



**Local Project Appraisal Committee (LPAC) Meeting**  
**GPAR SCSD JOINT Programme**  
**GPAR NGPS Project**

**Minutes of Meeting**

**16 November 2011**  
**Vientiane, Lao PDR**

Approved by:

Dr. Khammoune Viphongxay,  
Vice Minister, MoHA

Ms. Kyoko Yokosuka,  
DRR, UNDP

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## Agenda of LPAC Meeting

### Local Programme Appraisal Committee (LPAC) meetings

Strengthening Capacity and Service Delivery of Local Administrations (GPAR SCD)

National GPAR Programme Secretariat Support Project (GPAR NGPS)

**Date:** 16<sup>th</sup> November, 2011 (Wednesday)  
**Venue:** Ministry of Home Affairs, Conference Room - 2<sup>nd</sup> Floor  
**Time:** 10:00 to 12:00 hrs

#### Agenda

Time	Theme	Responsible person
09:45 - 10:00	Registration	
10:00 - 10:05	Welcome and introduction	
10:05 - 10:10	Chairperson's Opening Remarks	H.E. Mr. Khammoune Viphongxay, Vice Minister of Home Affairs
10:10 - 10:15	Co- Chairperson's Opening Remarks	Ms. Kyoko Yokosuka Deputy Resident Representative, UNDP
10:15 - 10:35	Overview of the Joint Programme: Strengthening Capacity and Service Delivery of Local Administrations (GPAR SCD)	Mr. Nisith Keopanya, Director General, Ministry of Home Affairs
10:35 - 10:50	Overview of the Project: National GPAR Programme Secretariat Support Project (GPAR NGPS)	Mr. Nisith Keopanya, Director General, Ministry of Home Affairs
10:50 - 11:00	Refreshment Break	
11:00 - 11:40	Discussion	All
11:40 - 11:50	Summary and Remarks	Ms. Kyoko Yokosuka Deputy Resident Representative, UNDP
11:50 - 12:00	Closing Remarks	H.E. Mr. Khammoune Viphongxay, Vice Minister of Home Affairs

## List of the Participants

No.	Name	Position	Organization
1.	Dr. Khammoune Viphongxay	Vice Minister	MoHA
2.	Ms. Kyoko Yokosuka	Deputy Resident Representative	UNDP
3.	Mr. Nisith Keopanya	Director General, Dept. of Civil Service Management	MoHA
4.	Ms. Athiphone Bouannaphol	Dep. Director General, Dept. of Local Administration	MoHA
5.	Mr. Thongsavanh Panyavidith	Director, Dept. of Public Administration Development	MoHA
6.	Ms. Phonethida Saysida	Deputy Director, International Cooperation Division	MoHA
7.	Mr. Dirk Wagener	Head, Governance Unit	UNDP
8.	Ms. Jill Engen	Deputy Head of Office	UNCDF
9.	Mr. Rémy Duiven	Deputy Country Director	SDC
10.	Mr. Barend Frielink	Deputy Country Director	ADB
11.	Ms. Mizuho Okimoto-Kaewtathip	Chief, Social Policy Unit	UNICEF
12.	Mr. Inpone Senekhamty	Programme Officer	EU
13.	Mr. Lee Junghun	Deputy Representative	KOICA
14.	Mr. Bruno Cammaert	Head, Environment Unit	UNDP
15.	Mr. Saysanith Vongviengkham	Public Sector Specialist	WB
16.	Ms. Barabara Lochmann	Senior Social Sector Specialist	ADB
17.	Mr. Soulinthone Leuangkhamsing	Economist	ADB
18.	Mr. Iori Kato	Head, PMSU	UNDP
19.	Mr. Thilaphong Oudomsine	Programme Specialist	UNCDF
20.	Ms. Saara Frestadius	Programme Analyst	UNDP
21.	Ms. Makiko Fujita	Programme Analyst	UNDP
22.	Ms. Vatlana Boupha	Programme Analyst, GU	UNDP
23.	Mr. Gerry O'Driscoll	International Technical Advisor	GPAR SBSD
24.	Dr. Suresh Balakrishnan	Senior Technical Advisor	GPAR SBSD

## Minutes

The combined LPAC meeting on Joint Programme: Strengthening Capacity and Service Delivery of Local Administrations and National GPAR Programme Secretariat Support Project, was co-chaired by His Excellency Dr. Khammoune Viphongxay, Deputy Minister, Ministry of Home Affairs and Ms. Kyoko Yokosuka, UNDP Deputy Resident Representative. The relevant documents had previously been shared internally in the Ministry of Home Affairs, and internally in the UNDP Laos Country Office for a PrePAC and extensive comments received.

Agenda Item	Minutes
<p><b>Opening remarks</b></p>	<p>Dr. Khammoune Viphongxay called to attention the meeting to review and approve two projects of the National GPAR Programme 2011-15. He pointed out that the several GPAR Projects have provided a strong platform to build the new National GPAR next Programme, which will scale up good practices and mainstream the lessons, to benefit the Lao people. Referring to the large scale of these projects, and involvement of several ministries and levels of the administration, he remarked that this needs to be closely managed, where the Leading Committee on Governance will provide continuous support and guidance. He thanked the several development partners who have supported the effort.</p> <p>Ms. Kyoko Yokosuka pointed out that the preparation of these new projects was very timely with the current projects due to come to a closure by the end of 2011. She noted that the new programme represents a major shift from small projects to a large scale National Programme, and its linkages with the Strategic Plan on Governance 2011-2015 and MoHA new mandate and priorities. She remarked about the significance of resource mobilization and complemented the Government for its contributions to the Programme, and reiterated the commitment of UNDP, in collaboration with other development partners, to provide support for the resource mobilization as well as the programme implementation.</p>
<p><b>Overview of the Joint Programme: Strengthening Capacity and Service Delivery of Local Administrations</b></p>	<p>Mr. Nisith Keopanya, Director General of the Department of Civil Service Management, MoHA, made the presentation on the Joint Programme: Strengthening Capacity and Service Delivery of Local Administrations. The presentation covered an overview of the National GPAR Programme, the description of the Programme goals, seven Programme Outputs and implementation modalities, Programme Management Structure, financing arrangements of GPAR SCSD and the Government's commitment.</p> <p>The seven outputs are:</p> <ul style="list-style-type: none"> <li>• Support to develop policies for effective administration at province and district level</li> <li>• Improved capacity of local administration to fulfil its service delivery mandates</li> <li>• Improved MDG service delivery provided through formula based block grants to districts</li> <li>• Increased access to citizen services</li> <li>• Capacity Development Modernisation Fund to support strategic innovations</li> <li>• Support for responsive mechanism, including service delivery information and reporting</li> <li>• Output Support</li> </ul> <p>The management arrangements for the National GPAR Programme, led by the Programme Board and supported by the National GPAR Programme Secretariat were described in the presentation. The other important details covered in the presentation related to the budget (US\$ 12,568,800) and breakdown across outputs, as well as the expected sources of support.</p>

<p><b>Overview of the National GPAR Programme Secretariat Support Project</b></p>	<p>Mr. Nisith Keopanya, Director General of the Department of Civil Service Management, MoHA, gave a presentation on the National GPAR Programme Secretariat Support Project. The presentation covered an overview of the Project, three Project Outputs and implementation modalities, Management Structure, financing arrangements and the Government's commitment.</p> <p>The three outputs are:</p> <ul style="list-style-type: none"> <li>• High level Governance oversight mechanism functioning to provide leadership and coordination on governance reform.</li> <li>• Strengthened capacity in MoHA to manage and coordinate programme activities and development partner assistance</li> <li>• Increased regional and international cooperation initiatives in governance supporting improvements of the Lao public administration</li> </ul> <p>The management arrangements were described in the presentation. The other important details covered in the presentation related to the budget (US\$ 1,210,000) and breakdown across outputs, as well as the expected sources of support.</p>
<p><b>Discussion and responses</b></p>	<p>Dr. Khammoune invited the participants to provide feedback and comments. Key points of discussions are summarized as follows:</p> <ul style="list-style-type: none"> <li>• The representative of ADB informed the meeting about the public sector management component of ADB's next country strategy, in which a Governance and Capacity Development Sector Development Programme was envisaged. This component would assist in strengthening the intergovernmental fiscal framework, public expenditure management and service delivery. This new intervention would support and complement the National GPAR Programme, particularly in relation for budget support for reforms to be implemented through the National GPAR Programme. Consultations in this regard would commence in January 2012, and the intervention expected to be approved by end of 2012.</li> <li>• The representative of SDC reflected on involvement in designing the Programme and satisfaction with the results. He pointed to SDC's focus on local level capacity development and service delivery, and could see that support for capacity building and service delivery at the district level can make a significant impact. He called for attention the gender dimension, greater analysis of district level situation, as well effort to examining complementarities and links to other programmes such as PRF, while preparing implementation plans. He called for ensuring results orientation, and that some suggestions would be provided by SDC for the same. He also proposed that a project level steering mechanism be established to support the oversight of the Programme Board. He highlighted the need for the final National GPAR Framework document to be approved and shared, and the priority of SDC to see that the Programme/Project commence in 2011.</li> <li>• The representative of UNCDF pointed to the major change that has taken place with GPAR now becoming a national Programme, with high level of ownership which would ensure success of the project. She saw the policy changes in relation to PM 01/2000 as a sign of the government's strong commitment to provide districts with a stronger mandate and responsibilities. This direction also meant that there was scope for further expansion of the scope of GPAR activities and that resources need to be mobilized. She also called for Annual Joint Review to be at the level of the complete Programme. UNCDF is also receiving final approval from the HQ and remains fully committed to the Programme.</li> </ul>

	<ul style="list-style-type: none"> <li>• The representative of UNICEF highlighted the keen commitment to partner with MoHA as well as other sectors to improve service delivery. She made reference to Cluster 4 of the National GPAR Programme framework, and indicated that UNICEF could collaborate on activities related to improving access to services, strengthening planning and budgeting systems, and the like, where small funds are sometimes sufficient to address issues but have a huge impact on services. She made reference to one of the specific areas of UNICEF's interest namely One Door Services, which deals with birth and death registration, which are critical for developing reliable maternal mortality and child mortality statistics urgently required.</li> <li>• The representative of EU made reference to the upcoming formulation of the EU supported component of the National GPAR Programme, which is related to Clusters 1 and 3. The discussions were in progress and approval expected by the end of the year.</li> </ul>
Closing Remarks	<p>Ms. Kyoko Yokosuka, UNDP Deputy Resident Representative, thanked all the participants for their engagement in the discussions. She expressed her happiness about the plans of ADB and UNICEF to collaborate. Noting the points raised in relations to the results focus, need for project level steering mechanisms, wider annual review, and the funding gap to be addressed, she called for the comments to be reflected in the updated project documents, after which it could be signed and activities initiated.</p> <p>Mr. Khammoune Viphongxay reflected on the discussions and called for all steps to be completed for the projects to be launched in 2011. He reiterated the Government's full commitment to the Programme, and pointed to the 9th Party guidelines that will enhance the role of district, giving them responsibilities to local administration related to planning, budgeting and staffing. He thanked all the development partners for expressing confidence in the government by supporting the Programme.</p>

- Annex 1:** Draft Joint Programme document: Strengthening Capacity and Service Delivery of Local Administrations
- Annex 2:** Draft Project Document: National GPAR Programme Secretariat Support Project
- Annex 3:** Presentation on Joint Programme document: Strengthening Capacity and Service Delivery of Local Administrations
- Annex 4:** Presentation on Draft Project Document: National GPAR Programme Secretariat Support Project