

Guidance note for preparation of the 2016 Round Table Implementation Meeting (RTIM)

Prepared by
Department of International Cooperation
Ministry of Planning and Investment
September 2016

Table of Content

I. About this document	3
II. Objectives of the 2016 Round Table Implementation Meeting (2016 RTIM)....	3
III. Preparation by Sector Working Groups and other relevant stakeholders	4
3.1 Substantive inputs	4
3.1.1 Progress on the follow up actions of the 12 th HL RTM key recommendations/discussion points	4
3.1.2 Series of SWG consultations.....	5
3.2 Preparatory process (HL RTM outreach and advocacy)	6
3.2.1 Development Cooperation Exhibition (side event)	6
IV. Preparation by the National RTP Secretariat in consultation with relevant stakeholders.....	7
4.1 Substantive inputs.....	7
4.1.1 2016 RTIM Background Document	7
4.1.2 Vientiane Declaration on Partnership for Effective Development Cooperation	7
4.1.3 Review and Assessment of the Round Table Process	8
4.1.4 Revision of the Prime Minister Decree No.75 on ODA management and preparation of development cooperation strategy (2016-2025).....	8
4.1.5 Pre-consultations on key thematic areas	8
4.1.6 Other substantive inputs	9
a) Development Finance and Aid Assessment (DFAA).....	9
b) Foreign Aid Implementation Report (FAIR).....	9
4.2 Preparatory process	9
4.2.1 Meetings of Chairs and Co-Chairs of SWGs	9
4.2.2 A Series of meeting with SWG Secretariats.....	9
4.2.3 2016 RTIM Field Visit.....	9
4.2.4 Invitation and Participation	9
4.2.5 Meeting the Press	10
4.2.6 Debriefing with the Prime Minister after the 2016 RTIM.....	10
V. Focal points	11
5.1 Specific substantive inputs and preparatory process	11
5.2 DIC focal points for SWG related work.....	12
Annex 1 – Template for SWG reporting.....	13
Figure 1 – 2016 RTIM Background Document Table of Content	7

I. About this document

This document is a guidance note on key preparation activities for the upcoming Round Table Implementation Meeting (RTIM), which is scheduled to take place on 24th and 25th November 2016 in Vientiane Province, Lao PDR (Two hours from the Vientiane Capital). A formal 2016 RTIM invitation will be sent out by September 2016.

The aim of this Guidance Note is to provide relevant Government Line Ministries and Development Partners through Sector Working Groups with necessary information for the 2016 RTIM preparation. These include a preparation for:

- Substantive inputs and preparatory process by **Sector Working Groups (SWGs)** in consultation with their consistencies (**Section III**)
- Substantive inputs and preparatory process by **the National RTP Secretariat** in consultation with relevant stakeholders (**Section IV**)

Other documents provided together with this guidance note include:

- The 2016 RTIM Concept and Roadmap
- A summary of follow up actions of the 12th HL RTM outcomes (key recommendations/discussion points)

II. Objectives of the 2016 Round Table Implementation Meeting (2016 RTIM)

The over-arching theme of the 2016 RTIM

The main focus of the 2016 RTIM is on **“Accelerating the implementation of the 8th National Socio-Economic Development Plan (8th NSEDP 2016-2020) for the LDC graduation and the achievement of SDGs”**

For relevant information on special focus and key matters, please refer to the 2016 RTIM concept/roadmap.

III. Preparation by Sector Working Groups and other relevant stakeholders

3.1 Substantive inputs

3.1.1 Progress on the follow up actions of the 12th HL RTM key recommendations/discussion points

Follow up actions to implement the 12th HL RTM key recommendations/discussion points were identified by SWGs and relevant stakeholders during the 2016 RTP retreat organized on 6th April 2016 in Vientiane. Therefore, reporting on progress of their implementation primarily lies within individual SWG in consultations with members and relevant stakeholders. Within this context, SWGs are requested to report and update on status of each action within their portfolios as follow:

12 th HL RTM key recommendations/discussion points	No of action areas as per Annex 1	Lead Agencies (Responsible SWGs and relevant stakeholders)
Focus Area I – Macroeconomic Management and Inclusive and Sustainable Growth		
1. The 8 th National Socio-Economic Development Plan	4	<ul style="list-style-type: none"> • DOP/MPI
2. Enabling inclusive and sustainable growth	14	<ul style="list-style-type: none"> • DOP/MPI • Macroeconomic Working Group • Trade and Private SWG • Natural Resource and Environment SWG • Infrastructure SWG
3. Enhancing Macro-Economic Management	7	<ul style="list-style-type: none"> • DOP/MPI • MOF • Macroeconomic Working Group
4. Agriculture	7	<ul style="list-style-type: none"> • Agriculture & Rural Development SWG
5. Increased Investments to the Priority Sectors	3	<ul style="list-style-type: none"> • Education SWG • Health SWG • Agriculture SWG • Infrastructure SWG
Focused Area II – Social Sector and Human Development		
6. From Millennium Development Goals (MDGs) to Sustainable Development Goals	4	<ul style="list-style-type: none"> • MOFA • DOP/MPI

(SDGs)		<ul style="list-style-type: none"> • DIC/MPI • UN
7. Food and Nutrition Security	12	<ul style="list-style-type: none"> • Secretariat of the National Nutrition Committee • Education SWG • Health SWG • Agriculture SWG
8. Access to Quality Education and Health	11	<ul style="list-style-type: none"> • Education SWG • Health SWG
Focused Area III - Green growth, environmental sustainability, climate change and disaster management		
9. Environmental Sustainability	7	<ul style="list-style-type: none"> • Natural Resource and Environment SWG
Focused Area IV - Cross cutting matters and development effectiveness		
10. The Vientiane Declaration on Partnership for Effective Development Cooperation (2016-2025)	14	<ul style="list-style-type: none"> • DIC/MPI • UNDP/UN
11. Good Governance	3	<ul style="list-style-type: none"> • Governance SWG
12. Space for Civil Society	3	<ul style="list-style-type: none"> • MOHA • MOFA
13. Illicit Drugs and Other related Issues	2	<ul style="list-style-type: none"> • Illicit Drug SWG
14. The special case of UXO	5	<ul style="list-style-type: none"> • UXO SWG

To help and guide SWGs in preparing the progress report (See Annex 1 for reporting template). **Please share sectoral progress report with the National Secretariat of the Round Table Process by 21th October 2016**

3.1.2 Series of SWG consultations

All SWGs are required to convene and actively organize their sector consultations and carrying out substantive activities. While it is important that thematic sector issues are discussed during SWGs meetings, the RTP Secretariat would like to recommend that **individual SWG identify key messages at sectoral level which could be used to stimulate discussions during 2016 RTIM.** The focus is on

1. **Overall progress update of key achievements and challenges** arising from implementation of the 8th NSEDP at the national, sectoral or provincial levels. Summary reports will be prepared as part of the Background Document by each of the Sector Working Groups (SWGs) to demonstrate progress based on RTM follow up matrix.

2. **Effective Partnerships as the Cross Cutting Theme:** Since the core component of the Vientiane Declaration II is that of diversifying the development partnership, partnerships will feature as our core cross-cutting issue of this years' RTIM. In particular, there will be a focus on operational partnerships with the private sector, civil society and ASEAN/regional partnerships.

To help facilitate coordination across sectors and create common understanding on RTIM preparation, DIC/the RTP Secretariat intends to visit individual SWG Secretariat (both chairs and co-chairs focal points) during September and October 2016. A request for meeting will be sent out well in advance to coordinate the visit.

3.2 Preparatory process (HL RTM outreach and advocacy)

3.2.1 Development Cooperation Exhibition (side event)

Development Exhibition will be organized as side event on 25th November during the 2016 RTIM. All SWGs are invited to display their activities contributing to sustainable development and inclusive growth. The focus of this Exhibition or theme of the Exhibition is on effective partnership at sectoral and provincial levels for sustainable development and inclusive growth. The Exhibition will demonstrate how the Government of Lao PDR and its Development Partners and other relevant stakeholders such as private sectors and civil societies working together at different levels for the achievement of the NSEDP and MDGs/SDGs.

The Exhibition will therefore facilitate the dissemination of successful methodologies/cases/stories and other relevant materials by SWGs and other stakeholders for addressing their relevant development challenges around the NSEDP and MDGs/SDGs implementation as well as fostering effective development partnership.

The National Secretariat of the Round Table Process will organize a briefing session with all SWGs and relevant stakeholders at least a month before the 2016 RTIM to go through all necessary arrangements for this side event.

IV. Preparation by the National RTP Secretariat in consultation with relevant stakeholders

4.1 Substantive inputs

4.1.1 2016 RTIM Background Document

To ensure constructive dialogues and better informed discussions during 2016 RTIM, the Background Document will be prepared and it will be a consolidated report of three key documents which have been prepared throughout the year by Ministry of Planning and Investment (Department of Planning ‘DOP’ and Department of International Cooperation ‘DIC’) with various inputs from both Line Ministries and Development Partners including civil society and private sector throughout different stages of documents’ preparation.

The structure of the 2016 RTIM Background Document will be simple and straightforward capturing key policy issues that need special attention and deliberation at the RTIM itself. Initial overall structure of this Background Document is as follow:

Figure 1 – 2016 RTIM Background Document Table of Content

<u>Table of Content</u>	
I.	Introduction
II.	A Brief Summary of Progress on the Implementation of the National Development Agenda in 2016
2.1	Annual Implementation of the 8 th NSEDP and perspectives on the LDC Graduation
2.2	Update on the Sustainable Development Goals (SDGs)
2.3	Update on the Implementation of the Vientiane Declaration on Partnership for Effective Development Cooperation
III.	Update on Measures and Actions at Sectoral and Provincial Levels for Accelerating the implementation of the National Development Agenda
IV.	Conclusion – Priorities Going Forward

All together – 20 pages maximum

4.1.2 Vientiane Declaration on Partnership for Effective Development Cooperation

After the Mexico High-Level Meeting in 2014, the government of Lao DPR jointly with development partners signed the Vientiane Partnership Declaration for Effective Development Cooperation 2016-2025 which includes lessons learned with previous partnership mechanisms (including the 2006 Declaration), localizes the GPEDC process

in the national context, and is informed by the Addis Ababa Action Agenda and the 2030 Agenda for Sustainable Development. Apart from the principles, the Partnership Declaration covers Domestic Resource Mobilization, South-South Cooperation and Partnerships, among others. A Country Action Plan (VDCAP 2016-2025) is currently under preparation, which uses the same indicators of the global monitoring effort and additional ones as appropriate to reflect national contexts. The draft VDCAP (2016-2025) is being circulated for comments from both national and internal stakeholders. A final consultation to finalize this VDCAP is expected to take place at the end of October or early November as part of pre-consultation leading up to the 2016 RTIM.

4.1.3 Review and Assessment of the Round Table Process

The review and assessment of the Round Table Process carried out in May and June 2016 concludes that RTP is unique and has a comprehensive development partners' coordination process. Yet, its implementation and effectiveness can be greatly improved, especially considering the context of a number of important ongoing changes in the country. The focus is on effective partnerships at national, sectoral and provincial levels in order to ensure sustainable and inclusive economic development and the ability of country to address social challenges. Therefore, a discussion on effective partnerships should be overarching topic of all leading up activities toward the 2016 RTIM and beyond.

4.1.4 Revision of the Prime Minister Decree No.75 on ODA management and preparation of development cooperation strategy (2016-2025)

A revision of the PM Decree 75 on ODA management and preparation of development cooperation strategy (2016-2025) comes in at the right time to reflect a change in the development finance landscape. With in this context, revisions to the PM Decree 75 will look at classification and role of development finance (supply side) and roles and responsibilities for effective management of different sources of development finance (demand side). On the preparation of development cooperation strategy (2016-2025), an immediate objective is to highlight how different types of development cooperation could be handled by the Government within the new development finance landscape.

These two documents are at an early stage of development and consultations within the Government are being sought. It is expected that solid first drafts will be available in a few months, then consultations with wider stakeholders will be organised as part of the pre-consultations leading up to the 2016 RTIM. DIC/MPI will send out relevant information on this at a later stage.

4.1.5 Pre-consultations on key thematic areas

The National Secretariat of the Round Table Process proposes to organize 2016 RTIM pre-consultations on the follow thematic areas:

1. **Implementation progress made in integrating the SDGs** into the national development agenda, monitoring and statistical frameworks, including into Provincial Development Plans (Tentative date – 10th November 2016)
2. **Implementation progress concerning the Food & Nutrition Security (FNS)** programme, given the centrality of FNS to LDC graduation. Learning from national and local partnership convergence approaches and mechanisms will be important to enable nationwide roll-out, outreach to remote communities and local engagement strategies (17th November 2016)

3. **Implementing ‘green growth’, climate change and disaster preparedness strategies** at the national and provincial level (3rd November 2016)
4. **Presentation, consultation and approval of the Vientiane Declaration II Country Action Plan** (including update on the revision of the Prime Minister Decree. No 75 on ODA management) (Tentative date - 15th November 2016).

Currently, concept notes for these four pre-consultations are being developed. All arrangements will be discussed with relevant stakeholders in September/October 2016.

4.1.6 Other substantive inputs

a) Development Finance and Aid Assessment (DFAA)

DFAA study has now been finished and shared with stakeholders during the meeting of Chairs and Co-Chairs of SWGs and other relevant stakeholder in June 2016. A formal launching of the report is currently planned to take place as part of leading up activities towards the 2016 RTIM. More information will be shared with stakeholders at a later stage.

b) Foreign Aid Implementation Report (FAIR)

With a new Lao financial year ended 31st December 2016, a yearly FAIR will be produced during the first quarter of 2017. However, to provide snapshot on current ODA trend in the country, FAIR for the first six months of 2016 will be produced and it will be tabled at the 2016 RTIM for participants’ information and record.

4.2 Preparatory process

4.2.1 Meetings of Chairs and Co-Chairs of SWGs

DIC expects to organize at least two meetings of Chairs and Co-Chairs of SWGs leading up to the 2016 RTIM. These meetings will focus on the progress of the preparation for the 2016 RTIM and discussions over key issues for clarification and common understanding.

4.2.2 A Series of meeting with SWG Secretariats

The National Secretariat of the Round Table Process headed by DIC/MPI plans to meet individual SWG Secretariat sometimes in September to brief and discuss all issues and arrangements relating to the 2016 RTIM. A request for a meeting will be sent out sometimes in September 2016.

4.2.3 2016 RTIM Field Visit

The 2016 RTIM field visit to development sites will be organized to allow all RTIM participants to have a reality check at local level. The visit will be taken place on 24th November 2016. A programme of the field visit is currently being developed and it will be shared with relevant stakeholders at a later stage. Detailed programme will be sent out with the invitation package by September.

4.2.4 Invitation and Participation

The 2016 RTIM invitation package is expected to be sent out by September to all stakeholders. A registration form will be provided in order to facilitate **a confirmation to attend the meeting by those invited at least a month before the 2016 RTIM (10th November 2016)**

Invitees to participate in the 2016 RTIM include:

- High ranking government officials from central & line Ministries and Provinces;

- High ranking donor representatives (resident and non-resident) and multi-lateral international organizations
- High ranking representatives from South-South partners
- Private sector [National and International Chambers of Commerce + five companies (self-selection basis)]; and
- 5+1 international NGOs (INGO network + five international NGOs) and five national NPAs and based on self-selection process.

4.2.5 Meeting the Press

DIC/MPI as the National RTP Secretariat in consultation with UNDP as the RTP Co-Chair will organize the 2016 RTIM Meet the Press event prior to the meeting. The purpose is to inform the public on the preparation and expectation of the 2016 RTIM. The organization of the event will be done jointly with the Lao Journalist Association. The invitation will be sent to the media at a later stage.

4.2.6 Debriefing with the Prime Minister after the 2016 RTIM

The debriefing with the Prime Minister of Lao PDR will take place after RTIM itself. It is anticipated that a small group of development partners (10-12 people) will be representing donor community for the debriefing with the President. The RTP Secretariat will define criteria and inform the delegation on preparation in due course.

V. Focal points

For all matters relating to the overall preparation of the 2016 RTIM, please contact:

- Madam Sisomboun OUNAVONG
Director General
DIC/MPI
Tel: +856 20 5551 4300
Email: osisomboun@yahoo.com

5.1 Specific substantive inputs and preparatory process

Please specific matters on substantive inputs, please contact:

- Mr. Sysomphorn Phetdaoheuang
Deputy Director General
DIC/MPI
Tel: + 856 20 22221991
Email: sysomphorn.dic@gmail.com
- Dr. Arounyadeth Rasphone
Director of Aid Effectiveness Division
DIC/MPI
Tel: +856 20 22237774
Email: aroun.aed.dic@gmail.com
- Mr. Morakot VONGXAY
Director of UN System Division
DIC/MPI
Tel: +856 20 22448892
Email: k_vongxay@hotmail.com

For all email communications, please also copy:

- RTP Secretariat
Tel: +856 21 223759-60
Email: rtpsecretariat@gmail.com
- Mr. Phanthanavong Phouthavong
Senior Coordinator
Round Table Process in Lao PDR
Tel: +856 20 22233638
Email: phanthanavongp@gmail.com
- Dr. Phanthanousone (Pepe) Khennavong
National Technical Adviser
Round Table Process in Lao PDR
Tel: +856 20 541 77675
Email: pepe_khennavong@hotmail.com

5.2 DIC focal points for SWG related work

DIC focal points have been tasked to facilitate the effective linkage between work of SWGs and the Round Table Process in terms of both substantive and process matters. If any queries and questions about the contribution of SWGs to the Round Table Process, please kindly refer to DIC officials as listed below:

- **Macroeconomic SWG**
Dr. Arounyadeth Rasphone
Director of Aid Effectiveness Division
Tel: +856 20 2223 7774
Email: aroun.aed.dic@gmail.com
- **Infrastructure SWG**
Mr. Douangmala Chanthalangsy
Director of International Financial Institutions Division
Tel: +856 20 55337676
Email: d_chantha1@yahoo.com
- **Health SWG**
Mr. Kouthong Sommala
Director of Asia-Pacific and Africa Division
Tel: +856 20 55019942
Email: ksommala@gmail.com
- **Illicit Drug Control SWG**
Mr. Morakot Vongxay
Director of UN System Division
Tel: +856 20 22448892
Email: K_vongxay@hotmail.com
- **Education SWG**
Mr. Kouthong Sommala
Director of Asia-Pacific and Africa Division
Tel: +856 20 55019942
Email: ksommala@gmail.com
- **Agriculture and Rural Development SWG**
Ms. Bangthong Thipsomphanh
Director of Europe-America Division
Tel: +856 20 2223 7997
Email: tbangthong@yahoo.com
- **Natural Resource and Environment SWG**
Mr. Douangmala Chanthalangsy
Director of International Financial Institutions Division
Tel: +856 20 55337676
Email: d_chantha1@yahoo.com
- **Trade and Private Sector Development SWG**
Ms. Bangthong Thipsomphanh
Director of Europe-America Division
Tel: +856 20 22237997
Email: tbangthong@yahoo.com
- **UXO and Mine Action SWG**
Mr. Morakot Vongxay
Director of UN System Division
Tel: +856 20 22448892
Email: K_vongxay@hotmail.com
- **Governance SWG**
Mr. Morakot VONGXAY
Director of UN System Division
Tel: +856 20 22448892
Email: k_vongxay@hotmail.com

Annex 1 – Template for SWG reporting

<p>Name of Sector Working Groups:</p> <p>SWG Chair and Co-Chairs:</p> <p>SWG Secretariat Focal Points:</p> <ul style="list-style-type: none"> - Government Officials: - Development Partners: <p>Technical Supporting Staffs:</p> <ul style="list-style-type: none"> - Government Officials: - Development partners:
--

I. Overall progress towards sectoral outcomes and results

II. Overview of Sector Performance in 2016

Sector outputs and activities	Progress	Challenges and opportunities
A. Thematic (substantive) areas		
1. Actions/activities relating to the 12th HL RTM key recommendation/discussion points		
1.1		
1.2		
2. Other substantive actions/activities		
2.1		
2.2		
B. Communication and outreach activities with the sector and across Sector Working Groups		