



Lao PDR



**Governance & Public Administration Reform:  
Support for Better Service Delivery Programme**

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**PROJECT BOARD MEETING**

**MARCH 25, 2011**

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**MINUTES OF MEETING**

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Approved by:

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Dr. Khammoune Viphongxay,  
Vice Chairperson, PACSA  
Executive of Project Board, GPAR SBSB project

## MINUTES OF GPAR SBSB PROJECT BOARD MEETING: MARCH 25, 2011

### In attendance:

1. Dr. Khammoune Viphongxay, Vice Chairperson, PACSA, Executive of Project Board, GPAR SBSB
2. Mr. Dirk Wagener, Asst. Resident Representative, UNDP
3. Mr. Remy Duiven, Deputy Country Director, SDC
4. Ms. Jill Engen, Regional Advisor, UNCDF
5. Ms. Phonethida Saysida, Asst. Project Manager, GPAR SBSB

### Observers:

1. Mr. Morakot Vongxay, Director of UN Division, Dept. of International Cooperation, MPI
2. Mr. Thilaphong Oudomsine, Programme Specialist, UNCDF
3. Ms. Vatlane Boupha, Programme Analyst, UNDP
4. Dr. Suresh Balakrishnan, Lead Advisor, GPAR SBSB
5. Mr. Gerry O'Driscoll, DDF Advisor, GPAR SBSB
6. Ms. Somsangouane Keovilay, GPAR Fund Support Coordinator, GPAR SBSB
7. Ms. Sengaloun Somchannavong, Finance Officer, GPAR SBSB

The fourteenth Project Board Meeting of the Governance & Public Administration Reform: Support for Better Service Delivery Programme (GPAR SBSB) was organized on March 25, 2011 from 2.00 pm to 4.30 pm, at the PACSA meeting room. The meeting was chaired by Dr. Khammoune Viphongxay, Executive of the Board, GPAR SBSB Programme.

Agenda Item	Minutes	
Welcome	Dr. Khammoune welcomed the representatives of UNDP, UNCDF, SDC and Ministries to the 14 <sup>th</sup> Project Board meeting.	
Review of the agenda	The agenda was approved, with a point added for discussion: Support for piloting regulations on retention of civil servants in remote areas.	
Review of previous meeting minutes	The members of the Project approved the minutes of previous meeting. The Assistant Project Manager provided an update on Actions Taken based on the decisions taken at the previous Project Board meeting.	
Review of progress against targets	The members of the Project Board discussed the progress against targets. The discussion two areas where progress was off track. On dissemination of the Strategic Plan on Governance could be taken forward, it was observed that it had a significant bearing on securing partner support, and a contingency plan needs to be in place. On the Social Protection pilot, the Vice Chair of PACSA confirmed that a small pilot under the GPAR Programme would be supported by the Government. The need to secure Government approval of the upcoming National GPAR Programme was raised, and noted. The members of the Board also sought to review the progress of the project against the targets set in the revised Results and Resources Framework, and the need to expeditiously achieve approval of several project outputs that were under review by the government.	
Resp. Person	Action Point	Time Frame
Project Manager	<ul style="list-style-type: none"> <li>• Circulate the latest version of the Strategic Plan on Governance for a discussion with development partners in May</li> <li>• Review and report on progress of the project vis a vis the Results and Resources Framework</li> <li>• Share draft National GPAR Programme and its projects with Government for approval</li> <li>• Review of draft decrees and plan that have been submitted for approval</li> </ul>	May 2011
Project Manager		Next Project Board meeting After formulation completed Next Project Board meeting
PACSA		
PACSA		

Agenda Item	Minutes	
<b>Formulation of National GPAR Programme (2011-15)</b>	The draft National GPAR Programme prepared with by the Formulation team was shared with the Board, and the Senior Technical Advisor outlines the main points, next steps and proposed time line. The discussion called attention to several important points. The need to complete LPAC's and other steps for approval of projects and confirmation of government's contributions were important requirements. It was also pointed out that some of the activities would be ready for initiation at an earlier date than others, and that funding would probably be available for some such activities in 2011. Some detailed comments on the draft GPAR Programme document was provided, which included queries on appropriate agency to support UNCAC implementation, approach to take forward GPAR activities at the provincial level, suggestions on integrating capacity development with block grant funding, and the possibility of merging some sectoral activities with sub-national interventions. The members of the Board agreed with the time line and next steps proposed.	
<b>Resp. Person</b>	<b>Action Point</b>	<b>Time Frame</b>
Project Advisor	<ul style="list-style-type: none"> <li>• Preparation of summary document for circulation</li> </ul>	April 7, 2011
<b>Support for additional activities</b>	Members of the Board discussed the proposals made by the GPAR team for extending support to pilot the implementation of regulations on retention in remote areas in two provinces, review workshop on experiences with job descriptions and extension of the English language training programme. <ul style="list-style-type: none"> <li>• The Board approved the proposals regarding pilot implementation in two provinces and review workshop, and suggested that all activities of the project conclude in June 2011.</li> </ul>	
<b>Resp. Person</b>	<b>Action Point</b>	<b>Time Frame</b>
Project Manger	<ul style="list-style-type: none"> <li>• Implementation of approved activities</li> </ul>	March 2011
<b>Pending Actions</b>		
<b>Resp. Person</b>	<b>Action Point</b>	<b>Time Frame</b>
Project Manager	<ul style="list-style-type: none"> <li>• Share information on the expected external resources required for the governance sector activities</li> </ul>	After details shared by Govt.

**Actions taken on Minutes of GPAR SBSB Project Board Meeting of 25 March 2011**

Action Point	Action Taken
Circulate the latest version of the Strategic Plan on Governance for a discussion with development partners in May	Latest version of Part II of the Strategic Plan on Governance circulated with development partners during PSI SSWG meeting on June 2, 2011
Review and report on progress of the project vis a vis the Results and Resources Framework	Update circulated for discussion at Project Board meeting (current)
Share draft National GPAR Programme and its projects with Government for approval	Discussed internally in PACSA and with key ministries (MPI and MoF)
Preparation of summary document of draft Programme document for circulation	Completed and circulated at PSI SSWG meeting on June 2, 2011
Pilot implementation of regulations on retention in remote areas in two provinces, and review workshop on experiences with job descriptions	Pilot implementation of regulations on retention in remote areas in two provinces commenced in April 2011
Share information on the expected external resources required for the governance sector activities	Indicative external support requirements for National GPAR Programme circulated at PSI SSWG meeting on June 2, 2011; details on other pillars awaited
<b>Pending Actions</b>	
Review of draft decrees and plan that have been submitted for approval	Review in progress; will shared at next Project Board meeting