



Work Plan 2007



Project Title: Strengthening the Capacity of the National Assembly

Project Number: 00040003

Expected Output	Key Activities	C	D	S	O	R	Resp. Partner	Planned Budget				
								Fund	Donor	Budget Description	Total	
1.1 Training material on the mandate for legislative scrutiny by Assembly developed and training conducted	1.1.1. Conduct a study on the causes for the delay in formulating implementation Rules and Regulations	x					CTA	EU	No cost		0	
	1.1.2.A Translate fact sheets in English and disseminate in both Lao & English versions.	x					CTA	EU			0	
	1.1.3 Develop materials focusing on what questions an MP should ask when reviewing a proposed law	x					CTA	EU	74200	Printing	300	
	1.1.4.A Conduct training workshop for staff re: -law making, how to approach the analysis of a new/proposed law; -support to committees work; -support to plenary work. (5 working days)	x							No cost		0	
	1.1.5. Establish working group to review the suitability of laws to current situation. (with 2.3.2)	x					CTA	EU	71300	National Consultant	2,000	
	1.1.6. Organise Law Committee workshops to review proposed laws before submitted to the NA session		x						EU	71600	Travel	2,500
										74500	Sundry	500
									EU	71600	Travel	10,000
	1.A. Additional training and support material for legislative purposes	1.A.1 Draft handouts for MNAs and NA staff on legislation drafting/review and on public representation	x							74200	Printing	3,000
			x					CTA	EU	74200	Printing	2,000
	1.A.2 Draft Handouts for Local & Authorities on the role of the NA request MOJ						CTAMoj	EU	74200	Printing	2,000	
Sub total											22,300	

Expected Output	Key Activities	D	S	S	D	Resp. Partner	Planned Budget			
							Fund	Donor	Budget Description	Total
1.2. Increased levels of awareness by public of existing and new laws through dissemination of information	1.2.A Translation and publication of official translations of laws (4 th batch) [emerging need]	x	x				UNDP			0
	1.2.1. Organise guided public consultations on proposed laws (initially 3 provinces, increasing to 6 over the course of the project)	x	x	x			EU	71600	Travel	3,200
	1.2.2. Hold meetings between NA and constituents on 'what the public should know' with regard to legal awareness and dissemination	x	x	x			EU	71600	Travel	1,000
	1.2.3. Arrange law dissemination seminars with university students, professionals, and citizens with up to 500-1000 participants at bi-annual seminars	x	x	x			EU	71600	Travel	800
							EU	74200	Printing	200
	Sub total									5,200
1.3. Training on legislative appraisal and drafting with line agencies designed and carried out	1.3.1. NA participation in training on legislative drafting, basic policy research and analysis	x	x		x	NSC, TWG, Project team, DIC, CPC, MOF, Consultant	UNDP	71600	Travel	3,000
	1.3.4. Establish a coordination mechanism between the NA and the government, through quarterly meetings with the NA committees and corresponding ministries/departments	x	x	x			UNDP	No cost		0
	Sub total									5,500
2.1. Committee members' awareness improved regarding their duties and responsibilities	2.1.1 Study the workings of the Committees, constitutional mandate, current areas of focus and design TOR	x	x		x		EU	71600	Travel	2,500
	2.1.2. Develop handbook and training material on the functions of the Committees	x					EU	74200	Printing	200
	2.1.3. Conduct training programmes, for the 6 committees on their oversight duties, etc. (3 workshops)	x					EU	71600	Travel	6,000
							EU	74500	Sundry	2,000
							EU	73100	Rent	4,000
	2.1.3.A Identify 2 topics for enquiry and support selected committees to conduct oversight mission at grass-roots level	x	x					No cost		

Expected Output	Key Activities	U	S	S	S	S	Resp. Partner	Planned Budget			
								Fund	Donor	Budget Description	Total
2.1.3.B Design training module(s) for Chairs and vice-Chairs of committees	2.1.3.C Conduct 2 training workshops on committees Chairs/vice Chairs duties	x						EU	74200	Printing	300
			x					EU	71600	Travel	3,000
				x				EU	74500	Sundry	500
					x			EU	73100	Rent	2,000
2.1.4. Update handbooks and training material to reflect any changes in the system	2.1.4.A Provide mentoring/desk support to NA staff in committees	x						EU	74200	Print prod costs	500
			x						No cost		
				x						Included in the activities 2.1.1 to 2.1.4	0
					x			CTA			0
2.1.5. Provide training to the NA committee to scrutinise reports/interface with SAA	2.1.7. Provide inputs for the development of a law on the SAA							UNDP			0
											0
											21,000
											6,000
2.2. Policy improvements effected to further strengthen oversight functions	2.2.1. Improved awareness and institutionalise systems for selected oversight proposals, such as: - Increase in sitting duration - Increase question time - Parliamentary rules and procedures - Lodgment of documents - Circulate proceedings within 1 month							EU	71600	Travel	6,000
											0
											0
											4,800
2.3. Pool of 'think tank' experts on Committee subjects to provide policy advice to the NA	2.3.2 Develop a listing/roster of experts								No cost		0
								EU	74500	Sundry	0
								EU	71300	Local consultant	4,800
											4,800
2.4. Awareness on sectoral issues created	2.4.1 Select subject areas for pre-session workshops e.g.: - HIV/AIDS - MDGs - Gender Awareness - WTO - Anti-corruption	x						UNDP		No cost	0

Expected Output	Key Activities	Q1	Q2	Q3	Q4	Resp. Partner	Planned Budget				
							Fund	Donor	Budget Description	Total	
2.5. Budgetary oversight and associated committees strengthened	2.4.2. Develop material for pre-session workshop sectoral issues (see also 1.1.4)		x	x	x		EU	71300	Local consultants	1,000	
	2.4.3. Conduct pre-session workshops			x	x		EU	71600	Travel	16,000	
	2.4.4. Use workshops as an avenue to identify further issues			x	x		UNDP	No cost		0	
	2.5.1. Develop training materials for financial oversight by the NA	x					EU	74200	Print prod costs	300	
	2.5.3 [emerging need] Conduct study tour for Members of the Finance committee (see ToR) in co-operation with the WB.										
3.1. Experience from gender activities to date consolidated, and women members further empowered to increase in numbers and efficiency	Sub total									17,300	
	3.1.2. Propose revision of selected laws for gender insensitivity	x						No cost		0	
	3.1.3. Produce a gender resource kit	x						71300	International Consultant	3,000	
	3.1.4. Gender training for NA		x		x		EU	71600	Travel	5,000	
	3.1.5. Skill training for Women's Caucus on various topics including budgetary analysis			x				No cost		0	
3.2. Mechanisms for regular and positive interaction with constituents, civil society, media, at national and district level	Sub total									8,000	
	3.2.1. Prepare modules on NA for inclusion in school curricula		x		x		EU	71300	Local consultant	0	
	3.2.2. Visits to NA by students from Vientiane		x		x		EU	74200	Printing	1,000	
	3.2.3. Visits to regional NA offices by students from provinces		x		x		EU	71600	Travel	1,200	
	3.2.5. Disseminate Constitution and laws		x		x		EU	74200	Printing	3,000	
4.1. Participation in legal sector English language training	Sub total									5,800	
	4.1.1. Select trainees from NA		x		x		UNDP	No cost		0	
	4.1.2. Print training material		x		x		EU	74200	Print prod costs	1,000	
	4.1.3. English teaching personnel costs (for 2007)	x						No cost		0	
4.2. Further education (post-graduate, short course) for selected employees	Sub total									1,000	
	4.2.1.A Appraise English capacities of 3 selected officials to undertake a Master's degree in Public Administration/Public Policy	x						No cost		0	

Expected Output	Key Activities	U	S	S	S	R	Resp. Partner	Planned Budget				
								Fund	Donor	Budget Description	Total	
4.2.2. Select staff to undertake regional Masters degree (3 in total)	4.2.2 A Select college/University for undertaking Master degree	x						EU	72100	Contractual service com	82,690	
									No cost		0	
										No cost		0
4.2.3 Determine management short course requirements and identify suitable institution to design/deliver training (e.g. AIT)	4.2.4 Conduct short courses in management training for selected NA staff	x						EU	72100	Contractual services companies	10,000	
									71620	DSA (local)	2,000	
									73105	Conference room (rent)	1,000	
									74525	Sundry (coffee break)	1,000	
4.2.4.1. Participation of a senior official of the NA in InterParliamentary training programme (House of Reps. Australia)	4.2.4.2. Internship for NA webmanager	x							72505	Stationary and other office supplies	200	
									74220	Translation/interpreting costs	1,000	
									71600	Travel	1,500	
									71600	Travel	1,500	
4.3. Hand books on duties, obligations and ethics for NA staff prepared and disseminated	4.3.1. Prepare handbook 4.3.2. Print copies of handbook 4.3.3. Conduct orientation training on using handbook								No cost		100,890	
								EU	74200	Printing	300	
									71600	Travel	5,000	
									Sundry	74500	500	
4.4. Information Centre at NA strengthened	4.4.1. Training for staff of information centre on public relations 4.4.3. prepare lists of documents to purchase for library 4.4.5. Obtain, package and disseminate materials/experience from recently democratised parliaments							EU	71600	Travel	5,800	
									No cost		6,000	
									74200	Translation/interpreting costs	5,000	
									74200	Translation/interpreting costs	5,000	

Expected Output	Key Activities	Res. Partner	Planned Budget					
			Fund	Donor	Budget Description	Total		
	4.4.6. Purchase books & periodicals			EU	72500	Publication	2,000	
	Sub total						13,000	
4.5. Information and communication technologies upgraded	4.5.1. Equip provinces with ICT equipment and training			EU	72100	Contractual service com	5,000	
	4.5.2. Ensure that funds are allocated by the NA in its annual budget for maintenance and consumables			EU		No cost	0	
	4.5.3. Enhance the NA website			EU	72100	Contractual service com	3,000	
	Sub total						8,000	
5.2. Training provided to central and provincial staff on how to handle complaints	5.2.1. Select NA members and staff handling complaints for training			EU		No cost	0	
	5.2.2. Provide training for provincial complaints resolution MNAs/staff				71620	DSA (local)	3,000	
					73105	Conference room (rent)	2,000	
					74525	Sundry (coffee break)	1,000	
				74220	Translation/interpreting costs	1,000		
5.3. Scope for a Ombudsman-like office studied	5.3.1. Seek approval from Standing committee on the ombudsman report				No cost		0	
	5.3.2 Workshop to discuss Ombudsman report				71620	DSA (local)	3,000	
					73105	Conference room (rent)	2,000	
					74525	Sundry (coffee break)	1,000	
				74220	Translation/interpreting costs	1,000		
	5.3.4. Provide advice on drafting of legislation for the establishment of an Ombudsman office			EU		CTA	0	
	Sub total						14,000	
6. Enhanced capacity to prepare for accession to the Rome Statute	6.1. Conduct a formulation mission to design a multi-donor framework for long-term support to the NA			EU	71600	Travel	3,000	
	6.2. Possible extension of the project (as per mid-term evaluation mission conclusions)				No cost		0	
	6.3. Design project, phase 3			EU			0	
	Sub total						3,000	
	Programme/Project Support			4000 UNDP	71100	ALD Employee Costs	190,000	
				EU	73500	Reimbursement	5,900	

Expected Output	Key Activities	U	R	C	D	Resp. Partner	Planned Budget			
							Fund	Donor	Budget Description	Total
		x	x	x	x		EU	71500	UN Volunteers	35,000
		x	x	x	x		EU	73500	Reimburse - ISS	1,750
			x	x	x		EU	71400	Contractual services - indiv	13,668
		x	x	x	x		4000 EU	72200	Equipment and furniture	0
		x	x	x	x		EU	73500	Reimbursement	0
		x	x	x	x		4000 EU	72500	Office supplies	3,000
		x	x	x	x		4000 EU	72400	Communication	3,000
		x	x	x	x		4000 EU	73400	Rental & Maint of equipment	6,000
		x	x	x	x		4000 EU	74500	Miscellaneous Expenses	2,000
							EU	74200	Printing Costs (evaluation)	250
							EU	73500	Reimburse - ISS	32,000
		x	x	x	x		4000 EU	73100	Custodial & Cleaning services	340
		x	x	x	x		4000 EU	73300	Rental & Maint of equipment	1,800
		x	x	x	x		EU		Visibility	5,000
		x	x	x	x		4000 EU	74100	Audit	2,500
		x	x	x	x		EU	74200	Audio Visual & Print Prod Costs (Translation)	3,000
Total							Sub total			305,708
										547,298

Approval of Work Plan:

Approved by:

Date: 22 JAN 2007


Ms. Sousada PHOUMMASAK
National Project Director

Approved by:

Date: 22 JAN 2007


Mr. Franck BOULIN
Chief Technical Advisor