

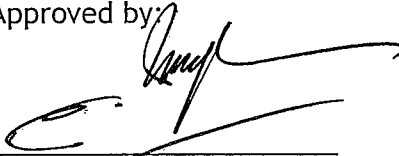


Local Project Appraisal Committee (LPAC) Meeting
National GPAR Programme
Initiation Plan

Minutes of Meeting

Thursday, 23 June 2011
Vientiane, Lao PDR

Approved by:



Dr. Khammoune Viphongxay,
Vice Chairperson, PACSA



Ms. Kyoko Yokosuka,
UNDP DRR

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Agenda of the LPAC Meeting for new National GPAR Programme - Initiation Plan

Date: Thursday, 23 June 2011

Venue: UN House, Lane Xang Conference Room, Vientiane, Lao PDR

14:00	Registration	
14:15 - 14:20	Welcome and Introduction by Co-chairs	<i>Ms. Kyoko Yokosuka, UNDP Deputy Resident Representative Dr. Khammoune Viphongxay, Vice Chair of PACSA, GPAR SBSD Executive</i>
14:20 - 15:00	Overview of the Initiation Plan	<i>Mr Nisith Keopanya, Director General, Department of Civil Service Management, PACSA</i>
15:00 - 15:45	Q&A	
15:45 - 16:00	Summary and Closing	<i>Ms. Kyoko Yokosuka, UNDP Deputy Resident Representative Dr. Khammoune Viphongxay, Vice Chair of PACSA, GPAR SBSD Executive</i>

List of the Participants

No.	Name	Position	Organization
1	Ms. Kyoko Yokosuka	Deputy Resident Representative	UNDP
2	Dr. Khammoune Viphongxay	Vice Chair	PACSA
3	Mr. Nisith Keopanya	Director General, Dept. of Civil Service Management	PACSA
4	Mr. Thilaphong Oudomsine	Officer in Charge, Governance Unit	UNDP
5	Mr. Morakot Vongxay	Director, UN System Division, DIC	MPI
6	Mr. Benz Vongpadith	Technical Staff, International Relations Division	PACSA
7	Ms. Virachit Sengathit	Project Management Advisor, PMSU	UNDP
8	Mr. Jonathan Zigrand	M&E Officer, PMSU	UNDP
9	Ms. Sengaloun Somchanmavong	Finance Officer	GPAR SBSB
10	Mr. Suresh Balakrishnan	Senior Technical Advisor	GPAR SBSB
11	Mr. Gerry O'Driscoll	ITS/DDF	UNCDF/GPAR SBSB
12	Mr. Phiphob Luangsivilay	Programme Associate, GU	UNDP
13	Ms. Vatlane Boupha	Programme Analyst, GU	UNDP

Minutes

The LPAC meeting on Initiation Plan for National GPAR Programme was chaired by Dr. Khammoune Viphongxay, Vice Chair of PACSA and Executive of GPAR SBSB project, and Ms. Kyoko Yokosuka, UNDP Deputy Resident Representative.

Agenda Item	Minutes
<p>Opening remarks</p>	<p>Dr. Khammoune pointed out that the new National GPAR Programme framework 2011-2015 has been developed and shared widely with stakeholders including development partners. The Programme document now needs to be converted into a set of projects to be implemented under the leadership of the Government. A detailed design carried out in close collaboration with development partners is essential for successful implementation. UNDP has offered support to the preparatory effort through an Initiation Plan (IP) to assist with the detailed formulation.</p> <p>PACSA has recently been upgraded to a new Ministry of Home Affairs, with a much expanded mandate, which will have departments in all provinces, and offices in all districts that will help implement the new Programme. Efforts will be made to reach out to these levels and ensure that we have good alignment of sub-national offices. The High Level Meeting with key ministries and development partners will be a major step that may take place next week.</p>
<p>Overview of the NGPAP Programme Initiation Plan</p>	<p>Mr. Nisith Keopanya, Director General of the Department of Civil Service Management, PACSA, gave a presentation on the Initiation Plan outlining the purpose of the IP, its expected outputs, management arrangements and budget. The IP is aimed at supporting the detailed formulation of projects under the Programme and implementation arrangements; supporting the consultations and dialogue that will accompany the formulation; and ensuring adequate awareness of the new GPAR Programme and related policies and priorities among stakeholders.</p> <p>The IP comprises the following four key outputs which will be generated through a set of activities:</p> <ul style="list-style-type: none"> • Operational and management arrangements for the national GPAR Programme • Detailed project documents, activity plan and implementation arrangements for the projects • Awareness of the Strategic Plan on Governance 2011-2015 among stakeholders • Governance Sector Working Group reports for Round Table Implementation Meeting 2011

	<p>The same management arrangements as that of the GPAR SBSB would be followed for the proposed IP. The Board will be headed by the same Executive of GPAR SBSB. Board members will consist of representatives of Ministry of Planning & Investment and the Ministry of Finance, representing the beneficiaries, while the suppliers will be represented by UNDP, SDC and Embassy of Luxemburg. Routine management of the Project will be led by the Project Manager, supported by key staff of the GPAR SBSB project, including the UNDP Technical Advisor, the National HR Coordinator and the National Finance Officer and some supporting staff. Project assurance support will be provided by the governance unit of UNDP country office.</p> <p>Total budget of the IP is US\$240,000 to be implemented from 1 July to 31 December 2011.</p>
<p>Discussion and responses</p>	<p>Dr. Khammoune invited the participants to provide feedback and comments to the draft IP. He stressed that the IP is a small but very important initiative and that the success of the National GPAR Programme depends on the effective support of the IP.</p> <p>Key points of discussions are summarized as follows:</p> <ul style="list-style-type: none"> • PMSU provided detailed general and specific comments on the IP pointing out the following. <ul style="list-style-type: none"> ○ This is the first-ever true Programme-based Approach that UNDP assists to formulate and also help implement part of the programme. ○ An Initiation Plan is not a "project." It should therefore be referred to as simply IP in the document. ○ NIM, the proposed modality for the IP, is essentially the preferred modality from the national ownership and national capacity development point of view, in line with the 2006 Vientiane Declaration on Aid Effectiveness. ○ Correct institution's name (PACSA or Ministry of Home Affairs (MoHA)) should be used consistently throughout the document. ○ The Outcome of the next Country Programme Document (CPD) 2012-2015 is used in the IP, however, legally for this IP which is implemented in 2011 needs to be associated with the current CPAP 2007-2011. ○ Outputs 1 and 3 are not smart enough; the target statement should also be more specific. ○ More details, clarification and elaboration were recommended for the following points: Annual Work Plan, Management Arrangements, monitoring mechanism, the relationship between IP and GPAR SBSB, and asset procurement and disposal.

	<ul style="list-style-type: none"> • Question was raised on technical assistance under outputs 1 and 2 whether it means hiring of consultant(s), if it would be one person or different consultants on different missions. It was explained that the IP does not envisage long-term TA but short-term TA is required to help with specific tasks. It cannot be specific as the exact requirements are to be determined, the TA can therefore be split into different parts. • DIC supports the implementation of the IP, however in order to proceed quickly, a request to DIC asking for approval of the Government should be sent as soon as possible. • The IP proposal has been created in Atlas and is currently under PMSU consideration. The duration of IP is 6 months only; approval needs to be obtained as soon as possible. • Although UNDP is supporting the IP, UNCDF will also be supporting the formulation process and activities of the new GPAR programme/DDF as required from a separate budget which is not reflected here. • As soon as the IP is finalized, PACSA needs to send a request to DIC and once approved the IP can be signed. • The new Ministry of Home Affairs has been announced but new positions have not been officially announced and it will be a while until MoHA becomes operational so the current institution name "PACSA" will be used in this document.
Wrap-up	<p>Ms. Kyoko Yokosuka, UNDP Deputy Resident Representative, thanked all the participants for their engagement in the discussions and providing comments and suggestions to the draft IP. She summarized that it is in the interest of all sides to have this IP approved as soon as possible. Comments from PMSU will be taken into account and reflected. UNDP looks forward to closely working with the Government to ensure effective implementation of the IP.</p>

Annex 1: Draft Initiation Plan for National GPAR Programme

Annex 2: Presentation on the Initiation Plan for Local Appraisal