



2010 Annual Work Plan

Support to the Preparatory and Transitory Phase for the Implementation of the Legal Sector Master Plan

United Nations Development Programme  
Country: LAO PDR

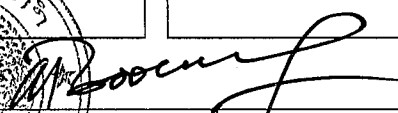
**UNDAF Outcome(s):** Outcome 3.2  
**Expected CP Outcome(s):** Increased and more equitable access to justice and strengthened rule of law (Outcome 7)  
**Expected CPAP Output(s):** Enhanced institutional capacity development of the legal sector to improve the application of the law in an impartial, effective and predictable manner, particularly for women, low-income households and vulnerable groups (Output 7.1)

**Implementing partner:** Ministry of Justice  
**Responsible Parties:** UNDP / Ministry of Justice

**Brief Description**

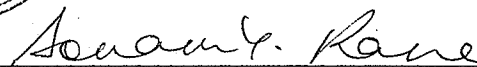
The Legal Sector Master Plan (LSMP), which outlines the broad requirements for the development of the legal sector into a comprehensive legal system, has been formally adopted by the Government of the Lao PDR in September 2009. The implementation of the LSMP requires a preparatory and transitory phase in order to set up the adequate conditions for the start of a comprehensive sectoral programme. Hence, in accordance with the Country Programme Action Plan, this Work Plan will provide support to the ministry of justice and all legal institutions involved in getting the required national coordination mechanism established. Besides, the Work Plan will ensure the follow-up of preparatory activities previously implemented through the Initiation Plan for the support to the implementation of the LSMP.

<p>Programme Period: 2007-2011</p> <p>CPAP Programme Component: <i>Increased and more equitable access to justice and strengthened rule of law</i></p> <p>Project Title: <i>Support to the Preparatory and Transitory Phase for the Implementation of the Legal Sector Master Plan of the Lao PDR</i></p> <p>Project ID: Start date: 1<sup>st</sup> October 2009 End Date: 31<sup>th</sup> December 2010</p>	<p>2010 AWP budget: US\$ 100,000</p> <p>_____</p> <p>Total allocated resources: \$ 100,000</p> <p>Regular: \$ 100,000</p> <p>Unfunded budget: 0</p>
--	---

Agreed by (Implementing Partner): 



Mr. Kysinh Sinphanngam, Vice-Minister of Justice

Agreed by UNDP: 

Mrs. Sonam Yangchen Rana, Resident Representative

# I. MANAGEMENT ARRANGEMENTS

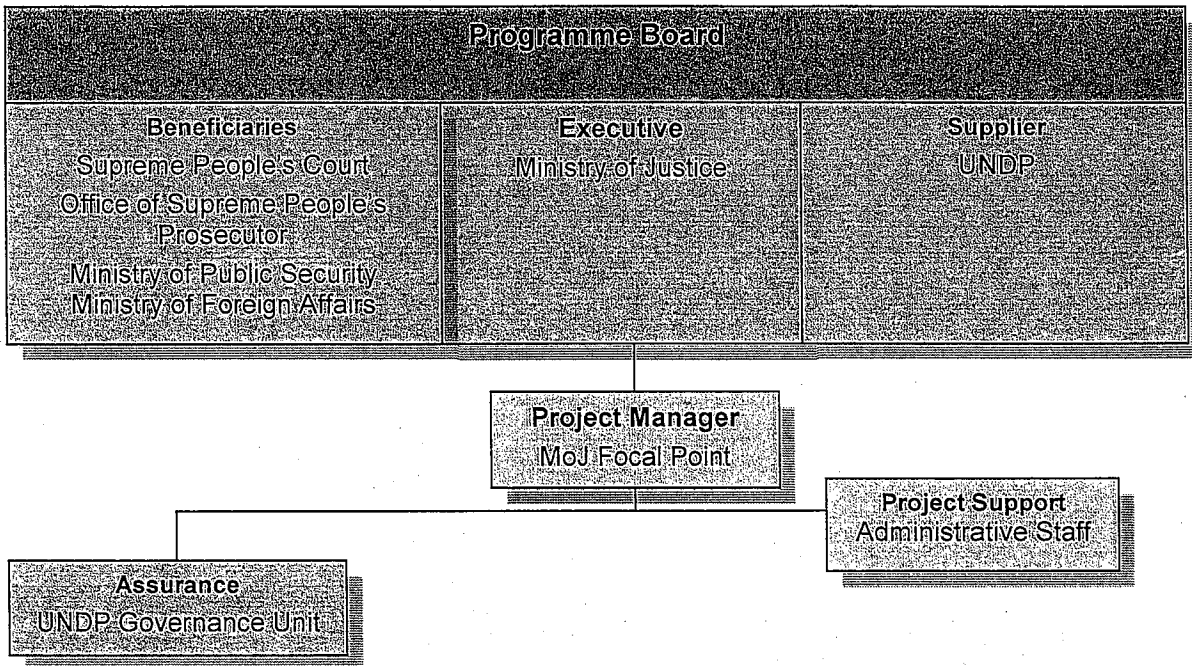
The Programme Board will oversee all aspects of the IP execution.

The Executive is ultimately responsible for the project, supported by the Supplier.

The Supplier represents the interests of the stakeholders, which provide funding and/or technical expertise to the project.

The Beneficiaries represent the interest of the stakeholders who will ultimately benefit from the produces and services delivered by the plan

The Assurance is responsible in supporting the Board in monitoring of the delivery of the plan activities



---

## II. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

### Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

---

## III. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP on 28 March 2007, which is incorporated by reference, constitutes a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA) of 10 October 1988 and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

**ANNUAL WORK PLAN Year: 2010**

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET - TBA
		Q 1	Q 2	Q 3	Q 4		
<p><b>Output 1</b></p> <p>Support to the establishment of an Inter Agency Working Committee and Secretariat</p> <p><i>Baseline: No high level government implementing mechanism for LSMP</i></p> <p><i>Indicators: Meetings and workshops to support the establishment of Inter Agency Working Committee and Secretariat</i></p> <p><i>Target: Inter Agency Working Committee and Secretariat established</i></p> <p><i>Related CP outcome: Increased and more equitable access to justice and strengthened rule of law</i></p>	<p><b>1.1. Follow-up on the support to the establishment of an Inter Agency Working Committee and Secretariat</b></p> <p>- Support to legal institutions in order to establish an effective Secretariat dedicated to the launching of the LSMP Implementation process and the review and finalization of the draft LSMP but also to the assistance of the sub-sector working group on governance</p> <p>- Support legal institutions through meetings and workshops to finalise components and establish an Inter Agency Working Committee and Secretariat in implementing the LSMP. (Inter Agency Working Committee will take ownership and lead the implementation of the programme. The Secretariat will carry out both planning and supervision roles, and will hold regular meetings with both law-related agencies and the international community).</p>	x	x	x	x	<p>MoJ/UNDP</p> <p>UNDP</p> <p>MoJ/UNDP</p>	<p>Workshops, DSA, Supplies</p> <p>Int. Consultant</p> <p>misc.</p> <p>\$15,000</p> <p>\$5,000</p> <p>\$ 10,000</p>

<p><b>Output 2</b> Support to the finalization of the LSMP Implementation Framework and concrete Programme</p> <p><i>Baseline: no harmonized framework and concrete programme for sectoral reform approved by Government</i></p> <p><i>Indicators: Workshops and technical meetings are held with all concerned legal stakeholders and with international partners.</i></p> <p><i>Target: Harmonized framework and concrete Programme approved by the government</i></p> <p><i>Related CP outcome: Increased and more equitable access to justice and strengthened rule of law</i></p>	<p><b>2.1. Follow-up on the support to the finalization of the LSMP Implementation Framework and concrete Programme</b></p> <p>- Support to legal institutions for the establishment of a common framework and action plan federating all assistance initiative in the legal sector, bridging with the national coordination mechanism enclosed in the LSMP</p> <p>- Support to legal institutions through meetings and workshops in order to finalise the content of the first 4 years concrete implementation programme of sectoral reform</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>MoJ/JUNDP</p> <p>UNDP</p> <p>MoJ/JUNDP</p>	<p>Workshops, DSA, Supplies Int. Consultant</p> <p>Workshops, DSA, Supplies</p>	<p>\$ 10,000</p> <p>\$ 5,000</p> <p>\$ 15,000</p>
--	--	----------	----------	----------	----------	---	---	---

<p><b>Output 3</b> Follow-up of the pilot activities initiated under the initiation Plan</p> <p><i>Baseline: The implementation of some of the pilot activities enclosed in the LSMP IP are likely to be incomplete</i></p> <p><i>Indicator: All pilot activities enclosed in the Initiation plan are satisfactorily completed</i></p>	<p><b>3.1. Follow-up on communication on the LSMP and the legal sector reform</b></p> <p>General information on LSMP and forthcoming reform is broadcasted and awareness in raised</p> <p><b>3.2. Follow-up on the dissemination of compendium of legal texts</b></p> <p>8,000 compendium of all relevant legal documents are effectively distributed from central level to village level and relevant start up activities finalized</p> <p><b>3.3. Start up activities in support to legal stakeholders</b></p> <p>Prisoners' life conditions in Phonthong prison are enhanced by the improvement of sports and IT facilities</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>MoJ/UNDP</p> <p>MoJ/UNDP</p> <p>MPS/UNDP</p>	<p>Supplie, Services</p> <p>Transports Supplies, Services</p> <p>Supplies</p>	<p>\$ 8,000</p> <p>\$ 20,000</p> <p>\$ 12,000</p>
<b>TOTAL</b>							<b>\$ 100,000</b>