



## Annual Work Plan 2010 Lao PDR

<b>Project Title:</b>	Support to an Effective Lao National Assembly (SELNA)
<b>UNDAF Outcome(s):</b>	3. By 2011, strengthened capacities of public and private institutions to fulfil their duties and greater people's participation in governance and advocacy for the promotion of human rights in conformity with the Millennium Declaration
<b>Expected CP Outcome(s):</b> <i>(Those linked to the project and extracted from the CPAP)</i>	3.2. Increased and more equitable access to justice and strengthened rule of law
<b>Expected CP Output(s):</b> <i>(Those that will result from the project and extracted from the CPAP)</i>	7.2. Strengthened oversight functions of the National Assembly in holding government agencies accountable for improved performance, including more timely and predictable delivery of services and implementation of laws
<b>Implementing partner:</b>	The National Assembly
<b>Responsible Parties:</b>	The National Assembly Departments and Committees

### Narrative

The objective of the Joint Programme is to enhance the effectiveness and efficiency of the National Assembly of Lao PDR (NA). The programme, entitled "Support to an Effective Lao National Assembly (SELNA)", is expected to begin in late 2008 and end in 2012. The overall objective is *'An efficient, effective and accountable parliament supporting development and poverty reduction for the citizens of the Lao PDR'*.

SELNA will support the National Assembly to further strengthen its legislative, oversight and representational capacities through initiatives involving parliamentarians, the parliamentary committees, committee support staff, and the office of the National Assembly. The programme will also integrate support to the government of Lao PDR to develop national policies and legislation for the establishment of local councils as sub-national representative institutions.

The programme comprises three main components:

- 1: Enhanced Parliamentary Capacity for Exercising Legislative and Oversight Responsibility
  - Strengthen and enhance the capacity of the parliamentarians & committees to exercise their interrelated functions: law making, executive oversight, national budget review and execution oversight,;
- 2: Effective Parliamentary Representation of Citizens
  - Increase opportunities for interaction between National Assembly members and their constituents; Enhanced public awareness of the constitutional role and mandate National Assembly, improved access to proceedings of parliament, draft legislation and laws;

Improving the process of petitions with the aim of upgrading the current petitions department to a NA committee vested with ombudsman-like functions; expanding the National Assembly hotline service.

### 3. Strengthened Parliamentary Support Services

- Strengthen the Office of the National Assembly to deliver effective services to the parliament, the committees and members and build internal parliamentary management and financial structures for improved sustainability.

The programme will be implemented by the National Assembly in partnership with the UN, with technical and financial inputs initially pledged from UNAIDS, UNDP, UNFPA, UNICEF, UNIFEM & UNODC. The programme will forge additional partnerships with other UN agencies and other organisations, as appropriate.

The total budget of the programme is US\$ 4,125,000 over four years.

Programme Period:	2009 - 2012
Key Result area	2.2. Strengthening responsive governing institutions
(Strategic Plan):	
Atlas Award ID:	00056757
Atlas Project ID:	00069660
Duration:	01.01.2009 – 31.12.2012

Estimated 2010 annual budget:	\$840,000
Total allocated resources:	\$600,759
o Government	\$in kind
o EU	\$398,734
o UNDP	\$135,000
o UNICEF	\$ 30,525
o UNFPA	\$ 16,500
o UNIFEM	\$ 20,000
o UNODC	\$ 0
Unfunded budget:	\$239,241

Agreed by:  Signature

The National Assembly

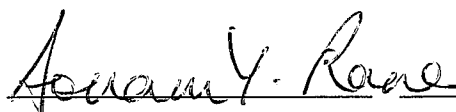
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Date Name/Title

12 2 JAN 2010

Hon. Thongteun Xayasene  
NA Chief of Cabinet  
For the National Assembly

UN Agencies



Ms. Sonam Yangchen-Rana  
UN Resident Coordinator and  
UNDP Resident Representative  
For United Nations

**Annex A: Work Plan and Budget 2010  
Support to an Effective Lao National Assembly (SELNA)  
Project ID 00069660**

**Overall Outcome: Enhanced Parliamentary Capacity for Exercising Legislative, Oversight and Representative Duties.**

Expected Outputs and Targets	Act ID	Planned Activity	2010/				Responsible Party	UN TA Inputs	Source of Funds	Fund modality	Proposed Budget
			Q1	Q2	Q3	Q4					
<p><b>1. Members of the NA and Committee Departments have the necessary skills and capacities to review policy, legislative and budgetary issues and more effectively oversee their implementation</b>  <b>Targets: Members and staff have increased knowledge and awareness of sectoral and policy issues and have the necessary skills to substantially contribute to the quality of laws and policies as well as to implement improved procedures and coordination mechanisms within NA.</b>  <b>Indicators: 75% of Members and 75% of Committee Department Staff participate in at least one awareness-raising workshop by 2010; 75% of participants found workshops relevant and provided useful information; 75% Members and staff of relevant committees developed skills and knowledge.</b>  <b>Baselines: Limited access to international expertise and best practices; Some national laws have yet to be consistent or aligned with international laws and procedures; In 2009, there were only six NA Committees established and functioning.</b></p>											
<p><b>1.1 Members and Committee Department staff have improved knowledge and awareness of relevant sectoral and technical issue</b></p>											
<p>1.1.1 - Awareness-raising activities for Members and Committees on topical sectoral and policy issues</p>	1.1.1.a	Workshops for Members and staff on topical development-related issues (intersession programmes)	X		X		Cabinet	UNDP, STA, CIM Experts	JUNTA, EU	Pooled	59,450
	1.1.1.b	Awareness-raising workshops for individual Committees on relevant national policy issues		X	X		Economics, Planning & Budget Committee and other NA Committees	UNDP, STA, CIM Expert	JUNTA, EU	Pooled	19,500
	1.1.2b	Internship programme at the National Assembly for Lao university students/graduates	X	X	X		NA Cabinet; Personnel Dept	MMS	EU	Pooled	7,200
	1.1.2c	International exchanges by Members and staff to gain experience of parliamentary best practice (i.e Learning exchange on AFPPD in Jakarta)	X	X	X		Cabinet	UNDP, UNFPA, STA	UNFPA, EU and others (TBD)	Pooled	32,750
<p>1.1.2 - Facilitate access to national &amp; international expertise, and parliamentary best practice</p>	1.1.2e	Training for senior NA staff on international parliamentary best practice.			X		Cabinet & relevant Committees	STA, MMS	EU	Pooled	11,600
	1.1.4a	Produce user-friendly new-Members' handbook			X		Standing Committee	STA	TBD	Pooled	1,800
<p><b>1.1.4 Orientation for Members' of the VII legislature (elected in 2011)</b></p>											
<b>SUBTOTAL</b>											<b>132,300.00</b>

Expected Outputs and Targets	Act ID	Planned Activity	2010/Q1	2010/Q2	2010/Q3	2010/Q4	Responsible Party	UN TA Inputs	Source of Funds	Fund modality	Proposed Budget
1.2 The National Assembly's capacity for formal and substantive involvement in law making and monitoring is improved and procedurally institutionalized	1.2.3.a	On-desk support by CIM experts to Committees in drafting/reviewing bills.	X	X	X	X	Social-Cultural Affairs Committee; Economics, Planning & Finance Committee	CIM Experts	EU	Pooled	1,200.00
	1.2.3.b	Audit / review and propose revisions to existing policies and legislation relating to one significant development issue (e.g. HIV, environment, nutrition)	X		X		Social-Cultural Affairs Committee; Economics, Planning & Finance Committee	CIM Experts	No costs	Pooled	-
	1.2.4.c	Assist Committees in monitoring the implementation of legislation (including a gap analysis)	X	X	X		Social-Cultural Affairs Committee; Law Committee; Women's Caucus	UNIFEM; LaoNCAW; MoJ, CIM Expert, UNICEF	UNICEF, EU	Pooled	4,600.00
	1.2.4.d	Assist 2 Committees per year (or sub-Committees / ad-hoc Committees) to conduct an inquiry mission.	X		X		2 Committees per year, TBD	UNIFEM, UNICEF, STA	UNIFEM, EU	Pooled	2,800.00
	1.2.4.g	Design procedure for monitoring by the NA of adoption of secondary legislation				X	Law Committee	STA	No costs	Pooled	-
1.2.5 Initiate codification of Lao legislation, working closely and building capacities of relevant committees.	1.2.5.a	Study on techniques for codification of legislation; workshop to validate recommendations of the study.		X			Law Committee	STA	TBD	Pooled	4,600.00
	1.2.5.b	Codification of one area of legislation.			X		Law Committee	STA	TBD	Pooled	5,000.00
<b>SUBTOTAL</b>											<b>18,200.00</b>

Expected Outputs and Targets	Act ID	Planned Activity	2010/Q1	2010/Q2	2010/Q3	2010/Q4	Responsible Party	UN TA Inputs	Source of Funds	Fund modality	Proposed Budget
1.3 The National Assembly's capacity for budgetary appraisal and oversight is substantially enhanced. 1.3.1 Evaluate the budget process and establish procedures for full involvement of the National Assembly at every stage.	1.3.1.a	Identify options for greater NA involvement in the budgetary process - analysis, consultations and report	X				Economics, Planning & Finance Committee.	CIM Expert/ STA	No costs	Pooled	
	1.3.1.c	Draft instructions for NA Members and Staff on budgetary procedures incorporating relevant laws, resolutions of the standing committee and procedural practices. es	X				Economics, Planning & Finance Committee.	CIM Expert/ STA	No costs	Pooled	
1.3.2 Capacity building for relevant Committees on analysis and review of the State budget and National Socio-Economic Development Plan.	1.3.2.a	Training workshop on budget elaboration and implementation for Members and staff of Economics, Planning & Finance Committee.			X		Economics, Planning & Finance Committee; other Committees TBD	CIM Expert/ STA	TBD	Pooled	5,000.00
	1.3.2.c	Workshops to review NSEDP 2011-2015 (Part of Intersession Programmes)	X				Economics, Planning & Finance Committee.	UNDP, Ministry of Planning & Investment	No costs	Pooled	
1.3.3 On-desk support on budget oversight.	1.3.3.a	On-desk support and mentoring to the Economics, Planning & Finance Committee in reviewing annual State budget	X	X	X		Economics, Planning & Finance Committee.	CIM Expert	No costs	Pooled	
	1.3.3.b	On-desk support to Economy and Finance committee to review budget execution in 2 line ministries, with a focus on the effectiveness of expenditure.	X	X	X		Economics, Planning & Finance Committee.	CIM Expert	No costs	Pooled	
	1.3.3.c	Assist the Economics & Finance committee to conduct a systematic gender analysis of the budget and its implementation	X	X	X		Economics, Planning & Finance Committee.	UNIFEM/ CIM Expert	No costs	Pooled	
<b>SUBTOTAL</b>											<b>5,000.00</b>

Expected Outputs and Targets	Act ID	Planned Activity	2010/Q1	2010/Q2	2010/Q3	2010/Q4	Responsible Party	UN TA Inputs	Source of Funds	Fund modality	Proposed Budget	
1.4 The National Assembly is consulted in preparations for accession to international treaties and conventions. 1.4.1 Establish systems and procedures for tracking preparations for accession to international treaties and conventions.	1.4.1.a	Working group meetings (including representatives of the NA and the Executive) to review the agenda for signing, ratifying and acceding to international conventions and treaties	X	X	X	X	Foreign Affairs Committee	MoFA International Treaties Dept./ International Law Project	UNICEF	Pooled	800.00	
				X				Foreign Affairs Committee	International Treaties Dept, MoFA	UNIFEM	Pooled	800.00
				X	X	X		Foreign Affairs committee	International Treaties Dept, MoFA	No costs	Pooled	-
					X			Foreign Affairs Committee & other relevant Committees	International Treaties Dept, MoFA, CAW, GRID, UNIFEM	No costs	Pooled	-
1.4.2 Review the consistency of national legislation with ratified international treaties and conventions.	1.4.2.a	Seminars to review the implementation of selected international conventions and treaties for MNAs and department staff (e.g. CEDAW, CRC, etc)			X		Foreign Affairs Committee	International Treaties Dept., MoFA	UNICEF	Pooled	1,450.00	
	1.4.2.b	Review consistency of national legislation with relevant treaties and conventions ratified or signed, or pending accession in 1 selected area. Recommend required alignments/transpositions to the NA.			X		Foreign Affairs Committee	International Treaties Dept., MoFA	UNICEF	Pooled	1,450.00	
	1.4.2.c	Produce a Lao-English quarterly in-house bulletin on the status of international conventions/treaties and alignments/transpositions underway.		X	X	X	Foreign Affairs Committee	International Treaties Dept, MoFA	EU	Pooled	1,450.00	
<b>SUBTOTAL</b>											<b>4,500.00</b>	

Expected Outputs and Targets	Act ID	Planned Activity	2010/Q1	2010/Q2	2010/Q3	2010/Q4	Responsible Party	UN TA Inputs	Source of Funds	Fund modality	Proposed Budget
<b>1.5 The National Assembly utilizes improved rules of procedure.</b> 1.5.1 Review and revise the Rules of Procedures (Standing Orders) of the National Assembly on regular basis.	1.5.1.a	Conduct an assessment of Committee reporting systems (including a workshop to review findings of study.)	X	X			NA Research & Reference Dept., STA	STA	TBD	Pooled	3,650.00
	1.5.1.b	Conduct annual workshops to review and revise the rules of procedure (Standing Orders) according to evolving practices.	X				Standing Committee	STA	EU	Pooled	1,850.00
	1.5.1.c	Compile the rules of procedure and draft a handbook on the rules; conduct training workshop.	X	X			NA Research & Reference Dept., STA	STA	TBD	Pooled	3,300.00
	<b>SUBTOTAL</b>										<b>8,800.00</b>
<b>TOTAL FOR OUTPUT 1</b>											
<b>2. The National Assembly effectively and accurately represents constituents' interests, needs and expectations.</b>											
<i>Targets: Members at National and constituency level and staff have improved capacity for public representation and media relations; Increased opportunities for interaction between members and constituents; Improved public understanding of the National Assembly's role and functions; The National Assembly takes a lead role in the establishment of local councils.</i>											
<i>Indicators: Number of constituency consultations and outreach activities conducted on policy/legislation each year; NA and citizen's participation mechanisms established; General public have improved awareness of the work of the National Assembly; Framework or draft policy on local councils.</i>											
<i>Baselines: Low understanding and interaction of the public esp. those in rural areas of NA's roles and activities; Broadcasts of NA sessions and key legislative proceedings have yet to be institutionalized; No local councils established.</i>											
<b>2.1 Members of the NA function as a two-way interface between the citizens and the government, and actively interact with civil society on policy and development issues.</b>											
2.1.1 International exchanges, studies, workshops and other capacity building activities for Members and Staff of Constituency offices on the representative role & function of parliamentarians.	2.1.1.a	Exchange visit by NA members and staff to countries in the region to study the role and function of Members in their constituency.		X			Standing Committee	STA	TBD	Pooled	14,700.00
	2.1.2.a	Conduct constituency-level consultations on proposed legislation/policy and the implementation of law/policy	X	X			NA Constituency Offices	STA	TBD	Pooled	5,400.00
2.1.2 Public hearings, field visits and other forums for consultation and interaction between Members and constituents.	2.1.2.b	Organize Children's Law Advocacy Team and train on advocacy and dissemination	X				Social-Cultural Affairs Committee	UNICEF/ComSpec/CIM Expert	UNICEF	Pooled	7,850.00
	<b>SUBTOTAL</b>										<b>27,950.00</b>

Expected Outputs and Targets	Act ID	Planned Activity	2010/Q1	2010/Q2	2010/Q3	2010/Q4	Responsible Party	UN TA Inputs	Source of Funds	Fund modality	Proposed Budget
2.2 Improved mechanisms for handling petitions and complaints by the National Assembly 2.2.1 Capacity building for processing, monitoring and reporting public petitions.	2.2.1.a	Training for constituency-based Members and Staff on receiving, handling, reporting and monitoring petitions and complaints		X			Petitions Dept.	STA	TBD	TBD	4,250.00
	2.2.1.c	Initiate quarterly consultative meetings between NA, the Executive and the Judiciary to monitor progress in resolving petitions submitted to the NA.		X	X	X	Petitions Dept.	Public Prosecutor, Courts, Ministries, STA	EU	Pooled	550.00
	2.2.2.d	Hold quarterly consultative meetings between NA and relevant government ministries/agencies to follow up on important issues arising from the hotline.	X	X	X		Petitions Dept.	STA	EU	Pooled	600.00
	<b>SUBTOTAL</b>										<b>5,400.00</b>
2.3 Laws are publicly debated and expeditiously made accessible to the public 2.3.1 Review the in-house flow of information, archiving services and documentation management.	2.3.1.b	Develop guidelines, procedures and mechanisms to improve in-house flow of information	X	X			Research & Reference Department	STA	TBD	Pooled	1,800.00
	2.3.2.a	Disseminate copies of newly promulgated laws to NA Members & Staff, Line-Ministries, etc	X	X			Law Committee	ComSpec	TBD	Pooled	6,650.00
	2.3.2.b1	Produce official English translations of newly amended laws		X			Law Committee	Lao and foreign legal experts STA	Singapore, EU	Pooled	43,400.00
	2.3.2.b2	Translation of laws into French	X	X			Law Committee	STA	No costs		
	2.3.3.a	Draft recommendations and develop timeline for introduction of Hansard, Order paper and Notice paper			X		Law Committee; Research and Ref Dept.	STA	No costs	TBD	
	2.3.3.c	Organise a workshop to review recommendations for establishing Hansard, Order Paper and Notice Paper.				X	Law Committee; Research and Ref Dept.	Prime Ministers Office; MoJ, STA	TBD	TBD	1,600.00
	<b>SUBTOTAL</b>										<b>53,450.00</b>