis 9. Hold meeting to raise awareness about CSOs 12. Develop and print</p>	<p>Planned: 66,000 Actual: 0</p>	<p>- Booklets on CSO decrees reprinted for second round - CSO promotion materials have been produced and disseminated - Provincial Awareness Raising sub-project has been piloted in three provinces (LPB, Xiengkhuang and Salavanh). To raise</p>	<p>Partially achieved The remaining 14 provinces will be covered in 2014.</p>	<p>Partially achieved The remaining 14 provinces will be covered in 2014.</p>

Annual outputs and indicators [According to project document and/or annual work plan]	Key activities completed during reporting period	Expenditures [Actual expenditures against activities completed]	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies [If applicable, explore underlying factors and reasons for gaps in output and target]
Output 1: Capacity Development of MOHA-DPAD-CSD Target 1: Capacity Development Strategy of MOHA DPAD-CSD <u>Indicator:</u> <ul style="list-style-type: none"> • 3-year capacity development plan for DPAD-CSD drafted • Registration database and info website development have been created 	1.1: Capacity assessment: the CSSP team travelled throughout the country to gather data (several meetings have been organized) 1.2: Capacity Strengthening Strategy and plan finalised and endorsed 1.3: Database for Lao CSO registration to be used through share drive by CSD developed and endorsed 1.4.1 CSO website developed under MOHA website 2.3. Standard operating procedures developed	Planned: 134,300 Actual: Planned: 2,500 Actual: 00	Capacity Assessment Report, Capacity Strengthening Strategy and Public Awareness Strategy available	Fully achieved Implement the two strategies
Target 2: Capacity of MOHA DPAD-CSD developed <u>Indicator:</u> <ul style="list-style-type: none"> • No. of DPAD-CSD staff who have received training mentoring and coaching to address agreed capacity gaps by the end of 2012 		Planned: 00 Actual: 00	Agreed to postponed to 2014	Partially achieved ToR developed
		Planned: 1,700 Actual: 00	ToR have been developed	Partially achieved
		Planned: 5,000 Actual: 00		Partially achieved SOP have been drafted

<p>materials to promote CSOs 13. Support CSO participation in policy dialogue</p>	<p>awareness of the provincial line departments, district offices, CSOs and related orgs. - Three CSO - Government meetings have been organized to prepare for the RTM (CSO self-selection and awareness raising about MDGs)</p>		
<p>3.5 ToR for hotline developed, reviewed and endorsed</p>	<p>Planned:2,000 Actual: 00</p>		<p>Not achieved Postponed to 2014</p>
<p>3.6 Hotline is in use and its operational cost covered by the programme</p>	<p>Planned: 2,100 Actual: 00</p>		<p>Not achieved Postponed to 2014</p>
<p>3.7 Review CSO decree</p>	<p>Planned: 13,000 Actual:0</p>	<p>4 technical review and feed back about the CSO decree have been conducted</p>	<p>Achieved The draft of the new CSO decree has been reviewed and prepared to submit to the government meeting in February 2014</p>
<p>5.1 Joint MOHA and MOFA quarterly meetings are held</p> <p>Target 5: Coordination mechanism between MOHA and DIO are in place <i>Indicator:</i></p> <ul style="list-style-type: none"> • <i>Coordination mechanisms between MOHA and DIO to ensure harmonization and effectiveness measures are in place</i> 	<p>Planned:600 Actual:00</p>	<p>One joint MOHA and MOFA meeting has been organized to discussed CSO issues and agreement on the future practice together has been made</p>	<p>Partially achieved Although it is not regular, the joint meeting between MOHA and MOFA has been organized to share a mutual understanding on CSOs issues</p>

<p>Output 2. Capacity development for DIO, MOFA – DIO is fulfilling its duties under the INGO decree through effective legal frameworks, information provision and coordination mechanisms</p> <p>Target 1: Capacity of DIO to process INGO registration has been enhanced</p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> <i>Draft of 3-year capacity development plan for DIO exists</i> <i>By mid of 2012 the development of a registration database and info website has been started</i> <i>Number of DIO office infrastructure, communications and data management facilities to deliver on the requirement of the decree</i> <i>Number of government staff trained each year</i> <i>Institutionalised registration process</i> 	<p>1.1 Conduct capacity assessment for DIO</p> <p>1.2 Development of agreed 3-year capacity development strategy</p> <p>1.3. Database for INGO set up</p> <p>1.4 IT equipment procured based on capacity assessment report and database requirement</p> <p>1.5 DIO staff receive data management training and monitoring</p> <p>1.7 Provincial awareness raising workshops on INGO decree 0.13</p>	<p>Planned: 3,000 Actual: 00</p> <p>Planned: 8,000 Actual: 00</p> <p>Planned: 3,000 Actual: 00</p> <p>Planned: 5,000 Actual: 00</p> <p>Planned: 10,000 Actual: 0</p> <p>Planned: 3,000 Actual: 00</p> <p>Planned: 47,400 Actual: <u>47,400</u></p>	<p>Capacity development questionnaires have been developed and distributed to DOFA and some INGOs to get feedback</p> <p>Waiting for the draft Capacity Assessment Report</p> <p>ToR have been developed</p>	<p>Partially achieved Data gathering for the capacity assessment is still ongoing in 2013. No questionnaires have been returned to DOFA</p> <p>Not achieved</p> <p>Partially achieved</p> <p>Not achieved Initially, it was planned to procure fax machines for DOHA. However, these funds will be used to organize the conference on the INGO guidelines</p> <p>Not achieved</p> <p>Fully achieved</p>
--	--	--	--	---

<p><i>outlined</i></p> <p>Target 2: Coordination mechanisms between MOHA and DIO are in place</p> <p><u>Indicator:</u></p> <ul style="list-style-type: none"> • <i>Coordination mechanisms between MOHA & DIO to ensure harmonization and effectiveness measures has been initiated in 2012</i> 	<p>2.1 Decrees that impact on CSOs have been Jointly reviewed by MOHA and MOFA</p>	<p>Planned:400 Actual: 00</p>	<p>Sayabouly, Bolikhamsay and Savannakhet provinces and districts in five provinces attended the meetings</p>	<p>Partially achieved</p>
	<p>2.2. Develop proposal for harmonization</p>	<p>Planned:1,000 Actual: 00</p>	<p>The two ministries have been jointly reviewing decrees 115 and 149 to ensure effective management and create suitable environment for the CSOs</p>	<p>Not achieved</p>
<p>Output 3: Developing a knowledge and information platform</p> <p>Target 1: MOHA and DIO have the necessary skills required to support the enabling environment for civil society</p> <p><u>Indicator:</u></p> <ul style="list-style-type: none"> • <i>Number of government trained in 2013</i> 	<p>1.1. Develop training plan and curriculum for DPAD-CSD and DIO staff</p>	<p>Planned: 2,000 Actual: 00</p>	<p>The capacity strengthening strategy is available in Lao and English</p>	<p>Partially achieved Training curriculum needs to be further developed and finalised</p>
	<p>1.2. IT training for DPAD-CSD and MOHA-DIO officers</p>	<p>Planned: 12,000 Actual: 5,200</p>		<p>Achieved</p>
	<p>1.3. Weekly English training Course for DPAD and DIO officers</p>	<p>Planned: 20,000 Actual: 19,487</p>	<p>16 officers, 8 from DPAD and 8 from DIO have strengthened their English language skills</p>	<p>Well achieved However, some poor performance students have been cut off from the system. This also cut the amount of the budget.</p>
	<p>1.4. M&E training and monitoring, effective communication training for leaders for DPAD and DIO</p>	<p>Planned: 5,000 Actual: 4,500</p>	<p>40 CSO responsible officers from central and provincial DOHAs attended the training</p>	<p>Achieved More training for wider number of officers from central and provincial organizations need to be conducted according to the</p>

	<p>2.1 Conduct CSO mapping exercise</p> <p>3.1 Website developed for CSOs see Activity 1.4.1 and 1.4.2</p> <p>3.2 Provincial Pre-RTM seminar (preparatory side event of RTM) held</p>	<p>Planned: 12,000 Actual: 00</p> <p>Planned: 7,000 Actual: 00</p> <p>Planned: 87,000 Actual: 00</p>		<p>Capacity Strengthening Strategy Achieved</p> <p>Although the CSO mapping exercise is not implemented, the plan has been changed to support the meeting on presenting the initial Capacity Assessment Report</p> <p>Partially Achieved ToR developed</p> <p>Partially Achieved The budget included the pilot awareness workshops in 17 provinces however, this budget had transferred back to UNDP for 2014 due to the amendment of CSO decree.</p>
<p>Output 4: Programme Management – Efficient and effective programme monitoring and coordination system and resources are in place</p> <p>Target: MOHA provided with the necessary support for the implementation of the programme</p> <p>Target: Planning and</p>	<p>Programme management</p> <ol style="list-style-type: none"> 1. Translated AWP 2. Finalise procurement plan 3. Gender checklist 4. Programme board meeting 5. Programme team retreat 6. Annual review meeting 7. Monitoring and 	<p>Planned: 15,200 Actual: 13,780</p>	<p>Annual Workplan revised based on the actual available budget</p> <p>Completed</p> <p>Completed</p>	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>

<p>reporting delivered in a timely and accurate fashion</p> <p><u>Indicator:</u></p> <ul style="list-style-type: none"> • Programme support team supporting all activities 	<p>evaluation</p> <ol style="list-style-type: none"> 8. Monthly meeting 9. Revise AWP 10. Draft, review and endorse 			
---	--	--	--	--

2. Contribution to aid effectiveness, i.e. update on implementation of the Vientiane Declaration and its Action Plan, HACT, etc

The programme is managed through National Implementation Modality (NIM) and therefore it is impeded into the Ministry of Home Affairs system. The Programme Manager, Assistant Manager and the Coordinator are all national MOHA staff. Thus, national ownership and high level of cost effectiveness has been considered in the programme design. The programme brings together two government partners (MOHA and MOFA) and thus introduces a holistic, sector based approach in supporting the enabling environment for civil society in Lao PDR. The programme aims to ensure the highest level of coordination with all partners working in the sector to ensure aid effectiveness through finding synergies and cooperation possibilities with all partners.

3. Update on partnerships

The programme has regular coordination with SDC and Oxfam Novib. In the framework of the capacity assessment which led to the capacity strengthening strategy, discussions were held with the civil society consortium working on the enabling environment for Lao CSOs.

A systematic approach to plan activities/workplans together will be developed in 2013.

4. Update on gender mainstreaming

Currently, the programme mainstreams gender to all project activities. However, a comprehensive checklist will be established within the programme to monitor gender mainstreaming.

5. Update on the implementation of audit & Spot Check recommendations

The Audit and Spot Check recommendations were seriously implemented by the programme team

6. List main challenges and issues (if any) faced during reporting period

- More joint coordination time between MOHA and MOFA is required to ensure a mutual understanding among the implementing parties;
- MOFA paid attention to implement the Awareness Raising Workshops on the decree on INGO No. 013 . This has led to other activities defined in the work plan remaining unimplemented;
- The International Advisor was responsible for two projects, which often caused delays of the assigned tasks for the CSSP.

7. Rating on progress towards results

Output: [From table 1. Contribution to Strategic Goals]	
Output 1. Capacity Development of MOHA, DPAD-CSD	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged
Output 2. Capacity Development of MOFA, DIO	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged
Output 3. Development of knowledge and information platform	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged
Output 4. Programme management	<input checked="" type="checkbox"/> Positive change <input type="checkbox"/> Negative change <input type="checkbox"/> Unchanged

IV. ADDITIONAL ACTIVITIES WHICH CONTRIBUTE TO THE OUTCOME AND/OR OUTPUTS

N/A

V. FUTURE WORK PLAN

1. What are the priority actions planned for the following year to overcome constraints, build on achievements and partnership, and use of the lessons learned during the previous year?

Key priorities – 2014

Output 1: Capacity development of MOHA DPAD - CSD

Sub-output 1.1: Capacity Strengthening Strategy of MOHA DPAD – CSD

Activity 1: Database and monitoring framework are functional;

- a. Hire a company/consultant for the database system and the monitoring framework;
- b. Train CSO division staff on using and managing the database as well as the monitoring framework;

Sub-output 1.2 Legal framework for NPA is in place

Activity 1.2.1: The curriculum for Lao CSO responsible officers disseminated;

- a. Finalise the current draft curriculum and disseminate to MOHA and line ministries

working with CSOs;

Activity 1.2.2: Public Awareness Strategy at central level implemented and provincial pilot rolled out

- a. Develop and disseminate public awareness materials;
- b. Collect lessons learnt from central pilot and roll out based on amended plan the provincial public awareness pilot
- c. Organise workshops for government officers on both central and provincial level as well as for CSOs about new CSO decree;
- d. Review legal framework based on consultations with relevant stakeholders;
- e. Organise meeting for all relevant stakeholders such as government authorities working with CSOs, INGOs, and DPs to discuss the draft version of the merged and revised decree;
- f. Draft amended guideline for implementing the legal framework for Lao CSOs;

Sub-output 1.3: Gap analysis on capacity strengthening for CSO responsible officers

implemented

- a. Organise trainings to strengthen capacity of the CSO responsible officers according the Capacity Strengthening Strategy year 2;
- b. English training for MOHA and MOFA officers working with CSOs

Output 2: DIO is fulfilling its duties under the INGO decree through effective legal frameworks, information provision and coordination mechanisms

Activity 1: MOFA DIO is providing effective support and information to ministries, line agencies and INGO's on fulfilling their obligations under the new decree

- a. Organise meeting for all relevant stakeholders such government authorities, working with INGOs, INGOs, and DPs to discuss the draft version of the INGO implementing guideline; (main priority)
- c. DIO Capacity Assessment and Capacity Strengthening Strategy finalized and endorsed
- d. INGO Decree Implementation Guideline finalized, endorsed, disseminated
- e. MOFA/INGO Database designed, reviewed, endorsed, set up (training done) and used

Output 3: Developing an Information and Coordination Platform: MOHA (DPAD – CSD) and MOFA (DIO) have better knowledge and skills to support the enabling environment for civil society

Activity 1: Increased CSO knowledge sharing between government authorities and DPs - People participation working group in place under GSWG

- a. Hold meeting between relevant government authorities about CSOs;
- b. Hold meetings between relevant government authorities, CSOs, INGOs and DPs (set up people participation working group or/and CSD/DIO exchanges on a quarterly basis);
- c. Organize national seminar for MOHA, MOFA, UNDP, DPs, Lao CSOs and INGOs to share information about CSO contribution to MDGs in Lao PDR (as a preparatory side event of the RTM).

Output 4: Programme Management

- a. Audit
- b. Annual Review Meeting
- c. Board Meeting

d. Formulate of new phase beyond 2014

2. List major adjustments in the strategies, targets or key outcomes and outputs planned.

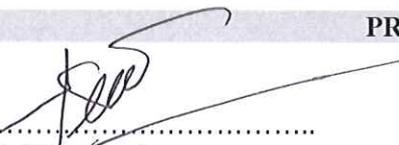
The annual workplan was reviewed based on the actual available budget and more realistic targets were set in this framework.

3. Estimated total budget required: 372,197 USD

ANNEXES

1. Annex 1: Draft Combined Delivery Report
2. Annex 2: Annual Work Plan for the following year
3. Annex 3: Project Monitoring and Communication Plan for the following year
4. Annex 4: Project Risk Log for the following year
5. Annex 5: Project Issue Logs for the following year
6. Annex 6: Project Lesson Learned Logs
7. Annex7: some responses and clarification for SDC

PREPARED BY


.....
Kheuavanh Chanthaphouvong
Programme Coordinator , CSSP
Date: 15/1/2014

APPROVED BY


.....
Ampha Simmasone
Director General, DPAD
Programme Manager, CSSP
Date:15/1/2014

Note: some responses and clarification for SDC

1. SDC would like to ask if this Public Awareness Strategy was indeed endorsed in 2013?

The Thematic workshop organised on 15 October 2013 at NCC Hall endorsed the Capacity Assessment Report in principle. This endorsement, included the Public Awareness Strategy and Capacity Strengthening Strategy.

2. SDC would like to enquired whether the new CSO decree would be shared and consulted with Development partners, including donors and NPAs before its endorsement, as it was jointly agreed during the Sub-sector working on public service improvement last October 2013?

The new CSO decree will be shared and consultation with stakeholders and NPAs will take place in the CSOs meeting on 28th February 2014 at ICTC.

The decree will be furthermore posted on the official gazette website in mid February and submitted to the government meeting in March or April depending on the comments from Ministry of Justice.

3. May we enquire more information on what was the reason for such situations? And what would be the next steps?

The programme document aimed to develop only one Capacity Assessment Report and one Capacity Development Strategy, as well as one Public Awareness Strategy for both MOHA and MOFA. In Practice, the natures of jobs for two ministries are slightly different so, the CAP specialist and TA decided to develop separate reports and strategies for each Ministry. The programme TA and CAP specialist carried out the development process in parallel for the two ministries. However, over the past two years the work could only be completed for MOHA. Meanwhile, both TA and CAP specialist ended their contract with the programme. While MOFA was also busy with internal tasks and prioritized other activities last year, the Capacity Assessment of MOFA could not be conducted in 2013.

What are the next step envisaged? Thank you for providing more details.

Over the past years, government officers at the provincial and district level improved their relationship with INGOs, provided support and monitored INGOs operating in their areas. The next steps, however, depend on the findings of the mid-term evaluation of the programme. Adam Novak, the consultant for this exercise, is expected to provide recommendations, according to which we will plan the next steps.

4. SDC would like to suggest to have more regular coordination meeting between MOHA-CSSP project and SDC in 2014 and 2015.

We welcome this suggestion and fully agree. We therefore would like to invite a representative from SDC to join the quarterly meetings of CSSP. UNDP can also facilitate additional bilateral or extraordinary meetings if required.

5. Please precise when this checklist will be established. In 2014? Under what process?

Actual, the TA supposed to develop the guideline for this check list, but there is no document existing after she left. However, the programme plan to process this task by listing statistic of gender participation in every activity of the programme