



Mid-Term Evaluation Report

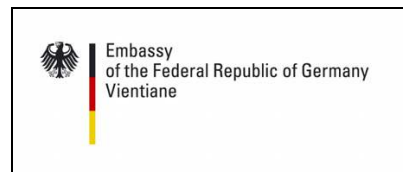
SUPPORT TO AN EFFECTIVE LAO NATIONAL ASSEMBLY

UNITED NATIONS JOINT PROGRAMME

SELNA JP

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Carl De Faria, J.D.



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This mid-term evaluation was conducted by Carl DeFaria, J.D. (Juris Doctor) - an independent international consultant from Canada - between 2 April and 9 April in Lao PDR, with an additional 12 working days allowed for further data analysis and report drafting, and 3 days allowed for travel.

Extensive support was provided by the UNDP Office and the SELNA JP Office in Vientiane, who were instrumental in scheduling meetings, assisting with research, and finalizing the list of contacts made throughout the consultation process. The consultant is grateful to all those who granted him their time and thoughts and wishes to express his admiration for them having done so in a candid, open and engaging manner on some very sensitive issues – National Assembly Members and staff, government officials, development partners and donors. The consultant is particularly grateful to Mme. Sousada Phoummasak, the National Programme Management Director of SELNA JP, for her insightful briefing on the functioning of the National Parliament and for ensuring that documents were made available for review.

EXECUTIVE SUMMARY

Lao PDR has taken significant steps in recent years to address the needs of its people. The National Parliament has developed a steady flow of legislation, which established some of the legal framework and key institutions in the country. The people of Lao PDR ought to be proud of what has already been accomplished, while at the same time recognize that much still remains to be done in order to meet the national dream and aspirations of building a democratic state based on the rule of law.

From comments received from all stakeholders the preference is for a report focused on areas that require mid-term correction. In trying to do that, there is a danger that the Report can be construed as critical of the accomplishments of the SELNA Joint Programme (SELNA JP). To avoid that the Consultant would like to start by making it very clear that, based on his consultations and analysis of data and from observations not only from the partners and donors, but also from the intended beneficiaries of the JP (NA Members, Committees members and staff), SELNA JP is a success story. The Consultant found that SELNA JP has had a positive impact on the LAO PDR National Assembly (NA) and that there has been good progress towards the achievement of all its four (4) outcome components. Although LAO PDR NA still needs lots of support prior to being considered a modern and effective National Assembly, the progress made in the last few years, both in terms of members' capacity and public representation, has been described by some stakeholders and donors as 'simply amazing'. SELNA JP has been able to support the NA Members not only in their work at the NA but has also been able to bring NA Members to the district and village levels. NA Members always have been interested in what matters to villagers and have always traveled to the villages but the value-added now is that the project raises their understanding of their oversight and advocacy role. This enhances their understanding of the importance of a participatory dialogue with the people in their role as representatives of the people. NA radio programs are broadcasted not only on national Lao radio but already in 3 Provinces. The National Assembly holds frank and insightful debates which are broadcasted live on national radio and TV. Key findings and recommendations are listed on the table below:

No.	<p style="text-align: center;">Summary of Findings [FDG] & Recommendations [REC]</p>
FDG1	<p>F1. There is good satisfaction level from the National Assembly (NA) with the relevance and quality of the activities delivered under SELNA JP. There is some concern that some of the activities were not delivered in a timely fashion and that some activities requested were not made available. Also some implemented activities exceeded their original budgets.</p>
REC1	<p>R1. There should be a better process of planning ahead by SELNA JP & the NA so that activities are planned better and budgets developed in a realistic and rigorous manner. Programme delivery during the second half of the SELNA JP should focus more on specialized technical training to give staff specialized skills needed in their functional roles (instead of Seminars-type of activities). It may be beneficial to conduct a gap analysis after the election to identify technical training needs.</p>
FDG2	<p>F2a. There is a need to review the organizational structure of the Programme Document (ProDoc) and review the reporting lines for members of the SELNA JP team to ensure clear reporting lines, greater management leadership, and to ensure that the coordination mechanisms effectively support the delivery of the programme;</p> <p>F2b. CIM Technical Advisors reporting line under the programme are not to the UNDP, the managing agency, nor to the CTA who under SELNA leads technical support to the NA;</p> <p>F2c. The importance of Committee Presidents/Vice-Presidents to attend the Programme Board meetings personally need also to be emphasized. This Board is the high-level coordinating body for the Programme and although the SELNA Team report that they have raised with the UNDP the need for a coordination mechanism with the NA, they appear to have overlooked the fact the Programme Board is such a mechanism and what is needed is to use their good offices to ensure that Committee Presidents/Vice-Presidents attend personally the Boards meetings.</p>
REC2	<p>R2a. The TORs for SELNA JP officers should be reviewed and clear reporting lines established [‘clear’ in the sense of being coherent, in line with good programme management principles, and in terms of ensuring an effective implementation of the SELNA JP]. The TOR for the CTA should be amended to include provisions for supporting the NPD in the management of the programme. It should also state that the CTA has a role in providing technical capacity strengthening to the NPD. Although the NPD is the Manager of the Project, the CTA is a co-manager in the technical area. The CTA also has a role in ensuring technical compliance with the ProDoc and with UN guidelines. All SELNA JP Staff, including the CTA, should be required to enter into a Protocol with the UNDP (as the managing agency) designed to guide them in the performance of their roles, and in communications, in a manner that will give the national and international counterparts a clear and consistent image of the UN delivering as ONE.</p> <p>R2b. Although the CIM Technical Advisors may have other reporting provisions, as members of the SELNA JP their reporting line under the programme should be to the UNDP as the managing agency and to the CTA, who has the coordinating role of technical support to the NA (under the SELNA JP). This can be done through a MOU negotiated with the CIM Technical Advisors. CIM Advisors have worked well under the SELNA JP umbrella, have used the SELNA JP identification in their email signature, their local salaries paid as part of SELNA’s budget, and have identified themselves to be part of SELNA in both internal and in external communication. A MOU on reporting is a pragmatic approach that needs to be taken, even if on a voluntary basis, by all responsible parties to ensure an effective management of the programme. Otherwise, the structure results in very weak accountability of the CIM Advisors to the programme.</p>

	R2c. SELNA Team report that they have raised with the UNDP the need for a coordination mechanism with the NA. The Programme Board is such a mechanism and what is needed is for the SELNA Team to use their good offices to ensure that Committee Presidents/Vice-Presidents attend personally the Boards meetings.
FDG3	F3. The programme did utilize local capacities, including local management and implementation capacities, in the delivery of some of its activities, but this process should be stepped up;
REC3	R3. More effective utilization of local capacities available at the NA for the delivery of the programme activities. In the second half of the programme consideration should also be given to have NA staff, such as the staff of the Information Centre, and staff from Human Resources, Administrative and Finance Units of the NA, to implement some of SELNA JP activities, starting with the Induction Training for newly-elected Parliamentarians.
FDG4	F4. There is a high degree of national ownership of the SELNA JP by the National Assembly. While there is a high degree of ownership, it does not follow that sustainability is assured. This is still a very young institution and the turnover rate after elections can easily undermine the capacity development gains made so far. So far, the project has been implemented through an autonomous Project Implementation Unit, which is not in line with the Paris and Vientiane Declarations on Aid Effectiveness.
REC4	R4. Programme delivery during the second half of the SELNA JP should focus on establishing an Organizational Unit/Technical Implementation Unit at the NA (inside the new Secretariat provided for in the recently enacted National Assembly Amendment Law) and in supporting the development of the inner structure of the NA key functioning components. In order to ensure future sustainability it is important to gradually transfer implementation and management tasks of the programme to the National Assembly newly legislated Secretariat [as required in the Programme Document, at p. 9]. So far, the project has been implemented through an autonomous Project Implementation Unit, which is not in line with the Paris and Vientiane Declarations on Aid Effectiveness. This transfer should be gradually implemented and SELNA's Project Implementation Unit (PIU) should be gradually phased out. This process is important in paving the way for the post-SELNA joint international support the NA be designed with the implementation engine embedded in the NA upgraded support services.
FDG5	F5. Public petitions system is an important mechanism in a representative democracy, but it needs to be streamlined/ reformed, or otherwise it may lead to the establishment of a bureaucratic system and to bottlenecks in the NA operations. This finding has repercussions not only for the NA but also for the Government as it requires major changes in the structure of the country's public administration system, <u>and the role for SELNA team is more on supporting the process of change without budgetary implications for SELNA during this phase of the Programme.</u>
REC5	R5. SELNA JP should use its good offices role in persuading the NA to reform/change its Petitions process, which is increasing as a result of the success in increasing NA public representation, a positive development. It should also provide technical advice to the NA in the development of an effective land use and development plan, and a land dispute resolution model. With an increase in foreign investment and economic activity in the country the present petition process is not sustainable. Most of the cases involved in the Petitions relate to land disputes. A system of administrative dispute resolution and/or mediation should be developed with appeals to the court system. The Petitions process should also not interfere with the independence of the Judiciary. The NA could retain jurisdiction over petitions involving land concessions from government and, of course, over public petitions dealing with general areas of public concerns, such as petitions for laws to protect minorities or to protect the environment.
FDG6	F6. The training programme conducted by SELNA JP during intersession is considered to be a good vehicle to provide capacity building for NA Members and Staff (often with over 60% attendance rate). It is considered by UN Agency Partners as an excellent entry point, a portal to the NA, giving

	<p>them access to Members of the NA and Senior Officials which otherwise would not be available if it were not for the SELNA JP;</p>
REC6	<p>R6a. Intersession programmes should be formalized and held regularly. The planning of these intersession training programmes should be developed early with the participation of all UN Agency Partners. Partners should be given the opportunity to participate in at least one session at each inter-session as some partners complain of the <u>lack of visibility</u> for their Agencies under SELNA JP. The intersession week-long programme is an excellent opportunity for SELNA JP in responding to this concern raised by UN Agency Partners;</p> <p>R6b. It is recommended also that <u>greater visibility is given to SELNA JP Donors</u>. In order to retain support of donors for other joint programmes or for the next phase of support to the NA, in particular the EU who is a major donor with 1.1 Million Euros, it is important that greater visibility be provided for donors in the future;</p> <p>R6c. Programme delivery during the second half of the SELNA JP should focus more on specialized technical training to give staff specialized skills needed in their functional roles (instead of Seminars-type of activities). It may be beneficial to conduct a gap analysis after the election to identify technical training needs.</p>
FDG7	<p>F7. It is important for the success of UN Agencies delivering as ONE, that activities delivered by UN Agencies are either delivered under the SELNA JP umbrella (preferably) or in partnership with SELNA JP. In the long run, it undermines the overall relationship of the UN with the national partner when one UN Agency chooses bilateral vs. the delivering as ONE route;</p>
REC7	<p>R7a. UNDP and other UN Agencies should review all opportunities for collaboration to ensure they deliver as ONE even if it requires more coordination and work;</p> <p>R7b. UNDP and its Partners should review with the SELNA JP Team to ascertain the root causes for not bringing bilateral funding opportunities into the SELNA JP umbrella. If the reason is that short notice requests for activities from NA Members are difficult to address under SELNA JP, then some process ought to be put into place to ensure that the NA plans ahead better <u>and</u> also that approval process for such non-planned activities can be streamlined and/or formalized in terms of having a structure process in place to deal with such non-planned activities;</p> <p>R7c. SELNA JP Team should work with the NA to encourage such donors to proceed under the SELNA JP umbrella. There is a well-known development saying in joint programme delivery, that it results in the sum of the whole being greater than the parts.</p>
FDG8	<p>F8. Delivering a Joint Programme through a National Implementation Modality (NIM) is a good model for programme delivery and, in the case of SELNA JP, a successful model. SELNA JP is, however, a very difficult programme to manage for many reasons, one being that the UNDP, as the “Managing Agent”, does not have full control. The MOU between the UNDP and the Partner Agencies provides in its article 1 that the UNDP as the “Managing Agent assumes full programmatic responsibility and financial accountability for the funds”. This would imply a greater ability to control the programme than the way it has developed in practice. Although most of the partners reported that the recent changes in the structure of the meetings of the Programme Assurance Group (PAG) have had a positive impact on the relationship of partners, the issue of partner coordination and communication was raised and should be addressed.</p>
REC8	<p>R8a. A decision-making mechanism and a communication mechanism should be established to avoid unnecessary misunderstandings among partners. SELNA JP Team should provide notice to all partners, and offer an opportunity to hold meeting(s), at early stages of drafting work plans, or when planning a SELNA JP activity, allow partners an opportunity to participate, even if just by providing a national technical staff of their Agency as an expert trainer or presenter on their</p>

	<p>mandated programme area;</p> <p>R8b. A quarterly bullet point '1-2 page report' containing a brief summary on the planned & accomplished activities of SELNA JP for the quarter should be emailed on a group email to all partners. After each item, contact info of the person to be contacted for that particular activity (should someone require more information) should be provided. Timing and conciseness should be the guiding factors. Within the SELNA team one employee should be appointed as being responsible for the coordination of this report on the basis of a pre-determined timetable;</p> <p>R8c. Although the role of the UNDP seems to be clear in the MOU referred to above, it may be advisable to have it clarified. It could be done through a Q & A drafted by asking Partners with a question on the subject to submit the question to the PAG Group and have the MOU reviewed and answers drafted.</p>
FDG9	F9. There was a high expectation in the NA raised by the fact that the Programme Document (ProDoc) provided for a US \$4.1 M. While the programme under-funding issue often came up as the reason for non-delivery of an activity, <u>there is no evidence that it affected the implementation of the programme in any measurable way.</u>
REC9	<p>R9a. Amend the SELNA JP Programme Document (ProDoc), as specified on Chapter V (page 47), to reflect the actual funding situation of the programme, reducing it to US\$ 2,978,867.00 from US\$ 4.1 M. Prioritize activities to be delivered during the second half of the programme, eliminating some to bring it within the new budgetary limit;</p> <p>R9b. Review the Cost-sharing Agreement with the EU to reflect any changes in the ProDoc and to streamline as much as possible the process of release of funds.</p>
FDG10	F10. One of the successful initiatives of the National Assembly supported by SELNA JP is the "Hotline" set up during the period the Assembly is in session to receive public complaints, report corruption and provide constructive comments. There have been requests from the public and from the NA to extend its operation throughout the year. Cost estimates received from the SELNA JP is that the additional core cost for the operation of the hotline throughout the year would be US \$ 5,250; This cost estimate does not take into account the cost of satisfactory follow up of all suggestions, requests, and complaints by qualified human resources personnel.
REC10	R10. Those during the second half of the programme, SELNA JP strongly consider supporting the operation of the NA hotline throughout the year.
FDG11	F.11 The NA is beginning to consider the role of local assemblies and it is important for SELNA JP to support and help consolidate this process.
REC11	R11. During the second half of the programme, SELNA JP should provide support in the strengthening the Local Assemblies and help consolidate their role and interaction with the NA.
FDG12	F12. Some donors, partners, NA and other stakeholders raised the need to start the process of planning ahead for a SELNA post-2012 Joint Programme since the process of putting together a programme and obtaining donor funding commitment is a long one.
REC12	R12. That UNDP and UN Agency Partners start putting together the necessary working committees to develop a plan for a joint programme in support of LAO PDR NA post-2012 and coordinate this activity with other donors supporting activities in the field of Governance. Early and continued consultations with the NA should be part of this panning ahead process.

I. INTRODUCTION

Country and National Assembly context

The Constitution of Lao PDR, adopted in 1991 and amended in 2003, assigns legislative and oversight functions to the National Assembly (NA), the highest organ of the State. Lao PDR comprises 17 provinces and each province forms a multi-member constituency. Only 1/3 of National Assembly members are engaged full-time in the legislature. Full-time members include the NA President and two Vice-Presidents, the President and Vice-Presidents of functional committees, the Chief of Cabinet and 17 members responsible for constituency offices, one in each province.

The NA convenes in two ordinary sessions a year, each normally lasting three to four weeks. The functions performed during these sessions include receiving statements from government line ministries, review petitions, review the State budget and voting on new legislation and on amendments to existing legislation. The mandate to receive and review public petitions includes petitions related to administrative decisions, court decisions or individual state official decisions or conduct.

The National Assembly has six permanent committees each one responsible for a specific functional area: Law and Justice; Economics, Planning and Finance; Social and Cultural Affairs; Ethnic Affairs; Defence and Security; and Foreign Affairs. There is also what is designated as the Standing Committee (SC), which consists of 10 full-time members, namely: the President of the National Assembly and the two Vice-Presidents, the Chief of the Cabinet and the Presidents of all six functional committees. It is chaired by the NA President. When the Assembly is not sitting, the SC substitutes the NA. In its role of reviewing public petitions and considering complaints from citizens, when it deems it appropriate, the SC can request the Office of the Supreme People's Prosecutor and People's Supreme Court to review and re-consider a court decision, or instruct the government to address the petitioner's grievance.

The capacity of the National Assembly to fulfill its constitutional mandate has increased over the years, and so has the number of its members. Since the late 1990s, UN Agencies and other

stakeholders have provided technical and other support to the NA. A People's Supreme Assembly was initially set up in 1975 comprising 45 members, 4 of them women. The second legislature was elected in 1989 comprising 75 members, 5 of them women. The 6th Legislature [2006-2011] had 115 members, including 29 women. Next elections are taking place in April 2011 which again see a change in the number and make up of the NA.

SELNA Joint Programme [SELNA JP] Context

In 2007 the National Assembly conducted a strategic assessment of its own priorities for the period 2008 – 2020. The findings were developed by the NA into a concept note asking for coordinated international capacity development cooperation support to the NA. Lao PDR set as its goal to be a rule of law State by 2020 and the NA was to play a pivotal role in the change process. The United Nations responded by proposing a Joint Programme of support to the National Assembly. A joint programme approach involves a unified work plan and budget, which coordinates inputs from all development partners under a common management arrangement. It increases aid effectiveness by improving coordination in the delivery of resources, while avoiding duplication and gaps. It also supports national ownership by explicitly aligning development assistance to national priorities.

A number of UN Agencies have joined the UNDP as partners of SELNA JP (UNICEF, UNFPA UN WOMEN, UNAIDS, UNODC). Germany is a SELNA JP donor by providing two technical experts to work with the NA Committees. Singapore is also a donor and provides in-kind support in English language training and legislation translation from Lao into English. The main donor to SELNA JP is the European Union (EU) providing a total of 1.1 Million Euro to the programme, followed by the UNDP providing over US \$1M in core funding to SELNA JP. LAO PDR National Assembly is the Implementing Partner, responsible and accountable for the implementation and day-to-day management of the programme, achieving programme outputs, and for the effective use of donor resources. The UNDP is SELNA JP Managing Agent having the ultimate responsibility and accountability for the programme.

The Programme planned outputs are:

Output 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;

Output 2: The National Assembly effectively and accurately represents constituent’s interests, needs and expectations;

Output 3: The National Assembly has Upgraded Parliamentary Support Services;

Output 4: Technical assistance and programme support services operational.

The programme expected **Outcome** is:

“An efficient, effective and accountable parliament supporting development and poverty reduction for the citizens of the Lao PDR”

Content and Scope of the Mid-Term Evaluation

The mid-term evaluation is intended to analyse all relevant information sources, such as programme documents, annual reports, internal review documents and other relevant documents that may provide evidence of the progress of the programme at the mid-term stage. Consultation is to be carried out with SELNA JP Team, all programme partners and donors, and with the beneficiaries of the programme and other stakeholders. It requires the conduct of a review of the Project Document and partnership and funding agreements, the availability of resources and the priorities of stakeholders. Some of the following questions were set out in the Terms of Reference (TOR) for the mid-term evaluation:

1. Overall results achievement at the mid-term stage [at the output/outcome level]

- What has been the progress made towards achievement of expected results?
- To what extent have the beneficiaries been satisfied with the results?
- Is the programme cost-effective, i.e. could the expected results been achieved at lower cost through the use of a different approach and/or using different delivery mechanisms?
- Are the programme activities enhancing a sustainable improvement in the working of the National Assembly? Have they strengthened the capacities of the implementing partner?
- Have the organizational structure, managerial support and coordination mechanisms effectively supported the delivery of the programme?
- How does the programme utilize existing local capacities of right-bearers and duty-holders to achieve its outcomes?

2. Factors affecting successful implementation and results achievement

- What internal and/or external factors have influenced the programme implementation and results?
- Are there opportunities which the programme should further explore in support of its implementation?

3. Strategic positioning and partnerships

- How well has the programme coordinated and harmonized its work with other actors in the sector?
- How relevant is the SELNA JP to the national development priorities and the achievement of the MDGs?
- What corrections, if any, are needed to the partnership strategy, the SELNA JP Programme Document, and the requirements of the Cost-Sharing Agreement with the EU?

4. Future direction

- What is the likelihood that the benefits from the programme will be maintained for a reasonably long period of time if the programme were to cease?
- Is the programme supported by national/local institutions? Do these institutions demonstrate leadership commitment and technical capacity to continue to work with the programme or replicate it?
- What operational capacity of national partners, such as technology, finance, and staffing, has been strengthened?
- What management capacities of national partners, such as learning, leadership, programme management, networking and linkages have been supported?

II. METHODOLOGY

The methodology used in this mid-term evaluation involved a combination of participatory evaluation and the traditional approach of desk review of relevant project documents, coupled with consultation with a wide range of stakeholders including development partners, SELNA JP Project Team, donors, Members of the NA and Committee Departments staff, who are the beneficiaries of the SELNA programme¹. Participatory approach to evaluations strengthens transparency and accountability. It also enhances the alignment of resources according to priorities and ensures wider use of the results.

In order to assess beneficiaries' level of satisfaction with the programme results, in addition to purposely designed interviews, strategically-worded questionnaires were used. All key activities were analysed and assessed on the effectiveness of their implementation, sustainability, and their impact on the progress towards the achievement of the objectives of the SELNA JP.

In order to assess the contribution of the Implementing Partner (the National Assembly), and the effectiveness of the implementing unit (the SELNA JP Team), the organizational structure of the implementing unit was analysed and the strategic use by the programme of the staff and resources of the NA was reviewed. An assessment was also conducted to determine whether the delivery of different activities and interventions by the SELNA JP was aligned with the NA in-house planning and management of its own legislative programme and functions so as to exploit synergies contributing to the planned outcome.

Since this is an evaluation of a joint programme delivery model, it required an assessment of the partnership strategy design and a review of how the partnership has performed. This involved consultation with development partners and an analysis of whether or not the partnership is working well for ongoing dialogue and if the arrangements for operations coordination among partners are satisfactory to all partners and are conducive to results.

¹ See Appendix I for schedule of consultations and list of stakeholders consulted

It should also be understood that during a mid-term evaluation often hard data is not available to quantitatively measure some of the indicators of outcome. Therefore some of the analysis is conducted through the use of triangulation (simultaneous use of perception, validation and documentation to analyse the data) instead of applying a purely quantitative statistical analysis approach.

The focus of analysis and recommendations have been strategically designed to assist in mid-term corrections and to assist in the implementation of SELNA JP over the remaining of its term, taking into account lessons learned so far. This includes recommendations dealing with the structure of the implementation unit to establish clear reporting lines, changes to the TORs of some of SELNA JP staff, amendments to the Programme Document (ProDoc), project funding and activities overhaul, and review of the Cost-Sharing Agreement with the EU.

III. OVERVIEW OF CONSULTATION CONDUCTED WITH STAKEHOLDERS

During the process of the mid-term evaluation, consultations were held with all UN Agencies who have joined the UNDP as partners of SELNA JP (UNICEF, UNFPA, UN WOMEN, UNAIDS, UNODC). Discussions were also held with the main donors to the Programme, being the European Union (EU), Germany, and Singapore. Extensive consultations were conducted with SELNA JP Implementing Unit Team and NA members and Committee Presidents and staff. There were also discussions held with the International Law Project Team and with the Director of the Department of International Cooperation in the Ministry of Planning and Investment. The List of individuals and institutions consulted can be found in Appendix I attached to the Report.

During consultations held with members of SELNA JP Team and with NA officials it became clear that national ownership of the joint programme was high and that NA officials valued highly the activities and technical support provided by SELNA JP to the NA. The only concern that was raised about the programme was the fact that there was a high expectation raised at the start of the programme that it would be funded at US\$4.1 M, which did not happen. It should be pointed out that the ProDoc clearly disclosed the funding gap. Discussions held and points made during consultations included:

SELNA JP Implementation Unit Team

- Project is being implemented well and there have been visible gains made in capacity of the members of the NA and Committee staff in discharging their respective functions.
- There will be 3 permanent members in the NA (after the elections) responsible for oversight of provincial constituency offices work.
- Committee members and staff are very motivated and work hard, but are short-staffed and lack resources. Some Committees, such as the Social & Cultural Affairs Committee for example, oversees the work of 11 Ministries.
- Members of the NA and Committees have developed sufficient confidence that they now debate every issue in an open and transparent manner.
- Members have done outreach travels into the districts and villages and that have made them better advocates for the people.

- Intersession training has proven very successful with more than 60% of NA members and staff attending them.
- The Resources and Reference Department (5 staff members) work as the NA Secretariat during sessions. There is however a need to establish a professional Secretariat containing an Organizational Unit inside the NA structure.
- There should be clear separation of responsibilities and clear reporting lines for the SELNA JP experts/technical advisers. There should be a protocol for exterior programme communication.
- A “Contingency Fund” should be available in the SELNA JP to be used for NA special requests for activities.
- Some frustration was voiced regarding situations when the UNDP did not approve funding of certain activities after the SELNA JP Team have placed them in the Work Plan for the Quarter.

National Assembly Officials

- Ownership by the NA of the SELNA JP is strong and satisfactory. Everyone reported satisfaction with the project activities and felt there has been strengthened capacity in the NA as a result of the programme.
- The President of the NA Cabinet praised the work done under the SELNA JP listing the following accomplishments of the NA as consequential results of programme: amendment of the rules of the NA; oversight rules; multi-ethnic representation; translation of laws to be amended; review of climate change impact; NA website with internet links; English courses for NA staff; law dissemination; citizens’ access to NA as visitors; population and development conference on food security; equipment, such as computers and photocopiers for the NA.
- The Deputy-Director of the Social and Cultural Affairs Department (Head of Women’s Caucus Secretariat) indicated that training in the second half of SELNA JP should be more specialized technical training (instead of seminars) to provide staff with skills they need in their specific roles.
- It was felt that when members of the NA travel overseas they need to have one support staff with them to take notes, to be able to write a report and later follow up on the areas discussed (not just for translation purposes).
- Trips abroad help NA members and Committee Presidents to learn from other countries about their role and functions. Staff exchange programmes are also important.

- Human resources need improvement. For example, Masters Degree programmes should be intensified.
- Complaints hotline should be available and working throughout the year, not just during sessions.
- Need to share experiences with Vietnam and Cambodia on how to handle Petitions since they have had more experience with the Petitions process.
- The Information Centre of the NA reported great strides made as a result of support from SELNA JP: Before 2006 for example it had only 7 issues of its Magazine published in 7 years, while now it publishes monthly magazines; One page of the magazine is allocated to SELNA to share information from parliaments overseas; SELNA JP has supported training for all 17 constituency staff on their work with the Information Centre, including the production and broadcasting of radio programs; Media focal points have now been established in all 17 constituencies; Some training has been done in the districts, the last one preparing journalists for the April election; radio programs are broadcasted in 3 provinces on Saturdays and Sundays for 30 minutes in prime time; There is also one radio program on National Lao Radio; SELNA JP also supports live broadcast on national radio and TV of NA sessions; SELNA JP supports them with IT improvements and equipment, on-the-job training done in 6 provinces, and for the Information Centre staff at the NA, on the use of intra-net. Some needs mentioned were: Lack of maintenance and repair fund for the Centre's equipment; hardware to protect confidential computer data [Cisco Firewall]; Electronic law library with free linkages to other Parliaments' libraries; technical training on data collection and analysis.
- Consultations held at the Constituency Office were helpful in understanding their role in handling petitions and community complaints and also on their relationship with the NA. More joint activities with members of the NA were necessary to educate the members about community issues. Also constituency office staff could benefit from IT training.
- Great importance was placed by the Director of the Department of International Cooperation (DIC), Ministry of Planning and Investment on the fact that SELNA JP was the first joint international programme in support of the National Assembly. Its relevance and effectiveness is greatly appreciated by the Lao PDR Government.

During consultations held with development partners [UNDP; UN Agencies: UNFPA, UNICEF, UNAIDS, UN WOMEN, UNODC; and potential partners: WHO, UN-Habitat] valuable information surfaced in

the area of partnership communication and coordination. The use of participatory evaluation techniques provided insightful recommendations on how to improve the relationship and avoid unnecessary misunderstandings. Discussions held and points made during consultations included:

UN Agencies

- SELNA JP provides a unique entry point and access portal to the NA for all partners, particularly so for those whose investment in support of the NA so far has not reached large amounts of money.
- Intersession Training Programmes have proven to be excellent vehicles for all development partners to provide training to NA members and staff. Partners would like increased visibility and greater opportunity to participate in the planning process.
- UN-Habitat, dealing with water issues and the set up of local committees on water, considers SELNA JP as a good possible partner in the near future to build a bridge between technical people and law makers, creating sensitivity in the law makers in the area concerning water and habitat issues.
- Coordination amongst UN Agencies and between SELNA JP Team and the UNDP needs improvement with clear assignment of responsibilities and clear reporting lines established for SELNA JP staff.
- Gradually some implementation of activities should be transferred to national partners in the NA.
- UN Agencies in general were pleased with the partnership arrangement and felt that the changes in terms of communication and coordination recently implemented in the SELNA Programme Assurance Group (PAG) Meetings, responded to most of the previous concerns on coordination and information. Some however felt that that they would like to be involved in the development of the Work Plan and activities for each Quarter at an early stage. Early involvement in the planning process would allow agencies to invest more in SELNA JP particularly in-kind contribution through the provision of national technical advisors in their staff to conduct training.
- UNFPA suggested that quarterly bullet points report of no more than 1-2 pages be distributed electronically to all development partners providing succinct information on activities held during the quarter and activities programmed for the quarter following. Timeliness and conciseness was considered to be key components of this report

- SELNA JP Programme Board Meeting should be attended by Committee Presidents/Vice-Presidents on a regular basis, instead of being replaced by Committee staff.
- WHO would like to partner with SELNA JP and sees the induction programme for new members of the NA as an opportunity to make an in-kind contribution by providing, for example, national Lao experts from WHO to conduct induction on health issues.
- More notice need to be given to partners, such as UN WOMEN for example, of the meetings of the NA Women’s Caucus. During the next intersession there should be a gender component session, such as on gender responsive budget for example, with UN WOMEN providing leadership and technical experts at the session.

During consultations with donors [EU, Germany, Singapore] strong donor commitment and engagement was detected. All donors had an excellent up-to-date awareness of the work of SELNA JP at the NA and all remarked about the great progress by Members of the NA in their capacity to debate issues and advocate for good governance in LAO PDR. Discussions held and points made during consultations included:

Donors

- There has been an amazing progress in the NA which has developed into some power-sharing between the NA and the Government. SELNA JP was developed in the right moment for the country and it provided synergies with other changes that were taking place in the country in the last years. Both SELNA JP and the International Law Project – Phase III show what happens when partners work together.
- The European Union supports SELNA JP robustly (1.1 M Euro). It is pleased with the partnership and will continue to support SELNA JP. It will cooperate in the review of the EU Cost-Sharing Agreement with the UNDP in terms of funding and the process of release of funds quicker.
- Donors in general would like more visibility of their support in SELNA JP publications and activities.
- Germany supports the NA with two technical expert advisers placed at Committees in the NA. It plans to continue the support and will assist in any organizational adjustments that may be necessary.

- Singapore supports SELNA JP by providing a legal team of experts from the Law University of Singapore who conduct a technical review of the English translation of LAO PDR laws. Satisfactory communication and donor coordination was reported. There is willingness to consider a proposal to provide English classes to NA members and staff under the SELNA JP.

Consultations were also held with other stakeholders, such as the International Law Project [ILP-Phase III] Team. Feedback received was very positive in terms of the synergies that were developed between the two programmes, such as the domestic implementation of international law. There has been excellent collaboration between the two programmes in planning and delivering joint workshops together. Feedback received was that SELNA JP has helped increase the capacity of NA members and staff, contributing to a 'qualitative difference', and making it easier for ILP project team to deliver their programme activities to the NA. As a result of SELNA JP, parliamentarians became more aware of human rights and international standards, more ready and receptive to the ILP programme. Intersession training was hailed as an excellent forum for all partners and it was suggested that there should be more than just one training session delivered during each intersession.

IV. PROGRAMME ANALYSIS AND EVALUATION

Overall results achievement at the mid-term stage [at the output and outcome level]

In evaluating the achievements of SELNA JP at the mid-term stage, a careful analysis of the intended outputs in the Programme Results and Resources Framework in the Project Document, Annual and Quarter Reports, were conducted against the actual outputs. Readers of this Evaluation Report should refer to Appendices VI & VII to the report, which lists in detail the Project's completed activities for 2009 & 2010, the percentage of completion of activities in progress, and activities which have been deferred for future completion. Use of the matrix, by adding a column to the Work Plan framework showing Outputs progress, provides a good visual status of the level of implementation of the Programme. The "Outputs column" of the matrix provides actual output data in terms of actual number of workshops, actual number of persons trained (gender segregated), internships, legislation drafted and promulgated, outreach missions, handbooks, IT training and equipment, Website and Intranet installation, etc. The output data in the Outputs column can easily be compared to the Programme Document's "Output targets, Indicators and Baselines" provided in the first column of the matrix.

One example of the ability of the NA to respond proactively to topical events were some of the activities held recently (28-29 March 2011), which were timely held and very successful. I am referring to Activity 1.1.1a "Workshops held for Members and staff on topical development issues – Training of Women Candidates on Campaigning Techniques and the Role of the National Assembly in Gender Equality" which was attended by 90 participants, 47 of them women candidates. Also Activity 2.4.3b, the NA Magazine Unit organized media training in support of the recent NA campaign and elections. This was held 23-25 March 2011 in Thalat, Vientiane Province and it was attended by 60 participants most of them NA staff and information focal points from constituency offices.

An analysis of the data in the Matrix shows a satisfactory overall achievement at the mid-term stage.

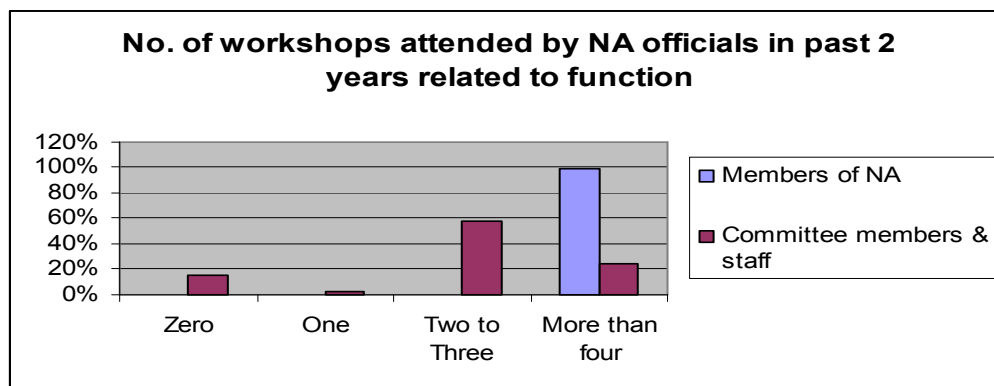
Although the programme has been cost-effective by all accounts and taking into account the synergies developed and the impact of the activities, it appears that there is a need for a more rigorous budgetary process during the design of the activities and the development of the Work Plan. While there may be good explanations for exceeding the budget during the implementation of certain activities, better planning is required to ensure that budgets provided for activities are realistic so that at the implementation phase they can be complied with. Some implemented

activities exceed their original budgets two-fold and sometimes three-fold. One activity for example “International exchanges by Members and staff to gain experience of parliamentary best practice” [Activity 1.1.2.c] was budgeted at US \$21,250 but shows an expenditure of US \$133,375. As mentioned previously there must be a good explanation for exceeding the budget and the change must have gone through a strict budget increase approval process. Nonetheless, it shows a need for better planning ahead procedures and more realistic and rigorous budget planning.

Recommendation 1:

- There should be a better process of planning ahead by SELNA JP, the NA, and the Development Partners so that activities are planned better and budgets developed in a realistic and rigorous manner

To what extent have the beneficiaries been satisfied with the results? In the survey questionnaire completed by Members of the NA and Committee Members and staff², a good percentage of targeted beneficiaries attended SELNA JP activities/workshops and beneficiaries level of satisfaction with SELNA JP was reported to be high [see next two graphs below]:

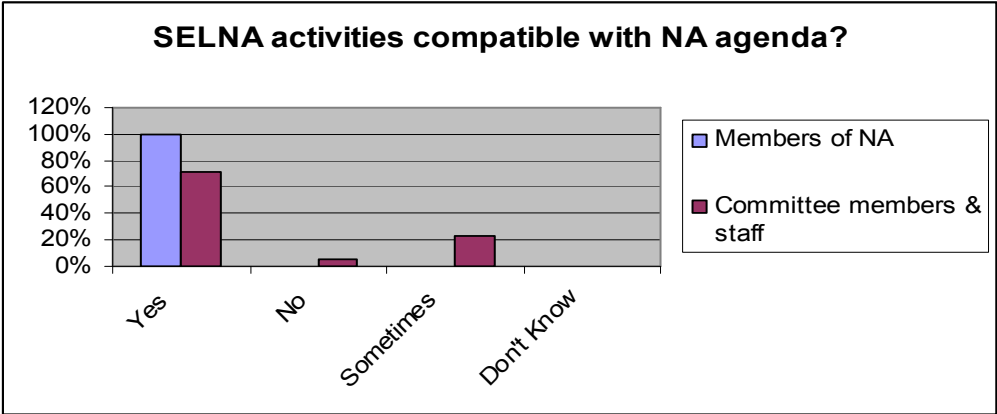


Sixty percent (59%) of Committee members and staff reported having attended at least two to three of SELNA workshops related to their work in the NA, while one hundred percent (100%) of Members of NA and 23% of Committee members and staff reported having attended four or more such workshops. And when asked to rate the training programme delivered, they rated it very high [see graph below – 75% of NA Members & 30% of Committee members & staff rated them “Very Good” and 25% of NA Members & 65% of Committee members & staff rated them “Good”]:

² As part of the Mid-Term Evaluation process, Members of the NA and Committee Members & Staff were asked to complete a questionnaire [samples attached as Appendices II & III to this Report]. In total 44 questionnaires were completed, mostly by Committee members & staff. Graphs in this report reflect the results of frequency analysis of the responses received to the questions posed.



Compatibility between the training programme and the NA agenda was also gauged to ensure that not only the training programme is relevant to the Members’ work, but that it is also integrated and embedded into the NA programme in a seamless way. On this question, NA members and staff again reported a high degree of satisfaction [graph below - 100% of NA Members & 72% of Committee members & staff answered “yes”]:



While SELNA JP Team has been able to overcome some of the challenges presented by the organizational structure of the office and have been able to deliver its programme to the NA, there is a need to review the organizational structure and the Organigram in the Programme Document (ProDoc) and review the reporting lines in the TORs for the members of the SELNA JP team to ensure clear reporting lines, greater management leadership, and to ensure that the coordination mechanisms effectively support the delivery of the programme. Although the CIM Technical Advisors may have other reporting provisions, as members of the SELNA JP their reporting line under the programme should be to the UNDP as the managing agency and to the CTA, who has the coordinating role of technical support to the NA (under the SELNA JP). The importance of Committee Presidents/Vice-Presidents to attend the Programme Board meetings personally need also to be emphasized. This Board is the high-level coordinating body for the Programme and although the

SELNA Team report that they have raised with the UNDP the need for a coordination mechanism with the NA, they appear to have overlooked the fact the Programme Board is such a mechanism and what is needed is to use their good offices to ensure that Committee Presidents/Vice-Presidents attend personally the Boards meetings. There were also questions raised by partners, donors and even amongst SELNA JP Team about the role of the National Programme Management Director (NPD), the role of the National Coordinator, the role of the Chief Technical Advisor (CTA), and the roles of the CIM Advisors. The role of the CTA was the one more questioned, some partners asking whether the role of the CTA is merely that of a legal technical advisor or the CTA also has a coordinator's role. Some felt that the TOR for the CTA should include supporting the NPD in the management of the programme. The fact that clear reporting lines are not established and the role of the CTA is not understood is a problem.

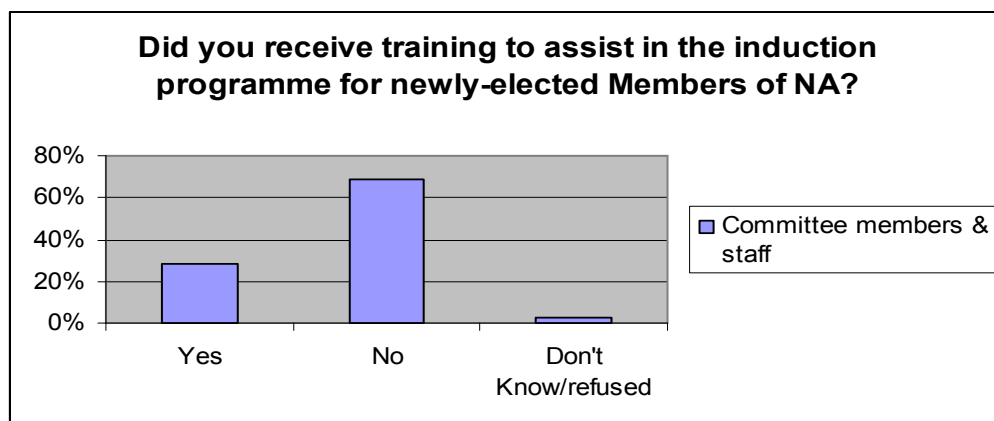
Recommendation 2:

- 2a. The TORs for SELNA JP Advisors should be reviewed and clear reporting lines established [‘clear’ in the sense of being coherent, in line with good programme management principles, and in terms of ensuring an effective implementation of the SELNA JP]. The TOR for the CTA should be amended to include provisions for supporting the NPD in the management of the programme. It should also state that the CTA has a role in providing technical capacity strengthening to the NPD. Although the NPD is the Manager of the Project, the CTA is a co-manager in the technical area. The CTA also has a role in ensuring technical compliance with the ProDoc and with UN guidelines. All SELNA JP Staff, including the CTA, should be required to enter into a Protocol with the UNDP (as the managing agency) designed to guide them in the performance of their roles, and in communications, in a manner that will give the national and international counterparts a clear and consistent image of the UN delivering as ONE.
- 2b. Although the CIM Technical Advisors may have other reporting provisions, as members of the SELNA JP their reporting line under the programme should be to the UNDP as the managing agency and to the CTA, who has the coordinating role of technical support to the NA (under the SELNA JP). This can be done through a MOU negotiated with the CIM Technical Advisors. CIM Advisors have worked well under the SELNA JP umbrella, have used the SELNA JP identification in their email signature, their local salaries paid as part of SELNA's budget, and have identified themselves to be part of SELNA in both internal and in external communication. A MOU on reporting is a pragmatic approach that needs to be taken, even if on a voluntary basis, by all responsible parties

to ensure an effective management of the programme. Otherwise, the structure results in very weak accountability of the CIM Advisors to the programme.

- 2c. SELNA Team report that they have raised with the UNDP the need for a coordination mechanism with the NA. The Programme Board is such a mechanism and what is needed is for the SELNA Team to use their good offices to ensure that Committee Presidents/Vice-Presidents attend personally the Boards meetings.

The programme did utilize local capacities in the delivery of some of its activities, but this process should be stepped up. This is an important aspect of capacity building and sustainability. During the second half of programme implementation, the programme should gradually increase the use of local capacities in the National Assembly to carry out project activities. SELNA JP could, for example, train a small team of the Information Centre staff and staff from Human Resources, Administrative and Finance Units of the NA, to become trainers themselves for many of the specific technical skills required in the various roles of staff and parliamentarians at the NA. From responses received to the questionnaire on the issue of induction training, at least 28% of Committee members and staff received training to prepare them to assist in the induction programme for newly-elected Members of the National Assembly [see graph below]. It is important that NA staff and returning Parliamentarians take leadership roles during the upcoming induction programme for newly-elected Members of the National Assembly as a result of the April 2011 elections to the NA.

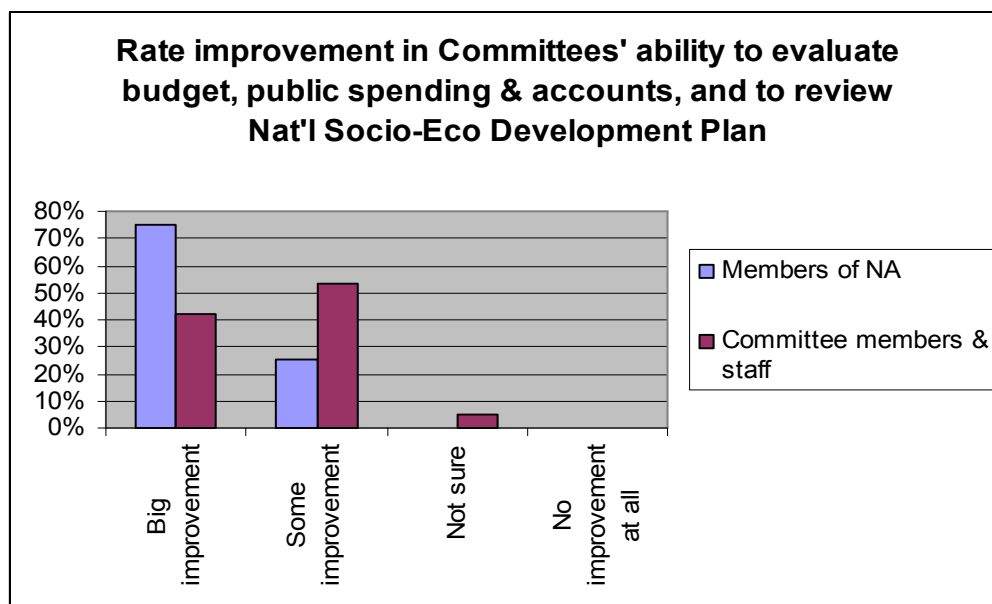


Recommendation 3:

- More effective utilization of local capacities available at the NA for the delivery of the programme activities. In the second half of the programme consideration should also be given to have NA staff, such as the staff of the Information Centre, and staff from Human Resources,

Administrative and Finance Units of the NA, to implement some of SELNA JP activities, starting with the Induction Training for newly-elected Parliamentarians.

By increasing the capacity of Members of the NA and Committee staff to review budgets and advocate for equitable distribution of services to the people, SELNA JP has increased the ability of the NA in monitoring the implementation of the National Poverty Eradication Programme (NPEP), reviewing state budget allocation, and enacting supporting legislation. When asked to rate the level of improvement in the Committees' ability to evaluate the Budget, public spending & accounts, and to review the National Socio-Economic Development Plan, seventy-five (75%) of NA Members, and 42% of Committee members & staff, reported 'big improvement' in their ability compared to two years' ago, while the remaining NA Members & 53% of Committee members & staff reported 'some improvement' of their skills in this important oversight function of the legislature [see graph below].



Between 2006 and 2010, economic growth stood steadily at 7.5% to 8% annually. In December 2010, the National Assembly debated and approved the Socio-Economic Development Plan for 2011 – 2015, which set a target for economic growth of at least 8 % annually. Although it is hard to quantify the contributions of the SELNA JP to this steady rate of economic growth, and consequently its impact on the poverty reduction goal, there is solid evidence of the contributions of SELNA JP to the NA and of the contributions of the NA towards the establishment of a Rule of Law State in LAO PDR. Any progress towards a Rule of Law State results in greater government accountability, improved

budget efficiency, an increase in foreign investment and economic growth, and a more equitable distribution of wealth and poverty reduction.

Factors affecting successful implementation and results achievement

There is a high degree of national ownership of the SELNA JP by the National Assembly. The issue of ownership is unquestionable and it is a major factor ensuring the successful implementation and results achievement. This deep sense of ownership is due, in part, to the fact that the genesis for the design of the project originated with the NA and by the fact that the NA is the implementing partner. It is also due to the fact that the National Programme Management Director (NPD) and the National Coordinator are NA staff, the NPD being a highly regarded senior NA Director-General. While there is a high degree of ownership, it does not follow that sustainability is assured. This is still a very young institution and the turnover rate after elections can easily undermine the capacity development gains made so far.

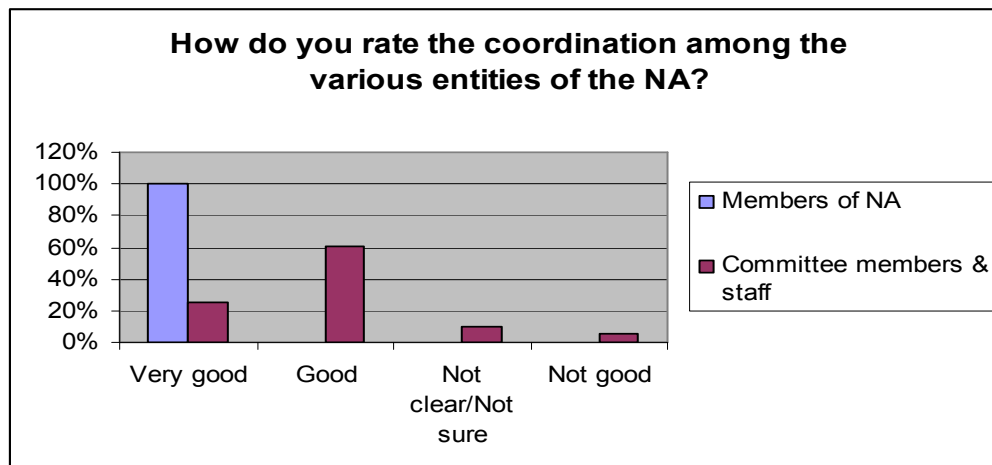
One positive step that may facilitate the development of a more effective organizational structure for the National Assembly - crucial to building the foundations for sustainability of the gains made under the programme - was the approval of the **National Assembly Amendment Law** in December 2010 during the 10th Ordinary Session of the National Assembly's Sixth Legislature. The amendment improved the structure of the NA, its role, function, rules and mechanisms to be able to respond to the country's modern day development needs. Under the new law, there was also a change of the name of the Law Committee to be called the Law and Justice Committee, and the Head of the NA Committee is now called the President of the Committees. But the change that can have a major impact on the sustainability of the gains made under the programme is the change in the NA Act establishing the National Assembly Secretariat. It is relevant here to also mention the Law on the Oversight of the NA, which was promulgated in 2004, since this law stipulates important parliamentary instruments (Interpellation, Establishment of Ad Hoc Committees) which are crucial to sustainable capacity building.

Recommendation 4:

- Programme delivery during the second half of the SELNA JP should focus on establishing an Organizational Unit/Technical Implementation Unit at the NA (inside the new Secretariat provided

for in the recently enacted National Assembly Amendment Law) and in supporting the development of the inner structure of the NA key functioning components: NA Secretariat; the NA President’s Office; the Office of the Clerk of the NA (with oversight over the Committees’ clerks); Information, Media Relations, Translations and IT Office; the Budget Office; Procurement, Logistics and Travel Office. The functions of these offices need to be clearly defined and understood. Office holders and staff need to receive specialized training to ensure capacity to carry out the daily functions of the NA, to provide support to the activities of Parliamentarians. In order to ensure future sustainability it is important to gradually transfer implementation and management tasks of the programme to the National Assembly newly legislated Secretariat [as required in the Programme Document, at p. 9]. So far, the project has been implemented through an autonomous Project Implementation Unit, which is not in line with the Paris and Vientiane Declarations on Aid Effectiveness. This transfer should be gradually implemented and SELNA’s Project Implementation Unit (PIU) should be gradually phased out. This process is important in paving the way for the post-SELNA joint international support the NA be designed with the implementation engine embedded in the NA upgraded support services.

The work of SELNA JP technical advisors and experts with the Members of the NA, and with the Committees in particular, have contributed to increased coordination among the various entities of the NA. This has been more noticeable during this last year. This factor has not only influenced the successful implementation of the programme and results achievement, but has contributed to sustainability. Responding to the question on how they rated the coordination among the various entities of the NA, one hundred percent (100%) of NA Members reported it to be ‘very good’, while 60% of Committee members & staff reported it to be ‘good’ and 25% ‘very good’ [see graph below]:



Petitions

The public petition process provides an excellent vehicle for citizens to bring issues of common social interest to the attention of legislators. The fact that it has increased in the LAO PDR National Assembly is a positive development³. Usually there are two types of public petitions. Those from the Judiciary channel, from people who disagree with court decisions; and those from administrative channel, from people who disagree with local authority decisions or conduct, and they usually involve land rights disputes. The People's Petitions Department at the NA has two main functions: 1) Examine petition complaints; and 2) Examine proposed actions to resolve the complaints. In dealing with petitions, the NA reviews the evidence and if it feels the decision is not fair, in administrative appeal cases of land dispute cases it may refer the case to the National Land Committee; in appeals from court decisions, the NA may request the Public Prosecutor to re-assess the case and ask the Judge to re-consider the decision made in the case. There is a petitions desk at every one of the 17 provincial constituency offices.

A tradition has developed in Lao PDR, and to a certain degree also in the surrounding neighbour countries, to petition even cases involving individual judicative disputes to the NA, particularly cases involving land disputes which make up the bulk of the petitions. This is a problem which is acknowledged by Members of the NA who have spoken openly of the need to develop systems to deal with land disputes. The Deputy Chairman of the Foreign Affairs Committee, Dr. Koukeo Akhamontry, speaking to Vientiane Times [reported in VT June 28, 2010 edition, p. B2] made the following three suggestions for the government to consider adopting in response to the increase in public petitions' complaints regarding land disputes and inadequate land compensation:

- I. Raise awareness and “educate land-occupiers about the land laws and government development policy”;
- II. The “market mechanism of supply and demand should control the price of the land” with the government providing for a ‘real estate market’;
- III. Land disputes should be settled in Court. The “court would provide justice for both the prosecution and defence in accordance with the law”.

This position, by a prominent Member of the NA, offers an opportunity which the programme should further explore in building partnerships to support of its efforts to modernize the National Assembly

³ See Appendix IV for number of Petitions processed

functions and operations. Otherwise the public petitions system may lead to the establishment of a bureaucratic system and to bottlenecks in the NA operations, which sooner or later will result in disappointment and loss of faith in the NA by the people with whom it presently enjoys boisterous popularity. Land issues will only increase with the current increase in foreign investment. Increased foreign investment requires an effective land policy in order to protect the land use rights of national citizens, especially those living in rural areas. This finding has repercussions not only for the NA but also for the Government as it requires major changes in the structure of the country's public administration system, and the role for SELNA team is more on supporting the process of change without budgetary implications for SELNA during this phase of the Programme.

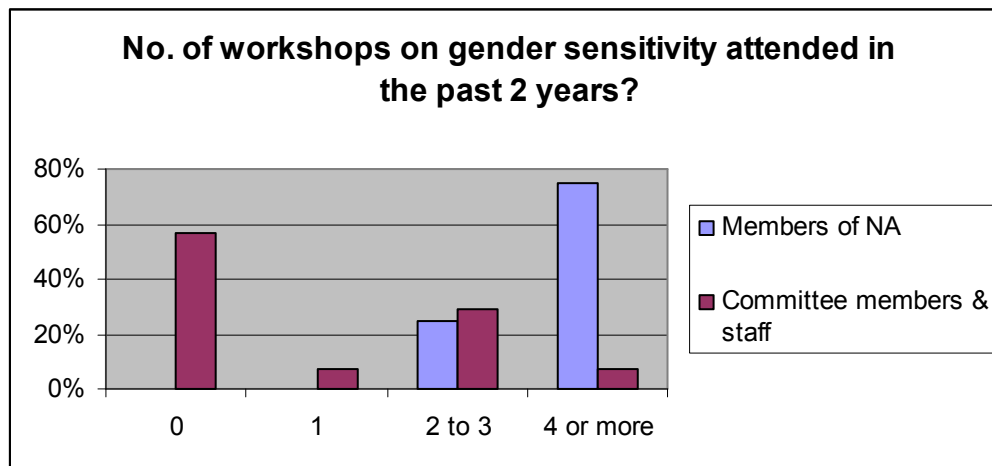
Recommendation 5:

- SELNA JP should use its good offices role in persuading the NA to reform/change its Petitions process, which is increasing as a result of the success in increasing NA public representation, a positive development. It should also provide technical advice to the NA in the development of an effective land use and development plan, and a land dispute resolution model. With an increase in foreign investment and economic activity in the country the present petition process is not sustainable. Most of the cases involved in the Petitions relate to land disputes. A system of administrative dispute resolution and/or mediation should be developed with appeals to the court system. The Petitions process should also not interfere with the independence of the Judiciary. The NA could retain jurisdiction over petitions involving land concessions from government and, of course, over public petitions dealing with general areas of public concerns, such as petitions for laws to protect minorities or to protect the environment.

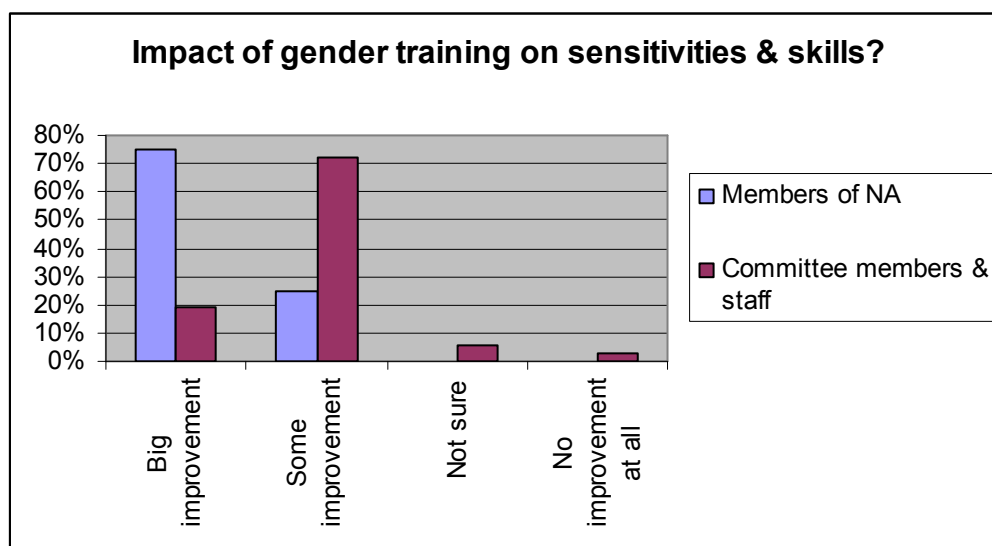
Strategic positioning and partnerships

Overall SELNA JP has contributed to UNDAF Outcome 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”. By strengthening the legislative, representative, and oversight functions of the NA, it increased the Parliament ability to advocate for adequate budgets and necessary government actions to realize MDG targets. There were specific activities of the Programme which supported the achievement of Gender Equality (MDG 3) and the associated Indicator 12 (proportion of seats held by women in the

National Parliament) in the programme’s work with the NA Women’s Caucus, gender awareness activities with Members, and support for women candidates in the recent campaign and elections. Graph below shows that 75% of NA Members report that in the past 2 years they have attended four or more workshops on gender sensitivity, and 36% of Committee members and staff have attended more than two workshops on gender. While this is positive, it clearly shows need for more activities on gender for Committee members and staff.



The next table is even more telling because it shows the great impact that gender sensitivity training had on Members of the NA and on Committee members and staff. Seventy-five (75%) of NA Members reported that there was ‘big improvement’ on their sensitivity and skills on gender issues, while more than 72% of Committee members or staff reported that there was ‘some improvement’ and 19% reported ‘big improvement’ on their sensitivity to this issue.



Intersession Training Programme

The training programme conducted by SELNA JP during intersession is considered to be a good vehicle to provide capacity building for NA Members and Staff (often with over 60% attendance rate). Held biannually, the NA intersession focuses on oversight functions, the country's international obligations, law making and budget allocation processes.

The intersession programmes are designed to be held every March and September, in between the formal NA sessions of June and December. Intersession workshops have taken place in various parts of the country to ensure participation by all members of the NA, technical staff from NA in Vientiane and from constituency offices. These workshops help strengthen the capacity of the members of the NA and committees in terms of legislative appraisal and oversight by raising awareness of national development issues and enabling them to engage in legislative drafting process at an earlier stage.

The intersession programme is considered by UN Agency Partners as an excellent entry point, a portal to the NA, giving them access to Members of the NA and Senior Officials, which otherwise would not be available if it were not for the SELNA JP. For some Agencies, investing US\$100,000 or less, having this kind of access and receptive audience of legislators and senior officials is a great opportunity. SELNA JP is a cost-effective programme for all Partners involved, but particularly so for such Agencies. It provides an excellent venue for partner agencies and members of the development community to engage NA members and staff, and for the NA to engage government agencies in discussions of major issues facing the country, which discussions become widely disseminated in the media.

During the intersession held September 13 – 16, 2010 in Thalat, Vientiane Province, over 120 NA members and staff, key government officials and members of the development community gathered to discuss the type and quality of foreign direct investment needed to achieve the goals of the Seventh National Socio-Economic Development Plan. Discussions at the intersession programme also focused on issues regarding the World Trade Organization (WTO) accession, and the effectiveness of the implementation of legislation and government policies. The intersession programme helps raise Government's awareness of the need to build symbiotic relationships between the government and the NA. Members of the Executive are participating more and more in the intersession programme as

they see it as a forum to move legislation needed by the government for approval by the NA. One example of this was the attendance of the Minister of Industry and Commerce, Dr. Nam Vignaket, who made a presentation at the intersession in Thalat, on Lao's accession to WTO, urging the NA to prioritize the urgent improvement of some legislation such as the Taxation Law, Law on Insurance, and Law on Telecommunications, in accordance with WTO principles.

Recommendation 6:

- 6a. Intersession programmes should be formalized and held regularly. The planning of these intersession training programmes should be developed early with the participation of all UN Agency Partners. Partners should be given the opportunity to participate in at least one session at each intersession as some partners complain of the lack of visibility for their Agencies under SELNA JP. The intersession week-long programme is an excellent opportunity for SELNA JP in responding to this concern raised by UN Agency Partners;
- 6b. It is recommended also that greater visibility is given to SELNA JP Donors. In order to retain support of donors for other joint programmes or for the next phase of support to the NA, in particular the EU who is a major donor with 1.1 Million Euros, it is important that greater visibility be provided in the future.
- 6c. Programme delivery during the second half of the SELNA JP should focus more on specialized technical training to give staff specialized skills needed in their functional roles (instead of Seminars-type of activities). It may be beneficial to conduct a gap analysis after the election to identify technical training needs.

Outreach Missions

The outreach missions by parliamentarians to the districts and villages supported by experts teams (UN Agencies, Ministry of Health, Ministry of Justice and other Ministries senior staff) into the districts and villages have proven to be successful in engaging parliamentarians into advocacy roles for the people. During the preparation phase for each of the missions, SELNA JP Coordinator works closely with UNFPA, UNICEF, UNAIDS, UN Habitat, UNODC, and/or WHO, depending on whether the topic of the mission is in their mandated programme area. This allows the partner agencies an opportunity to provide expert input to the mission. Parliamentarians are accompanied in these missions by an expert team (UN Agency, Ministry of Health, Ministry of Justice and other Ministries'

senior staff). Some of the national experts are able to provide their expertise using non-technical and simple language so as to ensure absorption.

The outreach missions are led by NA Committees and those invited are parliamentarians of the relevant constituencies to be visited, and/or parliamentarians who have expressed interest in the topic of the mission. Teams are kept small to allow greater face-to-face discussions with the people, increasing democratic participatory process, which is the main objective of the missions. UN Agencies are kept to two per mission to keep missions size small. SELNA JP asks the Committees to take leadership role throughout the mission preparation phase and in coordinating the mission. During these missions, parliamentarians enter into a dialogue with villagers about their difficulties, concerns, hopes, fears and expectations. Parliamentarians talk about laws and advocate behaviour change. They also talk to village heads about women issues. Gender-based violence became a subject of NA advocacy as a result of a presentation by UN WOMEN in the February 2010 outreach mission to Northern Lao and the discussions that followed their presentation.

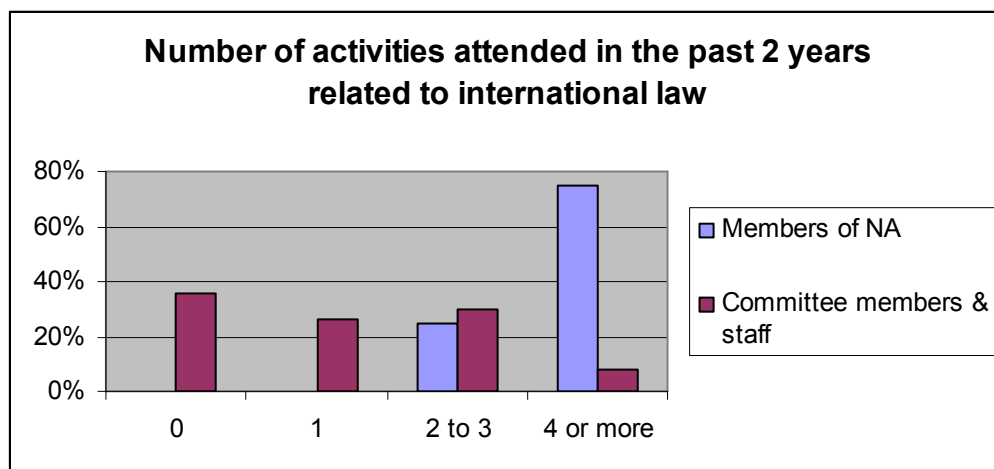
The outreach missions are usually designed as follows⁴:

- One workshop per district addressing district constituency staff and village heads. They are trained to be able to enter into a dialogue with the province/district/and village level.
- There is a visit to 2 villages (identified by a non-profit organization, Ministry or by Parliamentarians of those districts).
- Outreach missions are carried out only to remote border villages as they usually are never visited by officials.
- On average, outreach missions are carried out to 3 provinces, in each province 2 districts and 4 villages.

SELNA JP has had other 'value-added' outcomes that benefit other programmes, producing positive synergies. The International Law Programme (ILP – Phase III) staff reported that SELNA JP training made a 'qualitative difference' in the capacity of the Members of the NA and made them more receptive, more ready, and more aware of their role in protecting human rights in the country, all critical to the successful delivery of ILP training on international law to the NA. The harmonization

⁴ See Appendix V, Sample of a Tentative Programme for an outreach mission planned by the NA for 8 -14 May 2011 to Savannakhet (Vilabouly and Sepon District)

and alignment of the SELNA JP with other development partners and projects such as the ILP produce results and enhances aid effectiveness. The graph below shows that 75% of Members of the NA reported having attended more than four (4) activities related to international law in the past two years, while 26%, 30% & 8% of Committee members and staff reported having attended respectively 1, 2 to 3, & more than 4 such activities.



SELNA JP activities have been coordinated and harmonized with other actors in the sector and this should continue to happen, and whenever possible, have such interventions delivered under the SELNA JP umbrella. An example of this was the recent intervention [2011] by a member of the German Bundestag/Budget Committee, Mr. Jurgen Koppelin, before the National Assembly Economic Committee, to better enable Committee Members to participate effectively in their oversight role and in the process of allocating the national budget to various areas of development. Over 70 participants from the National Assembly, Line Ministries and partner organizations were in attendance. Another example is the partnership among the NA, the U.S.-Laos International ASEAN Integration Project (LUNA-Lao)", with other donor agencies such as the World Bank, AusAid, SUFORD Project, DFDO Mekong and Mekong River Commission, for the Economic Law Review Conference held recently. SELNA JP and the LUNA have also coordinated their support in the development of the new organic law ("Law on Laws"). Still another example is the joint workshop on coordination mechanisms between National Assemblies and Governments in the State Auditing, with participation of the responsible parliamentary committees, Ministries of Finance and State Audit Institutions of Lao, Cambodia and Vietnam, held in April 2010 in Vientiane, which was funded by the World Bank and organized by SELNA in close cooperation with the World Bank. SELNA JP has also reached out to UNAIDS for that agencies' expert input in the development of the handbook on HIV/AIDS for

parliamentarians. SELNA JP is working with UN Women Regional Office in Bangkok for that partner agency's in-kind contribution in a global review of Lao legislation from a gender perspective, and to ensure effectiveness in combating gender-based violence (GBV) and domestic violence (DV). It is also good to see that early this year (2011) the Government of Lao PDR (GoL) approved an anti-corruption strategy for 2011 – 2020 in a bid to ensure transparent administration. GoL has ratified the United Nations Convention Against Corruption (UNCAC). The National Assembly has also recently enacted the Law on Anti-Corruption.

It is important for the success of UN Agencies delivering as ONE, that activities delivered by UN Agencies are either delivered under the SELNA JP umbrella (preferably) or in partnership with SELNA JP. Any national partner would like to have the benefit of a robust programme such as SELNA JP and, at the same time, have bilateral support from other agencies. However, in the long run, it undermines the overall relationship of the UN with the national partner when one UN Agency chooses that route. The Deputy Director General of the Ministry of Planning and Investment [Mme. Sisomboun Ounavong] emphasized the Government's appreciation for the SELNA JP and its importance as the first Joint Programme at the National Assembly of LAO PDR.

Recommendation 7:

- 7a. UNDP and other UN Agencies should review all opportunities for collaboration to ensure they deliver as ONE even if it requires more coordination and work;
- 7b. UNDP and its Partners should review with the SELNA JP Team to ascertain the root causes for not bringing bilateral funding opportunities into the SELNA JP umbrella. If the reason is that short notice requests for activities from NA Members are difficult to address under SELNA JP, then some process ought to be put into place to ensure that the NA plans ahead better and also that approval process for such non-planned activities can be streamlined and/or formalized in terms of having a structure process in place to deal with such non-planned activities;
- 7c. SELNA JP Team should work with the NA to encourage such donors to proceed under the SELNA JP umbrella. There is a well-known development saying in joint programme delivery, that it results in the sum of the whole being greater than the parts.

Delivering a Nationally-Implemented (NIM) Joint Programme is a good model for programme delivery and, in the case of SELNA JP, a successful model. SELNA JP is however a very difficult programme to manage for many reasons, one being that the UNDP, as the “Managing Agent”, does not have full control. The MOU between the UNDP and the Partner Agencies provides in its article 1 that the UNDP as the “Managing Agent assumes full programmatic responsibility and financial accountability for the funds”. Although most of the partners reported that the recent changes in the structure of the meetings of the PAG Group have had a positive impact on the relationship of partners, the issue of partner coordination and communication was raised and should be dealt with. The need to spend money for a UNV Communications Officer, when SELNA JP monitoring officer or national coordinator could carry out this function at no additional cost to the programme, was questioned and should be considered. This has to be weighed with the abilities of these individuals to carry out this function, including their ability to communicate well in English. In arriving at a decision on this matter, it is also important to review SELNA Workplan and consider the need for the UNV for the capacity training of the NA Information Department, supporting/elaborating a “institution identity strategy” for the NA and all its printings/presentations, improving the website of the NA, desktop trainings of the staff of the Information Department, improving the “Puteen” as an excellent information tool (parliamentary gazette), and to conduct internal English trainings to the media center and the Information Department.

Recommendation 8:

- 8a. A decision-making mechanism and a communication mechanism should be established to avoid unnecessary misunderstandings among partners. SELNA JP Team should provide notice to all partners, and offer an opportunity to hold meeting(s), at early stages of drafting work plans, or when planning a SELNA JP activity, allowing partners an opportunity to participate, even if just by providing a national technical staff of their Agency as an expert trainer or presenter on their mandated programme area.
- 8b. A quarterly bullet point ‘1-2 page report’ containing a brief summary on the planned & accomplished activities of SELNA JP for the quarter should be emailed on a group email to all partners. After each item, contact info of the person to be contacted for that particular activity (should someone require more information) should be provided. Timing and conciseness should be the guiding factors. Within the SELNA team one employee should be appointed as being responsible for the coordination of this report on the base of a determined timetable;

- 8c. Although the role of the UNDP seems to be clear in the MOU referred to above, it may be advisable to have it clarified. It could be done through a Q & A drafted by asking Partners with a question on the subject to submit the question to the PAG Group and have the MOU reviewed and answers drafted.

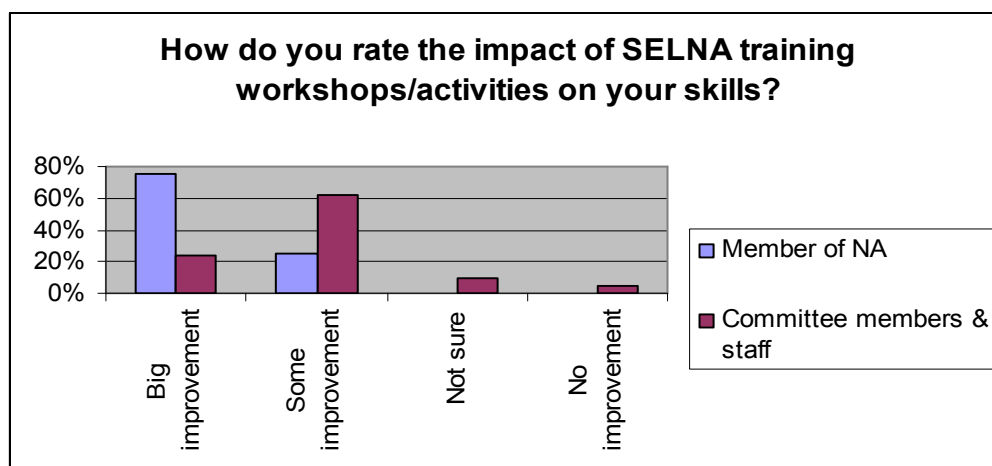
There was a high expectation in the NA raised by the fact that the Programme Document (ProDoc) provided for a US \$4.1 M, even though the ProDoc reflects the underfunding. While the underfunding issue often came up as the reason for non-delivery of an activity, there is no evidence that it affected the implementation of the programme in any measurable way. However, whenever an activity was not delivered or had to be postponed, the tendency was to blame the UNDP for the under funding of the programme. While this is normal, it is not constructive, and the reasons for postponement and delays are varied. It should be pointed out here that the UNDP has increased its initial funding commitment of US \$750,000 by 71% to a total of US \$1,280,418 and that UNAIDS has also allocated USD 73,000 to the Programme. The main donor to the project, the European Union, is recognized by other stakeholders and by the national partners for its robust support to the NA through the SELNA JP. Although it is a challenge to comply with the EU rules and regulations, there has been excellent cooperation by the EU Delegation in this area, which has been important in reducing delays in releasing funds by the EU to the UNDP.

Recommendation 9:

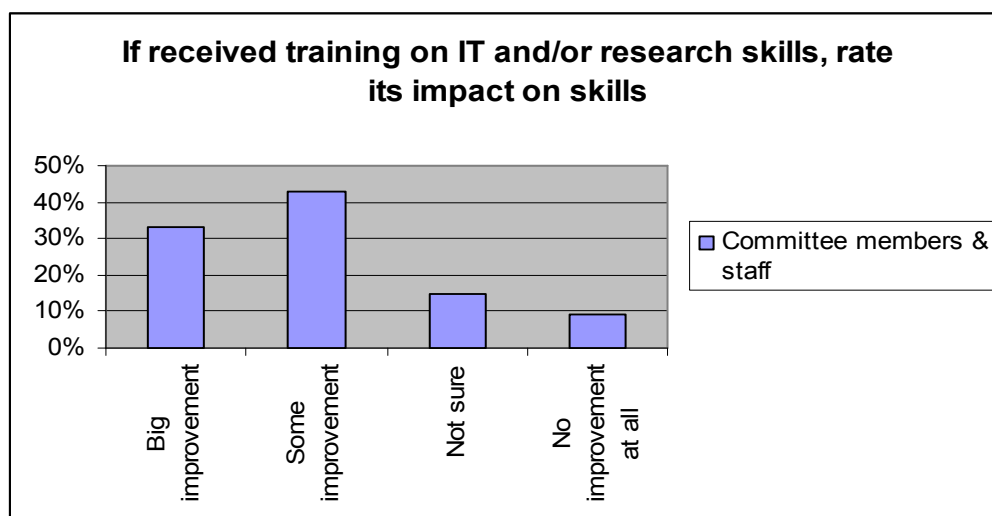
- 9a. Amend the SELNA JP Programme Document (ProDoc), as specified on Chapter V (page 47), to reflect the actual funding situation of the programme, reducing it to US\$ 2,978,867.00 from US\$ 4.1 M. Prioritize activities to be delivered during the second half of the programme, eliminating some to bring it within the new budgetary limit.
- 9b. Review the Cost-sharing Agreement with the EU to reflect any changes in the ProDoc and to streamline as much as possible the process of release of funds.

Future Direction

The NA has demonstrated leadership commitment to continue some of the work supported by the programme and has developed some technical capacity to manage some of the changes. When asked about the extent of skills improvement as a result of SELNA training activities, 75% of NA Members report “big improvement”, while 24% of Committee members and staff reported “big improvement and 62% reported “some improvement”.



There has been IT training and support in terms of computers and equipment for the NA, which have raised the operational capacity of national partners in the NA. More than 75% of Committee members and staff report either a ‘big improvement’ (33%) or ‘some improvement’ (43%) in their IT and/or research skills as a result of SELNA’s interventions [see graph below]:



Operational capacity of national partners, such as in technology, finance, and staffing, has been strengthened to a certain degree. There is however a shortage of human resources capable of absorbing some more advanced specialized training. Internship programmes involving University students working at the NA should be increased and integrated into the curriculum of some of the courses at the University.

NA Hotline [Free of charge call 156 hotline]

One of the successful initiatives of the National Assembly, supported by SELNA JP, is the “Hotline” set up during the period the Assembly is in session to receive public complaints, report corruption and provide constructive comments. The hotline has been very successful with calls increasing

continuously since its inception during the 5th Legislature. Citizens have called complaining about a number of items, many related to stopping corruption and breach of trust. Newspapers report that callers complained about government officials selling confiscated goods even before the goods are used as evidence in court trials; and driving confiscated cars and motorbikes before the items are officially registered as government property. Some callers have called for people in high political positions to declare their assets in order to raise people's trust. Land problems, high cost of living, illegal logging, and unjust verdicts by the people's courts are among other hot topics raised by citizens through the NA hotline.

Appendix IV table contains details of the operation of the hotline at the National Assembly. Just to provide an idea of the popularity of this service with the people, it was reported in the Vientiane Times on December 23, 2010 that in the first 9 days of the 10th Ordinary Session of the National Assembly's Sixth Legislature which began on December 14, 2010 "In total, more than 1,000 people have called the NA hotline but only 73 statements were recorded because many touched on the same issues". The issues raised by the public are compiled and submitted to government's Secretariat who refers them to the appropriate government agencies to be investigated and responded to. They are sent as well as to parliamentarians at the NA and to the constituencies. Parliamentarians often address these issues in the assembly to seek answers from the government. Each of the six NA committees is tasked with following up on the issues under their responsibility to ensure they have been fully addressed. Each constituency gets a list of the complaints from their area dealing with local issues so that they can follow them up and deliver answers to their constituents. Mr. Viseth Savengsuksa, who is responsible for the hotline at the NA, and who is also the NA Deputy Administrative Office Head, told the Vientiane Times during the NA 9th Ordinary Session of the Sixth Legislature that so far clarification of the issues raised in the hotline calls by government agencies has been slow. He also reported that there have been requests to keep the hotline open through the year, instead of only during each session of the assembly.

There has been an analysis made of the overall cost for the operation of the hotline, personnel training programmes and maintenance. Appendix VIII (Activity 2.2.2.b) attached to this Report contains such analysis and the cost of maintaining the NA hotline operating throughout the year instead of operating only during the period when the NA is in session. The additional core cost for the operation of the hotline throughout the year has been estimated at US \$ 5,250. This cost estimate

does not take into account the cost of satisfactory follow up of all suggestions, requests, and complaints by qualified human resources personnel.

Recommendation 10:

➤ Those during the second half of the programme, SELNA JP strongly consider supporting the operation of the NA hotline throughout the year.

There is some evidence of the willingness and ability of the NA to push for progress on environmental, gender, human rights and child issues, such as support for female parliamentarians, focus on migration, trafficking, logging and domestic violence). These unplanned positive impact areas need to be supported with activities to foster them during the second-half of programme implementation. As well, the NA is just beginning to consider the role of local assemblies and it is important for SELNA JP to support and help consolidate this process.

Recommendation 11:

➤ During the second half of the programme, SELNA JP should provide support in the strengthening the Local Assemblies and help consolidate their role and interaction with the NA.

Post-SELNA JP planning should take into consideration the highly unlikely that the Government of Lao PDR will provide the funding required to consolidate the gains and achievements of SELNA JP after the end of the current SELNA JP after 2012. Ownership is expected to continue to be high, but in the absence of resources significant progress will be difficult. Some donors, partners, NA and other stakeholders raised the need to start the process of planning ahead for a SELNA post-2012 Joint Programme since the process of putting together a programme and obtaining donor funding commitment is a long one.

Recommendation 12:

➤ That UNDP and UN Agency Partners start putting together the necessary working committees to develop a plan for a joint programme in support of the NA of LAO PDR post-2012 and coordinate this activity with other donors in the area of Governance, such as the World Bank and the EU. Early and continued consultations with the NA should be part of this planning ahead process.

V. CONCLUSIONS, PROGRESS RATE, LESSONS LEARNED, AND RECOMMENDATIONS ON CHANGES TO DOCUMENTS

The programme has a carefully-designed results framework for planning and reporting, with clear and consistent objectives (outcomes) and outputs, measurable results indicators and baseline indicators. Risks and assumptions continue to hold to a great degree and risk management arrangements are in place and presented in annual and quarter reporting. The new format established for the Programme Assurance Group (PAG) has indeed improved the development partners relationship. The design of the project works well with the cultural and political context of Lao PDR. The overall outcome can be achieved through the planned outputs within the time frame of the project, assuming that budgetary delays (EU disbursement for 2010 arrived 09/2010) and the corrections recommended in this report are addressed.

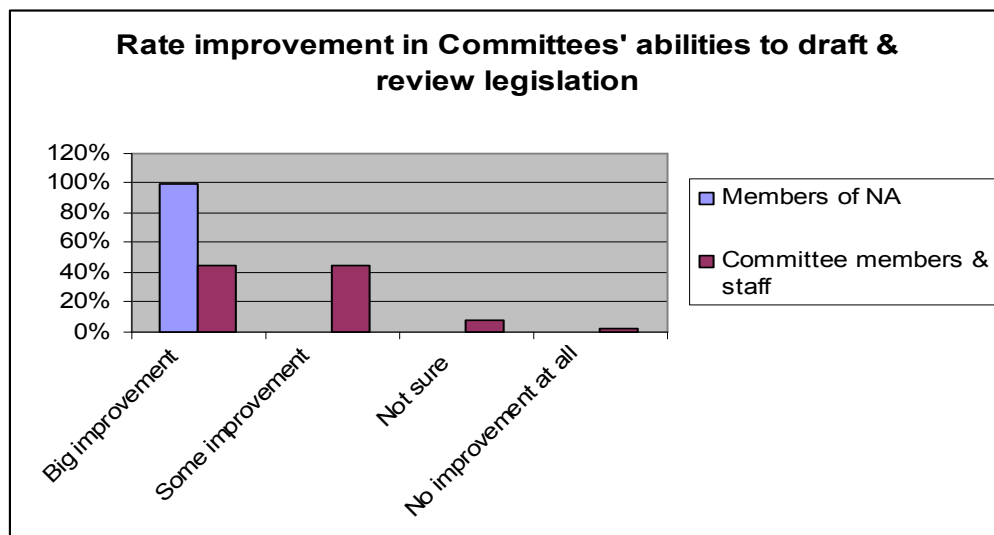
Activities were generally provided at planned cost. There were instances where activities were provided at higher costs, but these were generally due to higher interest and participation of NA actors. It is possible to avoid such situations in the future by implementing a better system of planning ahead and more realistic budget development. Some activities also came in at lower cost. Cost-effective implementation of activities is provided in the design of the project with the annual audit, as well as through the quarterly reports and work plans which are reviewed by the PAG (Programme Assurance Group). The Mid-Term Evaluation provides an overall review of the programme. Some outputs were postponed in 2009 and 2010 (as can be seen in Appendix VI and VII) but those achieved were executed well, with visible and tangible results, and high overall rate of satisfaction reported by NA Members and Staff in the survey questionnaire conducted during this mid-term evaluation.

The quality of results has been very positive. They have visibly increased the capacity in the NA Secretariat and parliamentarian committee members in their ability to reach out effectively to districts and villages on a wide range of development, human rights and gender issues. They have increased the use of technology communications (intranet, radio, TV, newsletters) and members' social consciousness resulting in some proposed legislation (domestic violence), the establishment of the NA "hotline" system, and open debate of politically sensitive issues. The inter-sessions of the NA, organized by SELNA JP twice a year, greatly improve knowledge transfer and provided a forum of

debate and experience sharing among parliamentarians, senior government officials and development partners. SELNA JP is enhancing the effectiveness and efficiency of the National Assembly of Lao PDR in all outcome areas of the programme document. The overall objectives of the SELNA JP also respond to the planned objectives of the Government and assist the Government of Lao PDR to progress towards becoming fully a rule of law state.

SELNA JP integrates gender equality issues in its design and programme delivery. Efforts were made in proposals for gender-responsive budgeting, in establishing liaison with the Lao Women's Union, in increasing female parliamentarians, in the role the women's caucus play at the NA, and in the areas of maternal and child health. SELNA JP has contributed to raising awareness of human rights, both socio-economic and political-cultural rights. It has contributed towards the the ratification and implementation of key international treaties in partnership with the International Law Project (ILP-III). Its workshops, the distribution UNICEF booklet on child rights, vaccinations and health, responded well to children issues. The law on HIV/AIDS and its work with UNAIDS in this area is commendable. SELNA JP in partnership with the NA has also supported radio programmes in local languages and focused attention on HR concerns for different non-Lao ethnic groups.

SELNA JP training programmes have had an impact in strengthening the capacity of NA Members and Committee members and staff in drafting and reviewing legislation. One hundred per cent (100%) of NA Members reported 'big improvement' in this area and 90% of Committee members & staff have reported either 'big improvement' (45%) or 'some improvement' (45%) in the Committee's abilities to draft and review legislation [see graph below]:



This improved capacity has resulted in important legislative achievements by the National Assembly, reflected in the following impressive list of legislation enacted in the recent past:

As at January 21, 2011, LAO PDR had more than 90 laws enacted in total. Over the past 5 years the Sixth Legislature has approved more than 50 laws, of which 29 are new laws, including:

- ✓ Law on Anti-Corruption
- ✓ Law on State Inspection
- ✓ Law on State Accounting

Approved by 10th Ordinary Session (which ended December 23, 2010):

- ✓ Law on Metrology
- ✓ Amendment to the Law on the Resolution of Economic Disputes
- ✓ Amendment to the Law on National Assembly
- ✓ Amendment to the Law on Elections of NA Members
- ✓ Law on Statistics
- ✓ Law on HIV/AIDS prevention
- ✓ Consumer Protection Law

It should be pointed out that difficulties are with implementation of the laws approved, and that this area should be a focus for the second half of SELNA JP implementation.

A table rating the progress towards results is provided below:

Rating on progress towards results

Output Targets

Rate of Improvement

Output 1: Enhanced parliamentary capacity for exercising legislative, oversight and representative duties		
1.1 Members & Committee staff have improved knowledge and awareness of relevant sectoral and technical issues	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Major change Some change No change Negative change
1.2 The National Assembly's capacity for formal and substantive involvement in law making and monitoring is improved and procedurally institutionalized	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Major change Some change No change Negative change
1.3 The National Assembly's capacity for budgetary appraisal and oversight is substantially enhanced	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Major change Some change No change Negative change
1.4 The National Assembly is consulted in preparation for accession to international treaties and actively monitors their implementation	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Major change Some change No change Negative change
Output 2: The NA effectively and accurately represents constituents interests, needs and expectations		
2.1 Enhance two-way communication and interaction between NA Members and constituents and improved capacity for public representation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Major change Some change No change Negative change
2.2 Improved mechanisms for handling petitions and complaints by the NA	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Major change Some change No change Negative change
2.3 Laws are publicly debated and expeditiously made accessible to the public	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Major change Some change No change Negative change
2.4 Enhance public understanding of the NA, its role, functions and proceedings	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Major change Some change No change Negative change

2.5 Support to the introduction of local councils	[]	Major change
	[]	Some change
	[X]	No change
	[]	Negative change

Output 3: The NA has upgraded parliamentary support services

3.1 Capacity gaps in the NA secretariat are identified and addressed	[]	Major change
	[X]	Some change
	[]	No change
	[]	Negative change
3.2 The Office of the NA provides improved information services	[X]	Major change
	[]	Some change
	[]	No change
	[]	Negative change
3.3 Programme monitoring and coordination capacity is strengthened	[X]	Major change
	[]	Some change
	[]	No change
	[]	Negative change

Output 4: Technical assistance and programme support services operational

4.1 A programme support team effectively manages and coordinates assistance to the National Assembly	[X]	Major change
	[]	Some change
	[]	No change
	[]	Negative change

Learned Lessons and Areas for Improvement

- ✓ **Mix of participants promoted information sharing:** This was found to be so particularly during the intersession programmes;
- ✓ **Flexibility with respect to Work Plans** allowed topically relevant activities to take place making them timely and responsive to NA needs;
- ✓ **Intersession programmes provides a good common forum for capacity strengthening and networking** not only for the work of development partners but also for the NA and Committee members/staff and for the government ministers/staff;
- ❖ **Seminars and Workshops** – The rate of completion of seminars and workshops was very good, but they require more collaborative planning, more technically focused training programmes, better

recordkeeping (in terms of attendees, male-to-female ratio of attendees and better analysis of participants evaluations. It was proper that during the first half of the Project NA Members and high level Committee Members and senior staff were targeted for the training but during the second-half of the Project, activities should target also other NA staff on how to handle their technical function in supporting Members in their role not only at the NA but also outside the NA;

- ❖ **Follow-up after the study tours** by the participants should be improved. This has happened in terms of writing briefings and reports. However, certain procedural requirements should be institutionalized including for example: That study tour participants conduct a series of lectures/workshops to a range of attendees (colleagues, line ministry staff, junior staff, and University students); Publication of a summary of their reports in the NA newsletter;
- ❖ **Activity-tailored briefing to National Assembly Members should be a priority in the future** – Short, targeted briefings should be given to Members of the NA in any future activities intended for them. This will increase not only informed participation but also facilitate absorption rate and capacity gain;
- ❖ **Consolidation of the secretariat capacity**- In every institution, the administration is the foundation on which activities are built and performance is dependent. A lot of the Parliament’s fragility stem from its weak administration. There have been many gains made by SELNA JP in training the staff of the NA and of its Committees. So far the training by SELNA JP has focused on providing activities for the Assembly. During the second-half of the programme, the focus should be on ensuring that a professional development programme for staff at the NA is procedurally institutionalized to be carried out periodically by the NA with the support of trainers from a national institution and/or University. The programme could have annual professional development programmes incorporated in a 3-year or a 5 – year skills improvement programme. This is important in ensuring future sustainability by the NA of the functions presently being supported by SELNA JP;
- ❖ **Management structure makes it clear that the NA is the implementing partner. It does not however clearly show how the role of the senior technical advisor fits in the overall structure.** Clear reporting lines should be specified. Management structure should also provide performance appraisal guidelines for SELNA JP team in future amendments to current design.
- **The delays in receiving the full EU payment causes certain constraints in programme management**- This highlights the need to revise and amend the project document to reflect realistic activities based on actual available funds;

- **Producing a ProDoc based on a partially funded budget** results in high expectations on the part of the national counterparts and may lead to disappointments. It also can cause problems with disbursement of funds, particularly when the EU is a funding partner, due to the EU internal regulations. UNDP should avoid such practice in future.
- **Unclear coordination mechanisms slows down the implementation of activities and legislation-** This was evident in the planning phase of activities designed for the implementation of the HIV/AIDS Law and also to move forward with the proposed Gender-Based Violence Law (GBV). Consensus need to be developed among SELNA JP, NA, line ministries and the respective UN Agencies involved on clear coordination mechanisms;
- **Project management forward planning and pro-active approach is the way to go-** Coordinated support to candidates in the pre- National Assembly elections are to be commended. Planned activities for the 2011 AWP incorporated various levels of support and training for every stage of the electoral process. It is important for the remaining of 2011 that Induction and training of members post-election be carried out in a timely and effective fashion.

Recommendations on Changes to Documents

Actions points on changes to the European Community Agreement with the UNDP:

- Review the Cost-sharing Agreement with the EU to reflect the actual funding situation of the programme, reducing it to US \$ 2,978,867.00 from US\$ 4.1 M, and any other changes in the ProDoc;
- Streamline as much as possible the process of release of funds.

Action points on changes to the Joint Programme Document (ProDoc) for the “Support to an Effective Lao National Assembly (SELNA)”:

- Amend the SELNA JP Programme Document (ProDoc) to reflect the actual funding situation of the programme, reducing it to US\$ 2,978,867.00 from US\$ 4.1 M;
- Conduct a review of all outstanding planned activities in order to prioritize those still relevant in terms of achieving the objectives of SELNA JP taking into account the reduced budget and the recommendations contained in the evaluation report; Some activities may have to be

eliminated or delivered with in-kind contributions or in a reduced and/or more cost effective manner;

- Eliminate current Output 4 [Technical assistance and programme support services operational] as this output has been achieved and substitute it for the following **Output 4: Establishment within the structure of the NA of a “NA Technical Implementation Unit [NATIU]”** for professional development programmes and activities; This Unit should be able to take over the role of the SELNA JP Team in the post-SELNA period;
- The Management Structure in the ProDoc and the TOR for the Chief Technical Advisor (CTA) should be amended to state as follows: “(i) The CTA shall assist the National Programme Management Director (NPD) in the realization of the programme outputs and activities to assure technical integrity of the programme; (ii) The CTA shall oversee the overall provision of technical support by SELNA JP to the NA and, in a coordinating role, the work of the Committees’ Technical Experts (CIM Expert I and CIM Expert II - provided their agreement is obtained in a MOU for this purpose); (iii) The CTA shall be the focal point, and the functional reporting officer for the Technical Experts (CIM Expert I and CIM Expert II - provided their agreement is obtained in a MOU for this purpose); (iv) The CTA responsibilities include providing legal and technical interpretation of programme requirements to the NPD;
- The Organigram in the ProDoc should be re-designed to reflect a higher managerial/ coordinating role for the CTA in respect not only to the work of the Technical Experts, but also in providing technical oversight for the work of the National Programme Coordinator and the Monitoring & Management Specialist;
- SELNA JP ProDoc should provide for a Protocol designed to guide the SELNA Team in the performance of their roles in a manner that will give the national & international counterparts a clear and consistent image of the UN delivering as ONE.

It is submitted that with these mid-term adjustments to SELNA JP, the programme should reach its programmed outcomes and achieve its objectives by the end of the programme in 2012. The National Assembly of LAO PDR will however require international assistance in the years to come in order to become a modern functioning Parliament, and joint programme assistance is recommended for the medium to long-term, leading up to 2020.

[END OF MAIN BODY OF THE REPORT]

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LAO PDR National Assembly Report of 6th, 7th, 8th, 9th, and 10th Ordinary Session of the National Assembly, Sixth Legislature
National Assembly magazines and newsletters
Constitution of LAO PDR
National Assembly Inter session Programme (13-16 September 2010, Thalath)
Cost review of training in handling hotline complaints (SELNA JP)
Activity report on Peoples Petition and Complaints
EC Monitoring Report (08/10/2011)
NA Personnel Department's strategy for HR reform

Appendix I

Mid-Term Evaluation of SELNA Joint Programme

Tentative Programme 03 - 09 April 2011

Mid-Term Evaluation Consultant:

1. Mr. Carl Defaria

Time	Events	Location	Status
<u>Sunday 03 April 2011</u>			
	Arrival of Consultant		
<u>Monday 04 April 2011</u>			
08:30	Initial meeting with SELNA Programme Officers	UNDP	Confirmed
09:00	Initial meeting with SELNA team	NA	Confirmed
10:30	Meeting: Chief of NA Cabinet and member of NA Standing Committee	NA	Confirmed
11:00	Meeting: DG, Social & Cultural Department & Head of Women's Caucus Secretariat	NA	TBC
11:30	Meeting: DG, Research and Reference Department	NA	Confirmed
12:00	Lunch		
13:30	Meeting: DDG, Law Department	NA	Confirmed
14:30	Meeting: Mr Leik Boonwaat, Representative, UNODC (SELNA partner)	UNODC	Confirmed
16:00	Meeting: Project Manager, International Law Project	IL project office	Confirmed
16:30	Meeting: Mr Avi Sarkar, Regional Technical Advisor, South East Asia, Water and Sanitation Section II, UN-Habitat (Potential partner)	UN-Habitat	Confirmed
17:30	Debriefing with SELNA Programme Officers	UNDP	Confirmed
<u>Tuesday 05 April 2011</u>			
08:00	Meeting: Mr Dirk Wagener, UNDP Assistant Resident Representative	UNDP	Confirmed
09:30			
10:30	Meeting: DG, People's Petition Department	NA	Confirmed
11:15	Meeting: Ms Miekko Yabuta, Representative, UNFPA (SELNA partner)	UNFPA	Confirmed
12:00	Lunch		
13:30			
14:30	Meeting: Ms Mizuho Okimoto-Kaewtathip, SELNA focal point, UNICEF (SELNA partner)	UNICEF	Confirmed
15:30	Meeting: Mr Ivan Chia, First Secretary, Singapore Embassy (Donor)	Sing.	Confirmed

		Embassy	
16:30	Meeting: Pascal Stenier, Country Coordinator, UNAIDS (SELNA partner)	UNAIDS	Confirmed
<u>Wednesday 06 April 2011</u>			
08:30	Meeting: Dr Dominique Richard, Medical Officer for HIV/AIDS, WHO (Potential partner)	WHO	Confirmed
09:30	Meeting: Dr Peter Wienand, Ambassador, German Embassy (Donor)	Ger. Embassy	Confirmed
10:30	Meeting: DG, Information Centre and Magazine Unit	NA	Confirmed
11:00	Individual meetings with NPD, Senior coordinator, STA, CIM Advisors	SELNA	TBC
Afternoon	Drafting Initial Evaluation Report		
<u>Thursday 07 April 2011</u>			
8:30	Teleconference: Ms Ryratana, Country Program Manager a.i., UN Women, Tel. +6681-627-0398.	UNDP R310	Confirmed
10:00	Visit to the Vientiane Capital constituency office	VTE Capital	Confirmed
TBC	Meeting: De-briefing with SELNA team: preliminary findings	SELNA	TBC
	Drafting Initial Evaluation Report		
16:00	Meeting: Kyoko Yokosuka, Deputy Resident Representative, UNDP	UNDP DRR office	Confirmed
	Revision and adjustments of presentation on the SELNA Mid-Term Evaluation and Preparation for presentation to stakeholders		
<u>Friday 08 April 2011</u>			
9:00	Meeting: Department of International Cooperation (DIC), Ministry of Planning and Investment	MPI	TBC
10:00	Meeting: Henry Pranker, Chargé d'Affaires a.i., European Union Delegation	EU	Confirmed
12:00	Lunch		
15:00	Presentation of Preliminary Findings of SELNA Mid-Term Evaluation to stakeholders	UNDP	Confirmed
16:30	Planning next steps to finalize the report – SELNA team	NA	
<u>Saturday 09 April 2011</u>			
	Departure from Vientiane		

Appendix II

Questionnaire for Members of the National Assembly, Cabinet and Committees

1. Have you participated in training activities conducted under the SELNA JP? How many?
 0
 1
 2 to 3
 4 or more

2. How do you rate the activities of the SELNA JP?
 Very good
 Good
 Not clear / not sure
 Not good

3. Have the activities been implemented in a manner compatible with the NA agenda?
 Yes
 No
 Sometimes
 Don't know

4. How many skills training workshops/activities have you attended specifically on Members and Committees roles and functions in the past two years?
 0
 1
 2 to 3
 4 or more

5. How do you rate them? [Impact on your skills]
 Big improvement
 Some improvement
 Not clear / not sure
 No improvement at all

6. How many activities have you attended in the past two years on international law treaties and conventions? [i.e. training workshop by the International Law Project, an internship, or an international exchange visit]
 0
 1
 2 to 3
 4 or more

7. How many gender-sensitization workshops have you attended in the past two years?
 0
 1
 2 to 3
 4 or more

8. How do you rate them? [Impact on your sensitivities and skills]
 Big improvement
 Some improvement
 Not clear / not sure
 No improvement at all

9. How do you rate the coordination between the various entities of the National Assembly? [i.e. Committees and departments]

- Very good
- Good
- Not clear / not sure
- Not good

10. How do you rate the Committees abilities in drafting and reviewing legislation? [Improvement on the ability]

- Big improvement
- Some improvement
- Not clear / not sure
- No improvement at all

11. How do you rate the Committees abilities to evaluate the State budget process, scrutinize public spending and accounts, and review the National Socio-Economic Development Plan? [Improvement on the ability]

- Big improvement
- Some improvement
- Not clear / not sure
- No improvement at all

12. How do you rate the Executive ability to table its bills sufficiently in advance to allow enough time for their review by the Legislature?

- Big improvement
- Some improvement
- Not clear / not sure
- No improvement at all

13. Has there been an improvement on the printing of the reports on bill reviews and on making them available to all Members in good time, as prescribed by the Rules of Procedure?

- Big improvement
- Some improvement
- Not clear / not sure
- No improvement at all

14. How many town hall meetings/public consultation/community outreach have you held in the past two years?

- 0
- 1
- 2 to 3
- 4 or more

15. How many times did you collect and present Public Petitions from your constituents to the Committees/ NA in the past two years?

- 0
- 1
- 2 to 3
- 4 or more



Appendix III

Questionnaire for Members of the Committees Department Staff

1. How do you rate the activities of the SELNA JP?

- Very good
- Good
- Not clear / not sure
- Not good

2. Have the activities been implemented in a manner compatible with the NA agenda?

- Yes
- No
- Sometimes
- Don't know / refused

3. How many skills training workshops/activities have you attended specifically on Members and Committees roles and functions in the past two years?

- 0
- 1
- 2 to 3
- 4 or more

4. How do you rate them? [Impact on your skills]

- Big improvement
- Some improvement
- Not clear / not sure
- No improvement at all

5. How many activities have you attended in the past two years on international law treaties and conventions? [i.e. training workshop by the International Law Project, an internship, an international exchange visit, or an international training attachment]

- 0
- 1
- 2 to 3
- 4 or more

6. How many gender-sensitization workshops have you attended in the past two years?

- 0
- 1
- 2 to 3
- 4 or more

7. How do you rate them? [Impact on your sensitivities and skills]

- Big improvement
- Some improvement
- Not clear / not sure
- No improvement at all

8. How do you rate the coordination between the various entities of the National Assembly?
[i.e. Committees and departments]
- Very good
 - Good
 - Not clear / not sure
 - Not good
9. How do you rate Committees' abilities in drafting and reviewing legislation? [Improvement]
- Big improvement
 - Some improvement
 - Not clear / not sure
 - No improvement at all
10. How do you rate Committees' abilities to evaluate State budget, scrutinize public spending and accounts, and review the National Socio-Economic Development Plan? [Improvement]
- Big improvement
 - Some improvement
 - Not clear / not sure
 - No improvement at all
11. How do you rate the coordination between project's management and support team?
- Very good
 - Good
 - Not clear / not sure
 - Not good
12. Have you undertaken an appropriate training course for your job and/or participated in an organizational training course in the last 2 year? [Impact on your skills]
- Big improvement
 - Some improvement
 - Not clear / not sure
 - No improvement at all
13. Have you participated in research skills or IT training programme? [Impact on your skills]
- Big improvement
 - Some improvement
 - Not clear / not sure
 - No improvement at all
14. Have you attended parliamentary media relations training?
- Yes
 - No
 - Don't know / refused
15. Have you received management training as a NA coordinator/focal point?
- Yes
 - No
 - Don't know / refused
16. Have you received training to be prepared to deliver an induction course for newly-elected Members of the National Assembly once the election is over?
- Yes
 - No

Don't know / refused

17. Are you an expatriate, national contract staff or parliamentary civil servant?

Expatriate

National contract staff

Parliamentary civil servant

None of the above

Appendix IV

People's Petitions Processed (2009 and 2010)*

People's Petitions Complaint

Description	Land conflict/ Inheritance case Concerning with court decision	General Issues	Petition concerning with Executive Decision	Total
2009	160	71	10	241
2010	145	80	13	238

The Classification the rang of the Petition to NA

1. Land conflict among the Individual
2. The Inheritance
3. The Land conflict about the Rights to access the main road

Holine to NA Sessions

2009	310 phone calls
2010	326 phone calls

*Prepared by Mr. Khampasong Ratshachack, SELNA JP Coordinator

Appendix V

TENTATIVE Programme [SAMPLE OF OUTREACH MISSIONS' PROGRAMME]

Outreach Mission of Parliamentarians of the National Assembly of the Lao PDR to Savannakhet (Vilabouly and Sepon District)

Date : 08 - 14 May 2011

Head of Delegation : Hon Douangdy Outhachack
President of Social & Cultural Affairs Committee (SCAC)

Members of Delegation:

Hon Dr. Thonphan Chanthalanonh, President, Ethnic Affairs Committee

Hon Prof. Dr. Phonethep Pholsena, Vice President, SCAC

Parliamentarians of Ked 13

Expert team:

Dr. Chansy, CHAS

Dr. Phouthong Rattanavong, MoH

Ms. Chomsi Khamdokthong, MoJ, UNICEF

UN agencies

GLAD (German Lao Association for Development)

Purpose and Objectives of the Outreach Mission:

Knowledge sharing workshops (district level) and familiarization with the issues of:

- FDI and social impact to neighboring communities
- HIV/AIDS in working environment, sensitize management and workers of the mine on HIV/AIDS, information on the HIV/AIDS Law, advocacy against stigmatization and discrimination, HIV/AIDS and Drugs, IDUs, harm reduction programs, (defined by UNAIDS, CHAS)
- Violence against Women + Children, Domestic Violence, human trafficking, CRC , informing on the ongoing review of the legislative review of towards a comprehensive anti-GBV legislation in the Lao PDR (MoJ, UNWomen, UNICEF)
- Nutrition issues/vaccination programs, Mother and Child Care, reproductive health (MoH, UNFPA, UNICEF)
- To study/familiarize the current situation/problems in the areas to visit
- To receive comments, ideas and information from provincial, district and village level and react/support immediate needs on village level

Outputs of the Outreach Mission:

- District authorities including approx. 140 village heads of Vilabouly and Sepon district are familiarized with immediate key development issues related to their villages and districts and have an understanding of their key role in advocating/addressing those often considered to be "women's issues".
- Male decision makers are actively involved in the process of changing habits, combating violence, stigmatization and discrimination in different fields and they understand their part in being involved in so called "women's issues".
- Parliamentarians are sensitized on immediate and important issues being brought up in discussions in villages (such as land issues etc.)
- Villagers and policy decision makers on district and village level used the opportunity of directing their issues of concern to the highest political body of the country.

Furthermore:

- Contributes to UNDF Outcome 3;
- Contributes to the achievements of MDGs through strengthening the legislative, representative and oversight function of the parliamentarians;
- building the capacities of MP's to exercise their oversight function and to influence policy making to contribute to a truly participatory and representative democracy;
- Increases quality of services provided by parliamentarians to their constituents;
- Parliamentarians function in a two way interface between the constituents and the government and actively interact with district, village level and their constituents on key development issues

Sunday 08-May-2011	Vientiane/Sepon	
07:00 hrs	To leave for Savannakhet Province	
Monday 09-May-2011	Sepon Mine	
Morning	To meet with the executive management of the Sepon Mine	
12:00 – 13:00	Lunch/break	
Afternoon	Tour/Mine (production facilities)	
Tuesday 10-May-2011	Sepon Mine	
Morning	To meet workers/staff of Sepon Mine	
12:00 – 13:00	Lunch/break	
Afternoon	Meet villagers living in and around Sepon Mine	
Wednesday 11-May-2011	Vilabouly district	
Morning	To leave for Vilabouly	
12:00 – 13:00	Lunch/break	
Afternoon	To visit a target villages, Vilabouly district	
Thursday 12-May-2011	Workshop in Vilabouly	
07:30 – 08:00	Registration	Secretariat
08:00 – 08:15	Objectives of the Workshop	Organizer/NA
08:15 – 08:30	Keynote Speech	Hon Douangdy Outhachack, Pres. of SCAC, Delegation Head, Chairman of the Workshop
08:30 – 09:00	Information of the current situation	Head of the District
09:00 – 10:00	Video: Let the Children Speak HIV/AIDS in Laos/Savannakhet, What is HIV/AIDS and how it affects our live? Drug use and HIV/AIDS, IDUs etc. HIV/AIDS Law, why Laos needs this law? Advocate against stigmatization and discrimination	UNICEF Dr. Chansy, CHAS Parliamentarians
10:00 – 10:15	Coffee break	
10:15 – 10:45	Information on: <ul style="list-style-type: none"> • Nutrition issues (breastfeeding, pregnancy...) • Maternal and reproductive Health • Vaccination/immunization 	MoH, Dr. Phouthong Rattanavong
10:45 – 11:30	Children's Right Advocacy – Children's Rights Law, human trafficking, violence against women and children, domestic	Ministry of Justice/UNICEF Ms. Chomsi Khamdokthong

	violence Legislation review and gap analysis on Gender Based Violence	Parliamentarians
11:30 – 11:45	Current situation of the vaccination programme and the nutrition situation	Director/Deputy of Public Health Division
11:45 - 12:00	Comments and discussion Q&A	Members of NA & Participants
12:15 – 12:30	Summary	Hon Douangdy Outhachack
12:30 – 13:30	Lunch/break	
13:30 – 16:30	To visit a target villages, Vilabouly district	
Friday 13-May-2011	Sepon district	
08:00 – 11:30	To leave for Sepon district	
11:30 – 12:30	Lunch/break	
12:30	To visit the border to Vietnam	
Saturday 14-May-2011	Workshop in Sepon district	
07:30 – 08:00	Registration	Secretariat
08:00 – 08:15	Objectives of the Workshop	Organizer/NA
08:15 – 08:30	Keynote Speech	Hon Douangdy Outhachack, Pres. of CSAC, Delegation Head, Chairman of the Workshop
08:30 – 09:00	Information of the current situation	Head of the District
09:00 – 10:00	Video: Let the Children Speak HIV/AIDS in Laos/Savannakhet, What is HIV/AIDS and how it affects our live? Drug use and HIV/AIDS, IDUs etc. HIV/AIDS Law, why Laos needs this law? Advocate against stigmatization and discrimination	UNICEF Dr. Chansy, CHAS Parliamentarians
10:00 – 10:15	Coffee break	
10:15 – 10:45	Information on: <ul style="list-style-type: none"> • Nutrition issues (breastfeeding, pregnancy...) • Maternal and reproductive Health • Vaccination/immunization 	MoH, Dr. Phouthong Rattanavong
10:45 – 11:30	Children's Right Advocacy – Children's Rights Law, human trafficking, violence against women and children, domestic violence Legislation review and gap analysis on Gender Based Violence	Ministry of Justice/UNICEF Ms. Chomsi Khamdokthong Parliamentarians
11:30 – 11:45	Current situation of the vaccination programme and the nutrition situation	Director/Deputy of Public Health Division
11:45 - 12:00	Comments and discussion Q&A	Members of NA & Participants
12:15 – 12:30	Summary	Hon Douangdy Outhachack
12:30 – 13:30	Lunch/break	
afterwards	To return to Vietnam	

Appendix VI

Summary Table: 2009 Activity, Budget & Expenditure Analysis

Outputs with Targets, Indicators and Baselines	ID No.	Activity	Outputs	Budget	Expenditures	% Financial Delivery	% Completion	Status of Progress
<p>1.1. Members and Committee Department staff have improved knowledge and awareness of relevant sectoral and technical issues. <i>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.</i></p>								
<p>Target: Members and staff have increased knowledge and awareness of sectoral and policy issues.</p> <p>Indicators: > At least 40 members and 40 parliamentary staff participate in each of three awareness-raising workshops during 2008-2009. > At least 4 committee workshops held on relevant national policy issues. > 75% of participants report that workshops were relevant and provided useful information.</p>	1.1.1.a	Workshops for Members and staff on topical development-related issues.	2 Intersession programmes with a total of 100 pax each (50% of pax are NA members)	32,900	75,361	2.29	100%	Implemented
	1.1.1.b	Awareness-raising workshops for individual Committees on relevant national policy issues	3 Committee Workshops	14,300	47,528	3.32	100%	Implemented
	1.1.1b2	Preparatory workshop for the Annual Regional Conference on Asian Forum of Parliamentarians on Population and Development	A total of 50 participants including 24 NA Members	-	11,183	0.00	100%	Implemented
<p>Target: Committees and departments have increased access to national & international expertise.</p> <p>Indicators: > 3 policy/technical/analytical papers drafted during 2008/2009. > 3 internships of 2 months each</p>	1.1.2.a	Commission papers by national and international experts on policy/technical issues to assist Committees in legislative review and oversight	Two papers were drafted on the legal and political conditions and implications on establishing local councils and opening land ownership to foreigners.	7,700	-	0.00	25%	Partially Implemented
	1.1.2.b	Internship programme at the National Assembly for Lao university students/graduates	5 students (2 female interns) completed internship program at NA	700	1,917	2.74	100%	Implemented

completed > 8 Members and 8 staff participate in international exchange visits > 1 staff completes a month-long international training attachment	1.1.2.c	International exchanges by Members and staff to gain experience of parliamentary best practice.	6 international missions by NA Members and staff	20,250	133,375	6.59	100%	Implemented
	1.1.2.d	Training attachments for parliamentary technical staff-domestic and abroad	-	7,600	-	0.00	0%	Not Implemented. Deferred to 2010.
	1.1.2.e	Training for senior NA staff on international parliamentary best practice.	3 senior staff trained	3,100	17,815	5.75	100%	Implemented
Target: Members and staff have increased awareness of gender-related issues. Indicators: > 1 workshop conducted in 2009 with participation of parliamentarians from 6 ASEAN countries. > 2 gender-sensitization workshops conducted in 2009.	1.1.3.a	Regional international workshop on the comparative role of Women's caucuses and parliamentary committees for mainstreaming gender.	30 women parliamentarians and staff from 6 countries	20,000	18,328	0.92	100%	Implemented
	1.1.3.b	Gender-sensitization workshops for Members and Staff (March 31-April 2; XiengKhoung province) (linked with 1.4.2a)	A total of 75 participants attended wherein 36 are female participants.	15,500	-	0.00	100%	Implemented
Target: Web-based tools enable members and staff to exchange information and share knowledge between sittings of the legislature. Indicators: > Feasibility study for an e-forum is completed during 2008.	1.1.5.a	Feasibility study on establishing a knowledge network and forum for NA Members and staff nationwide; workshop to review recommendations.		14,350	-	0.00	0%	Not Implemented. Deferred to 2010.
1.2. The National Assembly's capacity for formal and substantive involvement in law making and monitoring is improved and procedurally institutionalized								
Target: Procedures are established for earlier involvement by the legislature in the law making process. Indicators: > The NA Law Committee approves recommendations for	1.2.1.a	Undertake a study to evaluate current practices in setting the legislative agenda and propose improvements.	-	-	-	0.00	0%	Not Implemented. Deferred to 2010
	1.2.1.b	Undertake a study to evaluate current practices in setting the legislative agenda and propose improvements.	-	-	-	0.00	0%	Not Implemented. Deferred to 2010.

earlier involvement by the NA in the law making process.	1.2.1.c	Conduct a workshop to propose options for earlier involvement by the NA in the law making process (based on 2 studies, above).	-	2,150	-	0.00	0%	Not Implemented. Deferred to 2010
	1.2.1.d	Undertake a study to evaluate current practices in setting the legislative agenda and propose improvements.	-	-	-	0.00	0%	Not Implemented. Deferred to 2010.
<p>Target: Greater clarity regarding the internal bill review processes, including an assessment of options for expanding the committee system.</p> <p>Indicators: > Guidelines on law review are compiled in a Handbook for Members and Staff in 2009. > A study on the potential of Joint Committees, sub-committees and adhoc committees is completed in 2009.</p>	1.2.2.a	Produce a handbook harmonizing existing guidelines on law review; conduct a consultation workshop to review and finalize the draft.	-	7,950	-	0.00	0%	Not Implemented. Deferred to 2010.
	1.2.2.b	Workshop on introducing a systematic gender approach in the review of proposed legislation. (Preparatory workshop for the Regional Conference of Parliamentarians on Women's Caucuses)	Total of 82 participants wherein 31 are NA Members participated. Further, there are 36 women participants and 29 are NA Members	9,600	16,180	1.69	100%	Implemented
	1.2.2.c	Conduct a study on the potential for specializing the work of committees in law review; workshop to review findings.		1,850	-	0.00	0%	Not Implemented. Deferred to 2010.
<p>Target: Committees are enabled to undertake detailed appraisals of draft laws.</p> <p>Indicators: > 4 authoritative assessments of proposed legislation are produced by Committee Departments each year. > 2 audits completed of existing policy/legislation during 2008 and 2009.</p>	1.2.3.a	On-desk support by CIM experts to Committees in drafting/reviewing bills.	2 CIM Experts (assumed assignment in Q4(only)	35,100	150	0.00	25%	Partially Implemented
	1.2.3.b/c	Audit / review and propose revisions to existing policies and legislation relating to one significant development issue (e.g. HIV, environment, nutrition) - Seminar on Legislation Review and Drafting and Policy Oversight (Thalat; Oct. 28-30, 2009)	A total of 60 participants including 13 NA Members and line ministries	57,400	9,404	0.16	50%	Partially Implemented

<p>Target: Strengthened oversight of policy effectiveness and law implementation/enforcement.</p> <p>Indicators: > Assessment of the implementation and enforcement of 1 piece of legislation during 2009. > 2 Committee inquiries on policy effectiveness and law implementation are conducted during 2009.</p>	1.2.4.c	Assist Committees in monitoring the implementation of legislation (including a gap analysis)	A paper on legislation pertaining to HIV/AIDS was drafted by the STA and CIM Expert and submitted to the NA for review.	6,000	-	0.00	25%	Partially Implemented
	1.2.4.d	Assist 2 Committees per year (or sub-Committees / ad-hoc Committees) to conduct an inquiry mission.	One inquiry mission and training orientation for village chiefs and communities on population and development issues. A total of 45 village chiefs, 90 volunteers and local hospital practitioners were oriented on population, maternal health, nutrition, and child health issues.	17,500	9,079	0.52	50%	Partially Implemented
<p>Target: Codification of national legislation is initiated.</p> <p>Indicators: > A study on codification is reviewed by NA Standing Committee during 2009.</p>	1.2.5.a	Study on techniques for codification of legislation; workshop to validate recommendations of study - NA Law Committee Workshop to review bills (4 bills and 5 amended laws)	-	13,150	-	0.00	0%	Not Implemented. Deferred to 2010.
1.3. The National Assembly's capacity for budgetary appraisal and oversight is substantially enhanced.								
<p>Target: Members and staff of relevant committees develop skills in budget appraisal and monitoring. Indicators: > 15 Members and 15 staff participate in training on procedures and methods for budgetary review by the end of 2009.</p>	1.3.2.a	Training workshop on budget elaboration and implementation for Members and staff of Economics, Planning & Finance Committee.	CIM Expert assumed assignment only in December 15, 2009.	4,650	-	0.00	0%	Not Implemented. Deferred to 2010.
	1.3.2.b	Workshop for NA Members and Staff on gender budgeting	CIM Expert assumed assignment only in December 15, 2009.	4,650	-	0.00	0%	Not Implemented. Deferred to 2010
	1.3.2.c	Workshops to review the NSEDP (2006-2010 and 2011-2015) (Part of Intersession Programme)	Part of intersession Programme	12,000	-	0.00	0%	Not Implemented. Deferred to 2010

	1.3.3.a	On-desk support and mentoring to the Economics, Planning & Finance Committee in reviewing annual State budget	CIM Expert assumed assignment only in December 15, 2009.	-	-	0.00	0%	Not Implemented. Deferred to 2010
	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.	CIM Expert assumed assignment only in December 15, 2009.	-	-	0.00	0%	Not Implemented. Deferred to 2010
1.4. The National Assembly is consulted in preparations for accession to international treaties and actively monitors their implementation								
<p>Target: Procedures and mechanisms for monitoring international treaty commitments established and institutionalized.</p> <p>Indicators: > Quarterly working group meetings with participation from legislature, executive and judiciary to review treaty agenda during 2008-2009. > A monitoring system is established to track international treaties and conventions under review, and the accession process by 2009. > Detailed annual reports are</p>	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	The NA through SELNA organized the first working group meeting with the Ministry of Foreign Affairs, Ministry of Justice and the International Law Project technical focal points last 23 July 2009 in Vientiane Capital. The meeting reviewed the proposed working group's terms of reference, provided activity updates and developed an indicative work plan.	2,200	-	0.00	25%	Partially Implemented
	1.4.1.b	Develop a database of international treaties being reviewed or ratified	-	1,500	-	0.00	0%	Not Implemented. Deferred to 2010

presented to the Standing Committee on conventions/treaties pending negotiation, accession and ratification.	1.4.1.c	Briefings to Members and Staff on foreign affairs issues pending decision by the Executive.	Another meeting was organized with concerned Director-Generals of line ministries in August 2009 to discuss and review the status of international treaties and conventions on ICCPR, UNCAC and Convention on People with Disabilities. This was followed by another briefing with the Defense Department Head on these international treaties.	3,050	-	0.00	25%	Partially Implemented
	1.4.1.d	Produce periodic detailed reports for the Standing Committee on conventions/treaties pending negotiation, accession and ratification.	Conducted briefings with the NA Standing Committee on updates and progress of international conventions and treaties.	-	-	0.00	25%	Partially Implemented
Target: The National Assembly scrutinizes the implementation of international treaty commitments.	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)	Total of 50 participants	10,500	3,992	0.38	50%	Partially Implemented
Indicators: > Recommendations are submitted by the NA to the Executive for alignments & transpositions relating to 1 international treaty or convention during 2009. > A quarterly in-house bulletin on progress in meeting international treaty obligations is produced in 2009.	1.4.2.c	Produce a Lao-English quarterly in-house bulletin on the status of international conventions/treaties and alignments/transpositions underway.	Produced briefer notes for NA Standing committee and some NA Members on the status of international conventions and treaties.	5,200	-	0.00	25%	Partially Implemented
1.5. The National Assembly utilizes improved rules of procedure.								

Target: Rules of procedure are regularly reviewed, revised and disseminated among NA members and staff. Indicators: > A handbook on the Rules of Procedure is produced during 2009.	1.5.1.a	Conduct an assessment of Committee reporting systems (including a workshop to review findings of study.)	A concept paper has been drafted by the STA and presented to the Standing Committee and the Law Committee for review.	1,300	-	0.00	25%	Partially Implemented
	1.5.1.c	Compile the rules of procedure and draft a handbook on the rules; conduct training workshop.	-	6,550	-	0.00	0%	Not Implemented. Deferred to 2010.
OUTPUT 2: The National Assembly effectively and accurately represents constituents' interests, needs and expectations. <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>								
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.								
Target: Increased opportunities for interaction between members and their constituents. Indicators: > 4 constituency-level consultations conducted on policy/legislation during 2008-2009. >Outreach activities in 2 provinces per year by Members to advocate on key development issues during 2008-2009.	2.1.2.a	Conduct constituency-level consultations on proposed legislation/policy and the implementation of law/policy	-	3,600	-	0.00	0%	Not Implemented. Deferred to 2010.
	2.1.2.b	Organize Children's Law Advocacy Team and train on advocacy and dissemination	-	7,850	-	0.00	0%	Not Implemented. Deferred to 2010.
	2.1.2.c	Provincial workshops and outreach activities led by Members to advocate on key development issues (11-17 October; Oudumxay)	One outreach mission in Oudumxay; 10 NA Members and Staff; 111 village chiefs participated	11,200	7,898	0.71	50%	Partially Implemented
2.2. Improved mechanisms for handling petitions and complaints by the National Assembly								
Target: An efficient system for receiving, processing, monitoring and reporting on petitions to the National Assembly.	2.2.1.a	Training for constituency-based Members and Staff on receiving, handling, reporting and monitoring petitions and complaints	A total of 60 staff from NA and constituencies offices	3,950	19,761	5.00	100%	Implemented

<p>Indicators: > Guidelines for monitoring, analysing and reporting on petitions received by the National Assembly are produced in 2009. > 30 constituency-based members and staff are trained on processing petitions during 2009. > Quarterly consultative meetings to follow-up on petitions are held, beginning 2008.</p>	2.2.1.b	Establish guidelines for monitoring, analysing, reporting and publicising information on the number and type of petitions received by the National Assembly.	-	7,950	-	0.00	0%	Not Implemented. Deferred to 2010.
	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.	2 quarterly meetings	1,800	6,048	3.36	100%	Implemented
	2.2.1.d	Conduct a series of workshops to develop a time-line and action plan for upgrading the Petitions Dept to a Committee with ombudsman functions by 2010.	A total of 52 participants attended wherein 14 are female participants	1,800	8,763	4.87	50%	Partially Implemented
<p>Target: An efficient system for receiving, processing and follow-up on submissions to the National Assembly hotline.</p> <p>Indicators: > The National Assembly hotline becomes permanent, open year round, starting 2009. > 6 constituency offices establish a local hotline at least one month before the start of each session, starting in 2009 > Data on hotline issues is compiled and published by end of 2009. > Quarterly consultative meetings to follow-up on hotline issues are held, beginning</p>	2.2.2.a	Establish a National Assembly 'hotline' service in 6 provinces opening one month before each ordinary session.	-	14,750	-	0.00	0%	Not Implemented. Deferred to 2010.
	2.2.2.b	Open a permanent year-round 'hotline' at the National Assembly in Vientiane to receive comments, suggestions and complaints by telephone, letter, fax and email.	A concept paper was drafted by STA and awaiting feedback from NA.	5,250	-	0.00	25%	Partially Implemented
	2.2.2.c	Establish procedures for monitoring, analysing, reporting and publicising information on the number and type of calls received by the National Assembly on a regular basis	-	550	-	0.00	0%	Not Implemented. Deferred to 2010.

2009.	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.	-	1,550	-	0.00	0%	Not Implemented. Deferred to 2010.
2.3. Laws are publicly debated and expeditiously made accessible to the public								
Target: Revised procedures for efficient in-house flow of information, archiving services and documentation management. Indicators: > A study on minute-taking and reporting practices is conducted during 2009.	2.3.1.a	Review minute-taking and reporting practice among committees and departments	-	1,800	-	0.00	0%	Not Implemented. Deferred to 2010.
Target: New and amended laws are made publicly available. Indicator: > All laws adopted in 2008 are translated into English and posted on the NA website by the end of 2009. > 5000 sets of user-friendly law summaries covering in three sectors are produced and disseminated during 2009. > An action plan and timeline for re-establishing an official gazette is approved by the end of 2009.	2.3.2.a	Disseminate copies of newly promulgated laws to NA Members & Staff, Line-Ministries, etc	Dissemination of promulgated laws since 2008	20,000	11,615	0.58	25%	Partially Implemented
	2.3.2.b	Produce official English translations of new and amended laws on an annual basis.	15 laws being drafted by national consultant	25,925	8,010	0.31	25%	Partially Implemented
	2.3.2.c	Disseminate reader-friendly summaries of selected laws/areas of legislation in Lao, English and/or French language.	-	25,925	-	0.00	0%	Not Implemented. Deferred to 2010.
	2.3.2.d	Draft handbooks on selected areas of legislation for the use of local authorities (e.g. village, district and provincial officials)	-	12,200	-	0.00	0%	Not Implemented. Deferred to 2010.
	2.3.2.e	Conduct a workshop to review recommendations for the re-introduction of an Official Gazette in the Lao PDR, and develop a time-	-	19,750	-	0.00	0%	Not Implemented. Deferred to 2010.

		line/action plan						
	2.3.3.a	Draft recommendations and develop timeline for introduction of Hansard, Order Paper and Notice Paper.	-	2,150	-	0.00	0%	Not Implemented. Deferred to 2010.
2.4. Enhanced public awareness of the NA, its role, function and proceedings.								
<p>Target: Improved public understanding of the National Assembly's role and functions.</p> <p>Indicators: > An increased number of visitors to the public gallery during sessions (baseline to be established). > Members visit 1 primary school in xx province each year, 2008-2012. > Constituency office open days are held in [xx] provinces per year, 2009-2012.</p>	2.4.1.a	Design and implement a public relations strategy for the National Assembly	2 in-country media missions covering 10 provinces	29,700	14,020	0.47	100%	Implemented
	2.4.1.b	Develop communications material on the role and function of the National Assembly.	Draft NA Handbook	10,000	12,407	1.24	50%	Partially Implemented
	2.4.1.c	Provincial workshops to raise awareness among officials and citizens (including mass organisations and CSOs) on the functions and role of the NA.	-	7,200	-	0.00	0%	Not Implemented. Deferred to 2010.
	2.4.1.d	Annual 'open-days' and other events to promote public awareness of the National Assembly.	2 student visits with a total of 471 students	8,400	13,858	1.65	100%	Implemented
	2.4.1.e	Review and revise procedures for processing requests by members of the public to visit the National Assembly during session.	Conducted one consultation meeting	1,100	-	0.00	25%	Partially Implemented
	2.4.1.f	Organize visits by Members in constituencies to local primary and secondary schools, and colleges.	Conducted one CO visit covering 3 districts	5,700	2,002	0.35	50%	Partially Implemented

Target: Broadcasts of key legislative proceedings are institutionalized. Indicators: > At least 3 hours of live TV and radio broadcast per day during each NA plenary session, starting in 2009.	2.4.2.a	Initiate live TV and radio broadcasts of NA plenary sessions	Through partnerships with Lao Television, NA sessions were televised live during the 8th NA plenary sessions.	4,000	-	0.00	50%	Partially Implemented
Target: Improved national capacity for media reporting on parliamentary affairs. Indicators: > 20 NA staff and are trained in parliamentary media relations in 2009.	2.4.3.a	Organise a visit on parliamentary media relations to a foreign parliament for 2 NA staff members.	One parliamentary media mission to Cambodia (5 pax)	6,300	-	0.00	100%	Implemented
	2.4.3.b	In-country media training for NA staff	2 in-country media missions covering 5 provinces	5,200	11,070	2.13	100%	Implemented
2.5. Support to the introduction of Local Councils.								
Target: The National Assembly takes a lead role in the establishment of local councils. Indicators: > The NA contributes to analysis and consultations on models for local councils during 2008 and 2009. > The NA participates in drafting the legal framework for local councils during 2009.	2.5.1a	Establishment of a reform committee on local councils	-	100,000	-	0.00	0%	Not Implemented. Deferred to 2010.
	2.5.1.b	Translation of foreign laws pertaining to local councils into Lao language	-		-	0.00	0%	Not Implemented. Deferred to 2010.
	2.5.1.c	Workshop to discuss roadmap and detail work plan	Total of 39 pax covering 17 provinces		6,564	0.07	50%	Partially Implemented
	2.5.1.z	Translation, printing and publishing a report on policy options on local councils (1,000 copies)	1000 copies		13,862	0.14	100%	Implemented
	2.5.2	Workshop to review proposals and options for local assemblies	Same as 2.5.1.c		17,846	0.18	100%	Implemented
	2.5.5a	Workshop to review or amend existing legislation on local councils	-		-	0.00	0%	Not Implemented. Deferred to 2010.

	2.5.2.b	Workshop to review findings of fiscal/budgetary principles	-		-	0.00	0%	Not Implemented. Deferred to 2010.
	2.5.3.a	Study of the competencies to be devolved to the local assemblies (including conditions of transfer)	-		-	0.00	0%	Not Implemented. Deferred to 2010.
	2.5.3.b	Appointment modalities, role, authority & competencies of provincial executives	-		-	0.00	0%	Not Implemented. Deferred to 2010.
	2.5.3.c	Proposals re the relations between provincial councils and central government, judiciary, districts, municipalities and villages	-		-	0.00	0%	Not Implemented. Deferred to 2010.
	2.5.4.a	Drafting of reader-friendly leaflets, flyers and other communication materials (including DVDs and Video CDs) for general public; lay out and printing	-		-	0.00	0%	Not Implemented. Deferred to 2010.
	2.5.5.a	Consultation WS to Review of the needs to amend existing legislation	-		-	0.00	50%	Partially Implemented
	2.5.5.b	Commission the draft of amendments to the existing laws	-		-	0.00	0%	Not Implemented. Deferred to 2010.

Output 3: The National Assembly has Upgraded Parliamentary Support Services.

Baselines: No performance-based HR management system and training plans for staff yet; Dated organizational chart and limited coordination mechanisms between Committees and staff's job descriptions; No functioning IT-based knowledge sharing system (i.e. intranet)

3.1. Capacity-gaps in the NA Secretariat are identified and addressed

Target: A performance-based HR management/development system is established	3.1.1.a	Conduct a training workshop on effective HRD management, including job descriptions, performance indicators and performance appraisal.	A total of 58 participants attended wherein 26% are female participants.	4,000	15,812	3.95		
Indicators: > Job descriptions for all NA								

staff in Vientiane are revised and approved by end 2009.	3.1.1.b	Conduct a workshop to review the recommendations of the HRD mission report (2007) and set a timeline for implementation.	-	500	-	0.00		
	3.1.1.c	Revise and finalize job descriptions, including performance indicators for NA staff in committees and departments	-	1,800	-	0.00		
	3.1.1.d	Improve language skills in English	6 senior staff	-	1,412	0.00		
Target: The Office of the National Assembly has a clear understanding of organizational development needs. Indicators: > Report on capacity gaps produced by end of 2009.	3.1.2.a	Conduct Members and senior staff survey to identify administrative and technical support gaps	-	5,000	-	0.00		
	3.1.2.b	Conduct an external review of human and financial resource gaps	-	12,000	-	0.00		
3.2. The Office of the National Assembly provides improved information services.						0.00		
Target: Information technology services are strengthened. Indicators: > An ICT development plan is drafted in 2009 > An intranet is established in 2009. > Annual IT training is delivered to all constituency offices and departments in 2009.	3.2.1.a	Conduct a comprehensive ICT needs assessment in NA and constituencies' offices and design 2-year development plan for equipment and training.	2Year ICT PLAN for NA developed	5,950	8,043	1.35	100%	Implemented
	3.2.1.b	Establish an intranet accessible to NA Members and Staff.	NA Website and intranet functional	8,400	5,775	0.69	75%	Partially Implemented
	3.2.1.c	Conduct on-site IT training for NA Members and Staff in NA Office and in Constituency offices	-	5,950	-	0.00	0%	Not Implemented. Deferred to 2010.
	3.2.1.d	Enhance the NA public website and intranet in terms of content and functionality.	same as 3.2.1b	2,000	-	0.00	75%	Partially Implemented

	3.2.2.a	Review the effectiveness of the Research and Reference Dept in performing the role of table office documentaion and archive, research and information center	-	-	-	0.00	0%	Not Implemented. Deferred to 2010.
<p>Target: Research, reference and archiving services are strengthened.</p> <p>Indicators: > 20 staff participate in 3 trainings on research skills during 2009. > The research and reference department is augmented by a team of 2 archivists during 2009.</p>	3.2.2.b	Conduct a workshop to recommend improvements in the coordination between NA research and reference dept., the library, the public information dept and committee departments.	A total of 76 participants with 31 female participants	550	19,812	17.63	100%	Partially Implemented
	3.2.2.c	Conduct training for research and reference staff on desk-research, note-taking & reporting techniques.	A total of 70 participants (staff of the NA departments and constituencies offices)	1,400	9,696	0.00	100%	Imp[lemented
	3.2.2.d	Establish and support a team of 2 researchers/archivists in the NA Women's Caucus (6-month to 1-year contract, renewable)	-	10,100	-	0.00	0%	Not Implemented. Deferred to 2010.
	3.2.2.d1	Recruit one support staff for women's caucus	1 support staff recruited	-	475	0.00	100%	Implemented
	3.2.2.e	Conduct workshop for NA staff to map existing expertise and information resources available across different NA Departments.	-	650	-	0.00	0%	Not Implemented. Deferred to 2010.
<p>Target: The parliamentary library provides a high quality information service.</p> <p>Indicators: > Library user-surveys conducted during 2009. > A library service strategy is produced by end of 2009.</p>	3.2.3.a	Develop a library services strategy with clear goals and objectives based on desk review and user-survey.	-	11,500	-	0.00	0%	Not Implemented. Deferred to 2010.
	3.2.3.b	Translate documents on parliamentary best practice and disseminate to Members and Staff through print, internet & intranet as appropriate.	Translation of documents for NA use	3,000	625	0.21	25%	Partially Implemented

	3.2.3.c	Purchase books, periodicals, handbooks and other materials selected according to user-survey	200 books purchased for NA library	5,000	3,888	0.78	75%	Partially Implemented
3.3. Programme monitoring and coordination capacity is strengthened								
Target: Regular planning and review meetings are held to monitor programme delivery. Indicators: > Monthly & quarterly planning and coordination meetings take place and the agreed quorum is achieved. > 2 Steering Committee Meetings are held in 2009. > A programme review meetings is held in 2009.	3.3.1.a	Monthly planning and review meetings	12 monthly meetings	600	-	0.00	100%	Implemented
	3.3.1.b	Quarterly planning and review meetings	4 PAG meetings	400	44	0.11	100%	Implemented
	3.3.1.c	Twice yearly Steering Committee Meetings	2 PB meetings	400	1,277	3.19	100%	Implemented
	3.3.1.d	Annual Programme Review Meetings	1 Annual Review Meeting	2,150	265	0.12	100%	Implemented
Target: Department focal points effectively coordinate programme activities. Indicators: > All NA Dept focal points participate in management training during 2009. > Annual review meetings conducted in 2008-2012	3.3.2.a	Management and other relevant training for NA focal points.	-	15,000	-	0.00	0%	Not Implemented. Deferred to 2010.
	3.3.2.b	Annual review meetings for NA coordinators.	1 Annual Review Meeting for NA	4,600	13,887	3.02	100%	Implemented
Target: Monitoring and evaluation mechanisms are established. Indicators: > Baseline data established.	3.3.3.a	Baseline monitoring surveys.	-	10,000	-	0.00	0%	Not Implemented. Deferred to 2010.
	3.3.3.d	Management, Monitoring and Reporting Specialist.	1 MMS recruited; assumed assignment last July 09	30,000	15,000	0.50	50%	Partially Implemented
Output 4. Technical Assistance and Programme Support Services operational.								
<i>Baselines: First joint programme operational team set-up; No operational manual for joint programming developed for Implementing Partners</i>								
4.1. A programme support team effectively manages and coordinates assistance to the National Assembly								
Target: A programme support team is operational.	4.1.1.z	Programme and technical personnel costs (STA and UNV)	1 STA and 1 UNV Communications Specialist	225,950	190,000	0.84	100%	Implemented
	4.1.2.x	GMS EC Funds	7% of total budget	24,013	24,006	1.00	100%	Implemented

	4.1.2.z	Programme administration (office admin: to be elaborated)	6 project staff	20,000	25,069	1.25	100%	Implemented
	4.1.3.a	Office IT and other equipment	Purchased 4 desktops, 3 laptops, 2 printers and 2 photocopiers	7,500	23,469	3.13	100%	Implemented
	4.1.3.b	Vehicle for programme use	1 project vehicle	20,000	23,470	1.17	100%	Implemented
GRAND TOTAL				1,122,713	880,061	0.78		

Note: 1. Additional activities are highlighted in yellow.

2. Available budget is only US\$670,000 therefore the financial delivery rate is not realistic. Based on available funding, the SELNA JP delivered 100% as of end 2010.

Appendix VII

Summary Table: 2010 Activity, Budget & Expenditure Analysis

Outputs with Targets, Indicators and Baselines	ID No.	Activity	Outputs	Budget	Expenditures	% Financial Delivery	% Completion	Status of Progress
1.1. Members and Committee Department staff have improved knowledge and awareness of relevant sectoral and technical issues. <i>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.</i>								
Target: Members and staff have increased knowledge and awareness of sectoral and policy issues. Indicators: > At least 40 members and 40 parliamentary staff participate in each of three awareness-raising workshops during 2010. > At least 4 committee workshops held on relevant national policy issues. > 75% of participants report that workshops were relevant and provided useful information.	1.1.1.a	Workshops for Members and staff on topical development-related issues.	Two successful intersession programmes were organized by the NA Cabinet, which gathered more than 60 NA Members [over 50% of the total membership wherein 30-40% were female members] including Committees represented by Chairs/Vice Chairs. More than 100 participants from National Assembly and key government agencies took part in the both meetings.	59,450	39,667	0.67	100%	Implemented
	1.1.1.b	Awareness-raising workshops for individual Committees on relevant national policy issues	3 Committee Workshops	19,500	23,378	1.20	100%	Implemented

	1.1.1b2	Support to the 26th Asian Parliamentarians' Meeting on Population and Development (April 25-26, 2010)	About 130 leading parliamentarians, experts and representatives of international, regional and national organizations from Central Asia and the Asia-Pacific countries	-		0.00	100%	Implemented
Target: Committees and departments have increased access to national & international expertise.	1.1.2.b	Internship programme at the National Assembly for Lao university students/graduates	4 students completed internship program at NA	7,200	3,199	0.44	100%	Implemented
Indicators: > 3 policy/technical/analytical papers drafted during 2010. > 3 internships of 2 months each completed > 8 Members and 8 staff participate in international exchange visits > 1 staff completes a month-long international training attachment	1.1.2.c	International exchanges by Members and staff to gain experience of parliamentary best practice (i.e Learning exchange on AFPPD in Jakarta)	1 learning exchange to Jakarta on AFPPD	32,750	15,000	0.46	100%	Implemented
	1.1.2.e	Training for senior NA staff on international parliamentary best practice.	Deferred to 2011	11,600	-	0.00	0%	Not implemented . Deferred to 2011.
1.1.4 Orientation for Members' of the VII legislature (elected in 2011)	1.1.4a	Produce user-friendly new-Members' handbook	Deferred to 2011	1,800	-	0.00	0%	Not implemented . Deferred to 2011.
1.2. The National Assembly's capacity for formal and substantive involvement in law making and monitoring is improved and procedurally institutionalized								
Target: Committees are enabled to undertake detailed appraisals of draft laws.	1.2.3.a	On-desk support by CIM experts to Committees in drafting/reviewing bills.	2 CIM Experts assisting 2 committees	1,200	1,122	0.93	100%	Implemented
Indicators: > 4 authoritative assessments of proposed legislation are produced by Committee Departments each year. > 2 audits completed of existing	1.2.3.b/c	Audit / review and propose revisions to existing policies and legislation relating to one significant development issue (e.g.	2 law review seminars were conducted prior to the opening of the 9th and 10th NA sessions.	-	35,791	0.00	100%	Implemented

policy/legislation during 2010.		HIV, environment, nutrition)						
Target: Strengthened oversight of policy effectiveness and law implementation/enforcement. Indicators: > Assessment of the implementation and enforcement of 1 piece of legislation during 2010. > 2 Committee inquiries on policy effectiveness and law implementation are conducted during 2010.	1.2.4.c	Assist Committees in monitoring the implementation of legislation (including a gap analysis)	Deferred to 2011	4,600	-	0.00	0%	Not implemented . Deferred to 2011.
	1.2.4.d	Assist 2 Committees per year (or sub-Committees / ad-hoc Committees) to conduct an inquiry mission.	Deferred to 2011	2,800	-	0.00	0%	Not implemented . Deferred to 2011.
	1.2.4.g	Design procedure for monitoring by the NA of adoption of secondary legislation	Deferred to 2012	-	-	0.00	0%	Not implemented . Deferred to 2011.
Target: Codification of national legislation is initiated. Indicators: > A study on codification is reviewed by NA Standing Committee during 2010.	1.2.5.a	Study on techniques for codification of legislation; workshop to validate recommendations of study -NA Law Committee Workshop to review bills (4 bills and 5 amended laws)	A concept paper and draft law on the "Law on Laws" and subsequent amendments to the NA Standing Orders has been supported by the Senior Technical Advisor.	4,600	-	0.00	25%	Partially Implemented
	1.2.5.b	Codification of one area of legislation.	Deferred to 2011	5,000	-	0.00	0%	Not implemented . Deferred to 2011.
1.3. The National Assembly's capacity for budgetary appraisal and oversight is substantially enhanced.								

<p>Target: Members and staff of relevant committees develop skills in budget appraisal and monitoring.</p> <p>Indicators: > 15 Members and 15 staff participate in training on procedures and methods for budgetary review by the end of 2010.</p>	1.3.1.a	Identify options for greater NA involvement in the budgetary process - analysis, consultations and report	A paper recommending options for greater involvement of the NA in the budgetary process focusing on organizational aspects has been developed to the EPF Dept.	-	-	-	50%	Partially Implemented
	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	Developed an initial draft on "Instructions for reviewing the state budget by the NA at the legislation stage" to the EFPB Committee. This paper is currently being reviewed and awaiting recommendations from EFP Dept.	-	341	-	50%	Partially Implemented
	1.3.2.a	Training workshop on budget elaboration and implementation for Members and staff of Economics, Planning & Finance Committee.	Deferred to 2011.	5,000		0.00	0%	Not implemented . Deferred to 2010.
	1.3.2.b	Workshop for NA Members and Staff on gender budgeting	Deferred to 2011.	-		0.00	0%	Not implemented . Deferred to 2010.
	1.3.2.c	Workshops to review the NSEDP (2006-2010 and 2011-2015) (Part of Intersession Programme)	This activity was integrated with Intersession Programmes due to budget constraints.	-		0.00	100%	Implemented
	1.3.3.a	On-desk support and mentoring to the Economics, Planning & Finance Committee in reviewing annual State budget	CIM Expert provided technical support to EPF Committee in reviewing annual state budget.	-		0.00	100%	Implemented

	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.	Deferred to 2011.	-		0.00	0%	Not implemented . Deferred to 2011.
	1.3.3.c	Assist the Economics & Finance committee to conduct a systematic gender analysis of the budget and its implementation	Deferred to 2011.	-		0.00	0%	Not implemented . Deferred to 2011.
1.4. The National Assembly is consulted in preparations for accession to international treaties and actively monitors their implementation								
<p>Target: Procedures and mechanisms for monitoring international treaty commitments established and institutionalized.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > Quarterly working group meetings with participation from legislature, executive and judiciary to review treaty agenda during 2010. > A monitoring system is established to track international treaties and conventions under review, and the accession process by 2009. > Detailed annual reports are presented to the Standing Committee on conventions/treaties pending negotiation, accession and ratification. 	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	There were two (2) meetings organized with the Department of Conventions and Treaties of the Ministry of Foreign Affairs (MOFA), in line with the preparation of the Inter-session programme.	800	-	0.00	50%	Partially Implemented
	1.4.1.c	Briefings to Members and Staff on foreign affairs issues pending decision by the Executive.	Integrated with Intersession Programme	800	-	0.00	100%	Implemented
	1.4.1.d	Produce periodic detailed reports for the Standing Committee on conventions/treaties pending negotiation, accession and ratification.	A joint workshop, organized with the support of the International Law Project, was conducted in 6 July 2010 at the level of Director-Generals and Directors of the Ministry of Foreign Affairs and the NA Department for Foreign Affairs.	-	-	0.00	25%	Partially Implemented

<p>Target: The National Assembly scrutinizes the implementation of international treaty commitments.</p> <p>Indicators: > Recommendations are submitted by the NA to the Executive for alignments & transpositions relating to 1 international treaty or convention during 2010. > A quarterly in-house bulletin on progress in meeting international treaty obligations is produced in 2010.</p>	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)	Integrated with Intersession Programme	-	-	0.00	100%	Implemented
	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.	Integrated with Intersession Programme	1,450	-	0.00	100%	Implemented
	1.4.2.c	Produce a Lao-English quarterly in-house bulletin on the status of international conventions/treaties and alignments/transpositions underway.	Deferred to 2011	1,450	-	0.00	0%	Not implemented . Deferred to 2010.
1.5. The National Assembly utilizes improved rules of procedure.								
<p>Target: Rules of procedure are regularly reviewed, revised and disseminated among NA members and staff.</p> <p>Indicators: > A handbook on the Rules of Procedure is produced during 2010.</p>	1.5.1.a	Conduct an assessment of Committee reporting systems (including a workshop to review findings of study.)	An assessment of the effective implementation of the current procedures has been conducted by the STA through consultations with heads and staff of NA Committees and Departments.	3,650	-	0.00	25%	Partially Implemented
	1.5.1.b	Conduct annual workshops to review and revise the rules of procedure (Standing Orders) according to evolving practices.	Deferred to 2011.	1,850	-	0.00	0%	Not implemented . Deferred to 2011.

	1.5.1.c	Compile the rules of procedure and draft a handbook on the rules; conduct training workshop.	An assessment of the effective implementation of the current procedures has been conducted by the STA through consultations with heads and staff of NA Committees and Departments.	3,300	-	0.00	0%	Partially Implemented
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OUTPUT 2: The National Assembly effectively and accurately represents constituents' interests, needs and expectations.

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.

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.

Target: Increased opportunities for interaction between members and their constituents. Indicators: > 4 constituency-level consultations conducted on policy/legislation during 2010. > Outreach activities in 2 provinces per year by Members to advocate on key development issues during 2010.	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.	Deferred to 2011.	14,700	-	0.00	0%	Not implemented . Deferred to 2011.
	2.1.2.a	Conduct constituency-level consultations on proposed legislation/policy and the implementation of law/policy	1 constituency level consultation on water shortages, nutrition, sanitation etc	5,400	8,115	1.50	50%	Partially Implemented
	2.1.2.b	Organize Children's Law Advocacy Team and train on advocacy and dissemination	1 provincial outreach mission focused on child rights and women's issues in the provinces of Khammouane and Bolikhamxay	7,850	18,180	2.32	50%	Partially Implemented
	2.1.2c	Provincial workshop and outreach activities led by Members to advocate on key development issues	2 outreach missions involving NA Committees, UN agencies and line ministries	-	9,674	0.00	100%	Implemented

2.2 Improved mechanisms for handling petitions and complaints by the National Assembly

<p>Target: An efficient system for receiving, processing, monitoring and reporting on petitions to the National Assembly.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > Guidelines for monitoring, analysing and reporting on petitions received by the National Assembly are produced in 2010. > 30 constituency-based members and staff are trained on processing petitions during 2010. > Quarterly consultative meetings to follow-up on petitions are held, beginning 2010. 	2.2.1.a	Training for constituency-based Members and Staff on receiving, handling, reporting and monitoring petitions and complaints	Deferred to 2011.	4,250	-	0.00	0%	Not implemented . Deferred to 2011.
	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.	Total of 35 participants	550	8,190	14.89	100%	Implemented
	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.	Integrated with 2.2.1c	600	-	0.00	100%	Implemented
2.3. Laws are publicly debated and expeditiously made accessible to the public								
<p>Target: Revised procedures for efficient in-house flow of information, archiving services and documentation management.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > A study on minute-taking and reporting practices is conducted during 2010. 	2.3.1.b	Develop guidelines, procedures and mechanisms to improve in-house flow of information	An assessment of the effective implementation of the current procedures was conducted with NA staff. A proposal paper was drafted and submitted to the Law committee for review.	1,800	-	0.00	25%	Partially Implemented
<p>Target: New and amended laws are made publicly available.</p> <p>Indicator:</p> <ul style="list-style-type: none"> > All laws adopted in 2008 are translated into English and posted on the NA website by the end of 2010. > 5000 sets of user-friendly law 	2.3.2.a	Disseminate copies of newly promulgated laws to NA Members & Staff, Line-Ministries, etc	2 orientation workshops conducted to disseminate 49 Ethnic Groups Resolution	6,650	10,371	1.56	100%	Implemented
	2.3.2.b	Produce official English translations of new and amended laws on an annual basis.	Total of 16 laws translated by national consultant; for proofreading	43,400	6,700	0.15	50%	Partially Implemented

summaries covering in three sectors are produced and disseminated during 2010. > An action plan and timeline for re-establishing an official gazette is approved by the end of 2010.	2.3.2b2	Translation of laws into French	Deferred to 2011.	-	-	0.00	0%	Not implemented . Deferred to 2011.
	2.3.3.a	Draft recommendations and develop timeline for introduction of Hansard, Order Paper and Notice Paper.	A recommendations paper was developed earlier this year. The paper is still pending approval by the NA Cabinet.	-	-	0.00	50%	Partially Implemented
	2.3.3.c	Organise a workshop to review recommendations for establishing Hansard, Order Paper and Notice Paper.	Deferred to 2011.	1,600	-	0.00	0%	Not implemented . Deferred to 2011.
2.4. Enhanced public awareness of the NA, its role, function and proceedings.								
Target: Improved public understanding of the National Assembly's role and functions. Indicators: > An increased number of visitors to the public gallery during sessions (baseline to be established). > Members visit 1 primary school in xx province each year, 2010. > Constituency office open days are held in [xx] provinces per year, 2010.	2.4.1.a	Design and implement a public relations strategy for the National Assembly	Conducted a survey assessment mission in 4 provinces in Northern Laos (Oudumxay, Bokeo, Luang Namtha and Phongsaly) from 14-29 May 2010. Plans were drafted with the provincial authorities, information and cultural officers and local media on how to improve radio broadcasting of the NA sessions to every district in the 4 provinces.	550	3,900	7.09	100%	Implemented
	2.4.1.b	Develop communications material on the role and function of the National Assembly.	2 draft NA booklets	10,000	-	0.00	50%	Partially Implemented
	2.4.1.c	Provincial workshops to raise awareness among officials and citizens (including mass organisations and CSOs) on	Deferred to 2011.	7,100	-	0.00	0%	Not implemented . Deferred to 2011.

		the functions and role of the NA.						
	2.4.1.d	Annual 'open-days' and other events to promote public awareness of the National Assembly.	2 student visits with a total of 600 students	8,600	7,005	0.81	100%	Implemented
	2.4.1.f	Organize visits by Members in constituencies to local primary and secondary schools, and colleges.	Deferred to 2011.	3,200	-	0.00	0%	Not implemented . Deferred to 2011.
	2.4.1.g	Organize constituency office 'open-days'	Deferred to 2011.	1,550	-	0.00	0%	Not implemented . Deferred to 2011.
Target: Broadcasts of key legislative proceedings are institutionalized. Indicators: > At least 3 hours of live TV and radio broadcast per day during each NA plenary session, starting in 2009.	2.4.2.a	Initiate live TV and radio broadcasts of NA plenary sessions	Media coverage of the NA sessions has been excellent with daily coverage in newspapers, TV and radio. Coverage of deliberations and discussions were also broadcasted on Lao national TV.	3,950	-	0.00	100%	Implemented
	2.4.2.b	Initiate TV , radio and newspaper coverage of Committee hearings	Deferred to 2011.	3,950	-	0.00	0%	Not implemented . Deferred to 2011.
Target: Improved national capacity for media reporting on parliamentary affairs. Indicators: > 20 NA staff and are trained in parliamentary media relations in 2010.	2.4.3.b	In-country media training for NA staff	2 in-country media missions covering 8 provinces	5,200.00	16,944	3.26	100%	Implemented
2.5. Support to the introduction of Local Councils.								

<p>Target: The National Assembly takes a lead role in the establishment of local councils.</p> <p>Indicators: > The NA contributes to analysis and consultations on models for local councils during 2010. > The NA participates in drafting the legal framework for local councils during 2009.</p>	2.5.1a	Local council support activities (workplan to be revised in 2010)	Conducted a series of field visits to 6 southern provinces to discuss the conditions for improved scrutiny of local administrations by NA provincial offices. A policy paper was drafted and submitted to the Law committee for consideration. Conducted a seminar on how to strengthen local constituency offices. At total of 87 participants (17 female participants) attended the seminar.	46,000	24,484	0.53	50%	Partially Implemented
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Output 3: The National Assembly has Upgraded Parliamentary Support Services.

Baselines: No performance-based HR management system and training plans for staff yet; Dated organizational chart and limited coordination mechanisms between Committees and staff's job descriptions; No functioning IT-based knowledge sharing system (i.e. intranet)

3.1. Capacity-gaps in the NA Secretariat are identified and addressed

<p>Target: A performance-based HR management/development system is established</p> <p>Indicators: > Job descriptions for all NA staff in Vientiane are revised and approved by end 2010.</p>	3.1.1.d1	Produce annual staff training plans based on needs identified in performance appraisals	Deferred to 2011.	650	-	0.00	0%	Not implemented . Deferred to 2011.
	3.1.1.d	Improve language skills in English	6 senior staff	5,800	5,800	1.00	100%	Implemented
<p>Target: The Office of the National Assembly has a clear understanding of organizational development needs.</p>	3.1.2.c	Review the organisational chart of the National Assembly, and revise as necessary	Integrated with 3.1.3z	850	-	0.00	100%	Implemented

Indicators: > Report on capacity gaps produced by end of 2010.	3.1.2c2	Ttraining workshop on Leaderships Skills, Inventory Management and Protocol Skill	Total of 75 participants (31 female participants)	-	13,289	0.00	100%	Implemented
	3.1.3.z	Staff training (to be defined through performance appraisals, 3.1.1, and resource gap review 3.1.2)	A total 71 participants from NA Committee and Department Staff and constituency offices staff including 18 female.	11,500	12,716	1.11	100%	Implemented
3.2. The Office of the National Assembly provides improved information services.								
Target: Information technology services are strengthened. Indicators: > An ICT development plan is implemented in 2010 > Annual IT training is delivered to all constituency offices and departments in 2010.	3.2.1.c	Conduct on-site IT training for NA Members and Staff in NA Office and in Constituency offices	6 IT trainings	5,950	13,673	2.30	100%	Implemented
	3.2.1.d	Enhance the NA public website and intranet in terms of content and functionality.	Ongoing development and maintenance	5,600	-	0.00	50%	Partially Implemented
	3.2.1.e	Implement 2-year ICT development plan (based on results of 3.2.1.a)	Deferred to 2011.	8,000	-	0.00	0%	Not implemented . Deferred to 2011.
Target: Research, reference and archiving services are strengthened. Indicators: > 20 staff participate in 3 trainings on research skills during 2010. > The research and reference department is augmented by a team of 2 archivists during 2010.	3.2.2.c	Conduct training for research and reference staff on desk-research, note-taking & reporting techniques.	3 training workshops with 45 pax each	9,850	35,989	3.65	100%	Implemented
	3.2.2.d	Establish and support a team of 2 researchers/archivists in the NA Women's Caucus (6-month to 1-year contract, renewable)	-	5,400	-	0.00	0%	Not implemented . Deferred to 2011.
	3.2.2.d1	Recruit one support staff for women's caucus	-	3,600	-	0.00	0%	Not implemented . Deferred to 2011.

<p>Target: The parliamentary library provides a high quality information service.</p> <p>Indicators: > Library user-surveys conducted during 2010. > A library service strategy is produced by end of 2010.</p>	3.2.3.b	Translate documents on parliamentary best practice and disseminate to Members and Staff through print, internet and intranet as appropriate.	Translation of documents for NA use	6,000	364	0.06	10%	Partially Implemented
	3.2.3.c	Purchase books, periodicals, handbooks and other materials selected according to user-survey	-	2,000	-	0.00	0%	Not implemented . Deferred to 2011.
	3.2.3.d	Training for library/archive staff	-	1,000	-	0.00	0%	Not implemented . Deferred to 2011.
3.3. Programme monitoring and coordination capacity is strengthened								
<p>Target: Regular planning and review meetings are held to monitor programme delivery.</p> <p>Indicators: > Monthly & quarterly planning and coordination meetings take place and the agreed quorum is achieved. > 2 Steering Committee Meetings are held in 2010. > A programme review meetings is held in 2010.</p>	3.3.1.a	Monthly planning and review meetings	12 monthly meetings	600	54	0.09	100%	Implemented
	3.3.1.b	Quarterly planning and review meetings	4 PAG meetings	400	115	0.29	100%	Implemented
	3.3.1.c	Twice yearly Steering Committee Meetings	2 PB meetings	300	-	0.00	100%	Implemented
	3.3.1.d	Annual Programme Review Meetings	1 Annual Review Meeting	900	-	0.00	100%	Implemented
<p>Target: Department focal points effectively coordinate programme activities.</p> <p>Indicators: > All NA Dept focal points participate in management training during 2009. > Annual review meetings conducted in 2008-2012</p>	3.3.2.a	Management and other relevant training for NA focal points.	-	10,000	-	0.00	0%	Not implemented . Deferred to 2011.
	3.3.2.b	Annual review meetings for NA coordinators.	1 Annual Review Meeting for NA	4,000	-	0.00	100%	Implemented
<p>Target: Monitoring and evaluation mechanisms are established.</p>	3.3.3.a	Baseline monitoring surveys.	-	-	-	0.00	0%	Not implemented

Indicators: > Baseline data established.	3.3.3.b	Mid-term external programme review	Conducted in April 2011	28,850	-	0.00	0%	Not implemented . Deferred to 2011.
	3.3.3.d	Management, Monitoring and Reporting Specialist.	1 MMS recruited; budget/costs moved to 4.1.1.z	-	-	0.00	100%	Implemented
	3.3.3.d	Monitoring Activities	Regular monitoring and reporting	2,000	-	0.00	100%	Implemented
	3.3.3.e	Annual External Financial Audit	1 annual audit	5,000	6,000	1.20	100%	Implemented

Output 4. Technical Assistance and Programme Support Services operational.

Baselines: First joint programme operational team set-up; No operational manual for joint programming developed for Implementing Partners

4.1. A programme support team effectively manages and coordinates assistance to the National Assembly								
Target: A programme support team is operational.	4.1.1.z	Programme and technical personnel costs	1 STA, 2 UNVs and project staff	312,600	280,200	0.90	90%	Partially Implemented
	4.1.2.x	GMS EC Funds	7% of total budget	30,050	30,000	1.00	100%	Implemented
	4.1.2.z	Programme administration (office admin: to be elaborated)	6 project staff including local consultants	26,400	25,069	0.95	100%	Implemented
	4.1.3.a	Office IT and other equipment	Purchased one (1) scanner, two (2) colored printers, one (1) iMac desktop, and two (2) desktops.	7,000	14,103	2.01	100%	Implemented
GRAND TOTAL				840,000	669,434	0.80		

Note: 1. Additional activities are highlighted in yellow.

2. Available budget is only US\$670,000 therefore the financial delivery rate is not realistic. Based on available funding, the SELNA JP delivered 100% as of end 2010.

Appendix VIII

PETTITIONS & HOTLINE PROGRAMME - TRAINING AND OTHER COSTS ESTIMATE

2.2.1.a Training for constituency-based Members and Staff on receiving, handling, reporting and monitoring petitions and complaints

Venue: Vientiane; Savannakhet; Luang Nam Tha
 Approx 40: 4 Members & Staff x 5 provinces; 3 Members & Staff in host province; 10 Vientiane-based Members & Staff; 10 Local govt reps
 Pax: & Staff; 10 Local govt reps
 Days: 1

Activity	Exp Code	Description	Unit	Qty	Unit Price	Cost	Curr	Total USD	USD RndUp	Budg Code
2.2.1.a	71620	DSA (\$18 x 4 pers x 5 Provinces x 2 days)	Person	20	36	720	USD	720.00	750	71600
2.2.1.a	71610	Road travel (from 5 surrounding provinces)	Provinces	5	100	500	USD	500.00	500	71600
2.2.1.a	71610	Air tickets (10 pers from Vientiane)	Person	10	120	1,200	USD	1,200.00	1,200	71600
2.2.1.a	71620	DSA (10 pers from Vientiane x 2 days)	Person	10	36	360	USD	360.00	400	71600
2.2.1.a	73107	Meeting room rental	Person	40	15	600	USD	600.00	600	73100
2.2.1.a	72505	Stationary and supplies	Person	40	3	120	USD	120.00	150	72500
2.2.1.a	74210	Photocopy	Set	40	3	120	USD	120.00	150	74200
2.2.1.a	74525	Miscellaneous						181	200	74500
								3,801	3,950	

2.2.1.b Establish guidelines for monitoring, analysing, reporting and publicising information on the number and type of petitions received by the National Assembly.

Venue: Vientiane
 Particip: 50 Members and Staff, and 20 GoL officials
 Days: 1 day

Activity	Exp Code	Description	Unit	Qty	Unit Price	Cost	Curr	Total USD	USD RndUp	Budg Code
2.2.1.b	74220	Translation of guidelines	Page	100	15	1500	USD	1,500.00	1,500	74200
2.2.1.b	74210	Editing, layout & graphic design	Lumpsum	1	1500	1500	USD	1,500.00	1,500	74200
2.2.1.b	74210	Print guidelines	Report	500	5	2500	USD	2,500.00	2,500	74200
		Workshop								
2.2.1.b	73107	Meeting room rental	Person	70	20	1400	USD	1,400.00	1,400	73100
2.2.1.b	72505	Stationary	Person	70	3	210	USD	210.00	250	72500
2.2.1.b	74210	Photocopy	Person	70	2	140	USD	140.00	150	74200
2.2.1.b	74220	Interpreter	Day	1	250	250	USD	250.00	250	74200
2.2.1.b	74525	Miscellaneous						375	400	74500
								7,875	7,950	

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.

Venue: Vientiane
 Particip: NA, Judiciary, PMO, relevant line ministries
 Days: 1/2 day

Activity	Exp Code	Description	Unit	Qty	Unit Price	Cost	Curr	Total USD	USD RndUp	Budg Code
2.2.1.c	74525	Refreshments	Person	50	3	150	USD	150.00	150	74500
2.2.1.c	72505	Stationary	Person	50	3	150	USD	150.00	150	72500
2.2.1.c	74210	Photocopy	Person	50	2	100	USD	100.00	100	74200
2.2.1.c	74525	Miscellaneous						20	50	74500
								420	450	

2.2.1.d Conduct a series of workshops to develop a time-line and action plan for upgrading the Petitions Dept to a Committee with ombudsman functions by 2010.

Venue: Vientiane
Cabinet (x 2); Petitions Dept (x 8); DG/DDG of each Committee Dept (x 6); Representatives of the Judiciary and
Particip: Executive (x5)
Days: 1/2 day

Activity	Exp Code	Description	Unit	Qty	Unit Price	Cost	Curr	Total USD	USD RndUp	Budg Code
2.2.1.d	74220	Interpreter	Day	1	250	250	USD	250.00	250	74200
2.2.1.d	72505	Stationary	Person	21	3	63	USD	63.00	100	72500
2.2.1.d	74210	Photocopy	Person	21	2	42	USD	42.00	50	74200
2.2.1.d	74525	Miscellaneous						18	50	74500
								373	450	

2.2.2.a Establish a National Assembly 'hotline' service in 6 provinces opening one month before each ordinary session.

Venue: Vientiane Capital
Pax: 1 Member & 1 Staff from 6 pilot provinces; 5 Staff of Petitions Dept; Cabinet
Days: 1

Activity	Exp Code	Description	Unit	Qty	Unit Price	Cost	Curr	Total USD	USD RndUp	Budg Code
		Training workshop								
2.2.2.a	71620	DSA (\$25 x 12 pers x 2 days)	Person	12	50	600	USD	600.00	600	71600
2.2.2.a	71610	Travel from provinces to Vientiane	Person	12	100	1,200	USD	1,200.00	1,200	71600
2.2.2.a	74525	Refreshments	Person	25	3	75	USD	75.00	100	74500
2.2.2.a	72505	Stationary and supplies	Person	25	3	75	USD	75.00	100	72500
2.2.2.a	74210	Photocopy	Set	25	2	50	USD	50.00	50	74200
2.2.2.a	72805	ICT equipment (computer, fax, telephone)	Province	6	2,000	12,000	USD	12,000.00	12,000	72800
2.2.2.a	74525	Miscellaneous						700	700	74500
								14,700	14,750	

2.2.2.b Open a permanent year-round 'hotline' at the National Assembly in Vientiane to receive comments, suggestions and complaints by telephone, letter, fax and email.

Activity	Exp Code	Description	Unit	Qty	Unit Price	Cost	Curr	Total USD	USD RndUp	Budg Code
2.2.2.b	72805	ICT equipment (computer, fax, telephone)	Lumpsum	1	5,000	5,000	USD	5,000.00	5,000	72800
2.2.2.b	74525	Miscellaneous						250	250	74500
								5,250	5,250	

2.2.2.c

Establish procedures for monitoring, analysing, reporting and publicising information on the number and type of calls received by the National Assembly on a regular basis

Venue: Vientiane

Particip: Vientiane-based Members and Staff

Days: 1 day

Activity	Exp Code	Description	Unit	Qty	Unit Price	Cost	Curr	Total USD	USD RndUp	Budg Code
2.2.2.c	74220	Interpreter	Day	1	250	250	USD	250.00	250	74200
2.2.2.c	72505	Stationary	Person	50	3	150	USD	150.00	150	72500
2.2.2.c	74210	Photocopy	Person	50	2	100	USD	100.00	100	74200
2.2.2.c	74525	Miscellaneous						25	50	74500

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.

Venue: Vientiane

Particip: Vientiane-based Members and Staff

Days: 1/2 day

Activity	Exp Code	Description	Unit	Qty	Unit Price	Cost	Curr	Total USD	USD RndUp	Budg Code
2.2.2.d	72505	Coffee-break	Person	50	3	150	USD	150.00	150	72500
2.2.2.d	74210	Photocopy	Person	50	2	100	USD	100.00	100	74200
2.2.2.d	74220	Translation of minutes of meeting	Pages	10	20	200	USD	200.00	200	74200
2.2.2.d	74525	Miscellaneous						13	50	74500