



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity

Logistic Note

2018 Round Table Meeting

*“Mid-Term Review of the Implementation of the 8th
NSED – Progress in Sustainable Development and
Effective Development Cooperation”*

*04th – 05th December 2018
National Convention Center
Vientiane Capital, Lao PDR*

Please note - some information on this logistic note might be revised based on discussions with various stakeholders. Therefore, if any changes happen, you will be advised accordingly.

Ministry of Planning and Investment
Department of International Cooperation
November 2018

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This logistic note aims to provide the participants of the 2018 Round Table Meeting (RTM) with necessary information on practical and administrative matters relating to the meeting and about Vientiane Capital such as date and venue of the meeting, registration and confirmation, protocol/hospitality and travel/transport arrangements, hotel and accommodation, meals and reception, field visit sites, security, weather, banking and health facilities, etc.

I. About the 2018 Round Table Meeting

1.1. Dates and Venue:

- The 2018 RTM will take place on 04th–05th December 2018 at the National Convention Center (NCC) in Vientiane Capital, Lao PDR. One main conference hall and three other meeting rooms have been booked for the two-day event.
- On 04th December - the morning session (09:20-09:40), there will be a presentation made by the Department of Planning, Ministry of Planning and Investment and followed by open discussion at the main conference hall. Then, the delegations will be divided into four parallel panel discussions as follows:
 - **Panel discussion 1:** on the Outcome 1 (Economic) of the 8th NSEDP will be at the main conference hall (Room No. 02);
 - **Panel discussion 2:** on the Outcome 2 (Social Sector) of the 8th NSEDP will be at the meeting room (Room No. 03);
 - **Panel discussion 3:** on the Outcome 3 (Environment) and Post-Disaster Needs Assessment will be at the meeting room (Room No. 04); and
 - **Panel discussion 4:** on the Cross-Cutting Outputs of the 8th NSEDP will be at the meeting room (Room No. 14).
- On the afternoon of 04th December (13:30-17:30) will be a field visit to the two project sites (refer to No: 1.12 for more information).
- On 05th December - A High Level Dialogue (09:00-16:30) will be carried out at the main conference hall (Room No. 02).

1.2. Meeting Room Arrangements

- The main conference hall (Room No. 02) will be arranged in a form of circle, and the other three meeting rooms (Room No. 03; 04 & 14) will be arranged in a form of U-Shape.
- The delegations are seated in English alphabetical order, with the head delegation to the front.
- One seat will be allocated for those delegations who represent various organizations and agencies such as the UN, INGO Network, NPA, Private Sectors, etc.

1.3. Photo Sessions during 2018 RTM

During the morning session of 2018 RTM, there will be two photo sessions with the Deputy Prime Minister of Lao PDR, Minister of Finance as follows:

- First session is for Lao Ministers/Deputy Ministers and Governors/Deputy Governors

- Second session is for Head Delegations of Development Partners/Ambassadors and Heads/Deputy Heads of International Organisations including Private Sector and Civil Societies.

1.4. Translation Facilities

The RTM will be conducted in Lao and English. Simultaneous translation facilities (booths and audio equipment such as microphones and headsets) will be available throughout the meeting.

1.5. Registration and Confirmation of Attendance

The 2018 RTM delegations are requested to register their participation in the attached **Registration Form** as per Annex 1 of this Logistic Note, and kindly submit a completed registration form to the RTP Secretariat, Department of International Cooperation, Ministry of Planning and Investment (DIC/MPI) of Lao PDR via email: rtpsecretariat@gmail.com; toom_mpi@yahoo.com and tounalom@gmail.com or by Fax: +856-21-223760 by 26th November 2018 at the latest.

If you have any questions or queries, please contact Mr. Alounsith Maniphon, Deputy Director of Europe-America Division, DIC/MPI at Mobile: +856-20-2844-4288; or Email: toom_mpi@yahoo.com; and Ms. Latdavanh Tounalom, Deputy Director of Europe-America Division, DIC/MPI at Mobile: +856-20-2222-8428; or Email: tounalom@gmail.com.

1.6. Identification Badges

Identification badges (Nametags) will be available for registered participants in the morning of 04th December when arriving and registering at the registration tables in front of the main conference hall.

In case of late confirmation or on-site registration, participants are required to show their letter of invitation or nomination to the registration sub-committee at the on-site registration venue. Then, a blank nametag will be provided for completion. All registered participants are required to wear their nametag during the meetings and other associated events.

If you have any questions or queries, please contact Mr. Alounsith Maniphon, Deputy Director of Europe-America Division, DIC/MPI at Mobile: +856-20-2844-4288; or Email: toom_mpi@yahoo.com; and Ms. Latdavanh Tounalom, Deputy Director of Europe-America Division, DIC/MPI at Mobile: +856-20-2222-8428; or Email: tounalom@gmail.com.

1.7. Meeting Documents

Three (3) complete sets of printed documents for the RTM will be given to each delegation at the registration venue in front of the main conference hall.

All meeting related documents will be uploaded on the RTM website (www.rtm.org.la) before the meeting. Delegations that need extra copies of meeting documents are requested to bring their own printed sets, as needed.

If you have any questions or queries, please contact Mrs. Phimdavanh Homlatsamy, Deputy Director of General Affairs Division, DIC/MPI at Tel: +856-21-218274; Mobile: +856-20-5838-8964; Email: phimdavanh2017@gmail.com; and Mr. Thavisok Sisavath, Head of Section, Asia-Pacific and Africa Division, DIC/MPI at Tel: +856-21-214062; Mobile: +856-20-5538-4455; Email: th.sisavath@gmail.com.

1.8. Visa Requirements

- For the 2018 RTM delegations who will need to travel to Lao PDR for attending the meeting and its associated events, visa to Lao PDR can be obtained from Lao Embassies and Consulates if available in your country;
- Alternatively, visas can be obtained on arrival at major international checkpoints: Wattay International Airport or Lao-Thai Friendship Bridge (Vientiane-Nong Khai Border or other Borders).
- The visa on arrival is valid for 30 days. For those wishing to extend their stay, you will need to request for visa extension at the Immigration Office located next to the Joint Development Bank, opposite the Morning Market in Vientiane Capital.
- To obtain a visa on arrival, please bring one passport-size photo (3x4).

If you have any questions or queries, please contact Ms. Phaykham Tounalom, Director of General Affairs Division, DIC/MPI at Mobile: +856-20-2223-4000; or Email: phaykham13@gmail.com; and Mrs. Lattanakhone Outhaiyavong, Deputy Director, Greater Mekong Sub-Region Division, DIC/MPI at Mobile: +856-20-2352-5959 lattanakhone1980@gmail.com.

1.9. Protocol and Hospitality

Arrival/Pick-up at the Airport and Transportation to hotels – Transport to the hotels will be arranged by the hotels. Please look for the hotel signs on arrival for assistance.

During the stays in Vientiane Capital – The registered participants will be responsible for their own transport from the hotels to the meeting venue and other places. Only a transport from meeting venue to field visit sites will be arranged for registered participants.

Debriefing meeting with the Prime Minister of Lao PDR – After the RTM, heads of delegations will have a debriefing meeting with the Prime Minister of Lao PDR to report on the outcomes of the RTM 2018 at the Prime Minister's Office in Vientiane Capital (date and time to be confirmed).

If you have any questions or queries, please contact Ms. Phaykham Tounalom, Director of General Affairs Division, DIC/MPI at Mobile: +856-20-2223-4000; or Email: phaykham13@gmail.com; and Mrs. Lattanakhone Outhaiyavong, Deputy Director, Greater Mekong Sub-Region Division, DIC/MPI at Mobile: +856-20-2352-5959 lattanakhone1980@gmail.com.

1.10. Accommodation

Since the 2018 RTM will take place at the National Convention Center. Therefore, in order to ensure a convenience in term of transportation, registered participants may wish to book their accommodation at the following hotels.

Lao Plaza Hotel

63 Samsenthai Road, Vientiane, Lao PDR
Tel: +856-21-218800-1
Mob: +856-20-55067899
Fax: +856-21-218808-9
Email: lph@laoplazahotel.com ;
bqt@laoplazahotel.com
Website: www.laoplazahotel.com

Crowne Plaza Hotel

20 Samsenthai Road, Nongduang Nua Village, Sikhottabong District, Vientiane, Lao PDR
Tel: +856-21-908888
Fax: +856-21-918888
Email: crowneplaza.vientiane@ihg.com
Website: www.crowneplaza.com

Landmark Mekong Riverside Hotel

Donchan Road, Thatkhao Village, Sisattanak District, Vientiane, Lao PDR
Tel: +856-21-266888
Fax: +856-21-266899
Email: info@landmarkmekonghotel.com.la
Website: www.landmarkmekonghotel.com.la

Don Chan Palace Hotel

6 Rue Fa Ngum, Piawat Village, Sisattanak District, Vientiane, Lao PDR
Tel: +856-21-244288
Fax: +856-21-244111-2
Email: info@donchanpalacelaopdr.com
Website: www.donchanpalacelaopdr.com

Settha Palace

6 Pang Kham Street, Vientiane, Lao PDR
Tel: +856-21-217581
Fax: +856-21-217583
Email: reservations@setthapalace.com
Website: www.setthapalace.com

1.11. Meals

During the 2018 RTM between 04th and 05th December 2018, coffee break and lunch will be provided for participants at the meeting area (NCC).

For special dietary requirements, please kindly notify the organizing sub-committee (Mrs. Phaykham Tounalom, Director of General Affairs Division, DIC/MPI at Mobile: +856-20-2223-4000; or Email: phaykham13@gmail.com; and Mrs. Lattanakhone Outhaiyavong, Deputy Director, Greater Mekong Sub-Region Division, DIC/MPI at Mobile: +856-20-2352-5959 lattanakhone1980@gmail.com; and copy the RTP secretariat your communications at rtpsecretariat@gmail.com).

1.12. The field Visits to Development Projects

Two sites are selected for the 2018 RTM field visits (nearby Vientiane Capital) which cover the relevant scopes of the 2018 RTM. In particular, they will showcase partnerships for development results which are in line with the theme of RTM 2018.

1. **Lao-China Railway Construction site.**
2. **Organic Farm.**

Three buses with 45 seats will be arranged for the registered participants in front the National Convention Center and the buses will leave for various field visit sites at 13:30. Therefore, the registered participants are advised to gather at the convention center at least 15 minutes in advance. Please note that we highly recommend participants to go to field visits as a group led by the organizing sub-committee due to security reasons, familiarity of the sites and so on.

Detailed information sheets and programme will be forwarded to you on a due course.

If you have any questions or queries, please contact Mr. Kouthong Sommla, Director of Asia-Pacific and Africa Division, DIC/MPI at Mobile: +856-20-5501-9942; or Email: ksommala@gmail.com; and Mr. Bounthanom Mekdala, Technical Officer, Europe and American Division, DIC/MPI at Mobile: +856-20-2221-5354 or Email: Bounthanom@hotmail.com.

1.13. Development Exhibition

A two-day Development Exhibition (04th and 05th December) will be organised as side event during the 2018 RTM at the National Convention Center (NCC). All ten (10) Sector Working Groups (SWGs), MOFA as a SDG Secretariat, MPI as a coordinating agency for ODA management and private sectors are invited to display their activities contributing to sustainable development and inclusive growth. The focus or theme of this Exhibition is on partnership for effective development at sectoral level for sustainable development and inclusive growth. The Exhibition will demonstrate how the Government of Lao PDR and its Development Partners and other relevant stakeholders working together at different levels for the achievement of the NSEDP, LDC graduation and 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, LDC graduation, and SDGs implementation as well as fostering partnership for effective development.

In terms of structure, a number of booths will be decided later. Each booth will be 3mx3m size based on the layout designed and shared with relevant stakeholders by DIC/MPI. CSOs will have an opportunity to showcase their work through the Governance SWG booth. Therefore, it is highly recommended that a CSO representative is in contact with Chair of

the Governance SWG (Ministry of Home Affairs). Work on gender equality will be mainstreamed in all booths.

Individual booth is required to have a **Speaker's Corner** (on the RTM day, it is highly recommended that a speaker is a senior official (at least Deputy Director General), which will allow relevant officials to conduct 5-10 minute presentations of their cases when asked by the RTM delegations – particularly during the formal visit by the Deputy Prime Minister of Lao PDR and Minister of Finance, and other high ranking officials.

If you have any questions or queries, please contact Mr. Somkhith Kaoyaheung, Deputy Director of Asia-Pacific and Africa Division, DIC/MPI at Tel: +856-21-219114; Mobile: +856-20-2935-1803; Email: tion.kyh@gmail.com; and Ms. Kheuakham Bounvilay, Deputy Director of Aid Management Division, DIC/MPI at Mobile: +856-20-2803-8200 or Email: kheua.dic@gmail.com.

1.14. Security and Medical Facilities

Security officers and mobile healthcare service will be stationed at various places relating to the RTM such as meeting venue, hotels booked for registered participants, airports, international entry points, field visit sites, parking spaces and along the main roads.

All participants will be subject to security check when accessing meeting and function areas. Participants are requested to wear the nametag prominently at all times during meetings and functions.

If you have any questions or queries, please contact Mr. Phengkhit Vongpaseuth, Deputy Director of International Financial Institutions Division, DIC/MPI at Mobile: +856-20-2345-6715; Email: phengkhit.vps@gmail.com; and Mr. Vilakone Soudachanh, Technical Officer of International Organisations Division, DIC/MPI at Mobile: +856-20-9997-9222 or Email: soudachanhvilakone@gmail.com.

1.15. Dressing Code

For actual meetings and panel discussions, the participants are advised to wear formal dressing. For field visits, the participants are advised to wear comfortable clothes and shoes during the field visit. Some areas are not appropriated for high heels. There would rain during the visit. Therefore, you might need to bring an umbrella with you.

II. About Lao PDR and the Vientiane Capital

2.1. Overview

Lao PDR is a landlocked country in the heart of the Indochina peninsula in Southeast Asia, covering an area of some 236,800 square kilometers with predominantly mountainous terrain. In 2018, the population of Lao PDR is estimated at 6,998,600 people, which ranks 106th in the world, and with the population density of around 29.4 people per square kilometer. The population is spread very unevenly in Lao PDR, with most people living in the valleys of the Mekong River and tributaries. The capital city of Vientiane prefecture has an estimated population of around 783,000.

Lao PDR shares borders with China to the North, Cambodia to the South, Vietnam to the East, Thailand to the West and Myanmar to the North West. The Country stretches for 1,700 km north to south, with an east-west width of over 500 km at its widest and 140 km at its narrowest point.

The official language is Lao, with communication in French, English, Chinese and Vietnamese also common in many parts of the country.

Vientiane Capital located on a curve of the Mekong River, which has a recorded history that stretches back to around 1,000 AD. The area was originally settled because of the fertility of the surrounding alluvial plains, and Vientiane became the capital city of Lao PDR around the mid-16th century.

Vientiane Capital is the home to the most significant national monument in Lao PDR: That Luang (Great Stupa), which is the symbol of Lao and an icon of Buddhism in Laos. Of the many beautiful Wats in Vientiane, a visit to Wat Sisaket is a must; built in 1818, this is one of the oldest temples in Vientiane. Other Buddhist holy places are Wat Ong Teu Mahavihan, known for its 16th century bronze Buddha sheltered by a carved wooden masterpiece, and Wat Si Muang, the site of the Lak Meuang or pillar-stone of Vientiane. Wat Si Meuang is also home to the guardian spirit of the city. Hor Phakeo, across the street from Wat Sisaket houses a beautiful collection of Buddha statues, including traditional Lao style of the "Calling for Rain" and "Offering Protection". Spend a morning in the Lao National Museum, which displays an interesting mixture of revolutionary and contemporary exhibitions. The main sights in Vientiane are only a short walk or bicycle ride from most hotels. Wat Xieng Khouan, better known as the Buddha Park should not be missed: take a tuk-tuk to this unique park that includes Buddhist and Hindu. Shopping for handicrafts is easy in Vientiane Capital; visit Talat Sao (morning market) for a wide range of colourful textiles including silks, wall-hangings and other decorative pieces. For very fine handicrafts, try one of the many upscale galleries in the city center. Keep your eyes open for traditional wood carvings, mulberry paper and a variety of basketry made from bamboo and rattan.

When you get hungry try the nation's signature dish, tam mak-hung (spicy green papaya salad), laap (spicy minced meat salad) and ping kai (fried chicken). For its size, Vientiane Capital is surprisingly multicultural and has excellent French, Indian, Thai, Chinese and Vietnamese restaurants that serve both Lao and specialty dishes. Quench your thirst with a refreshing Beer Lao or fresh fruit shake from one of the many small restaurants found along almost every street in town. At dusk, find a spot along the Mekong promenade to enjoy an amazing view of the sunset over the river.

2.2. Weather

Lao PDR's Climate can be described as tropical monsoon climate. It is characterized by strong monsoon influences, has a considerable amount of sun, a high rate of rainfall, and high humidity that makes it sometimes feel quite uncomfortable. Regions located near the tropics and in the mountainous regions have a slightly cooler, more temperate climate.

Weather system in Lao PDR consists of a dry season (October to late April) and a wet season (May to late September). The annual average temperature ranges from 22°C to 27°C year-round, and it can peak at 35°C in the dry season. The end of October marks the change from the wet to the dry season in Lao PDR, meaning that the chance of rain is minimal for the next five months.

In particular, in Vientiane Capital, the weather features a tropical savanna climate with a distinct wet season and a dry season. Vientiane's dry season spans from November through March. April marks the onset of the wet season which in Vientiane lasts about seven months. Vientiane tends to be hot and humid throughout the course of the year, though temperatures in the city tend to be somewhat cooler during the dry season than the wet season.

2.3. Time Zone

Lao PDR Standard Time is 7 hours ahead of **Greenwich Mean Time** (GMT+7)

2.4. Banking Facilities and Currency

Several ATMs are available throughout Vientiane Capital and Credit cards (VISA, AMEX and Master Card) are widely accepted at several hotels, vendors and restaurants.

The local currency of the Lao PDR is called Kip. Currency exchange is available at airports, local banks and exchange bureaus. The current exchange rates as at 14th November is 1 US\$ = 8,550 Kip, 1 Euro = 9,703 Kip and 1 Baht = 266.86 Kip. For more information on exchange rate, please visit: <http://www.bcel.com.la/bcel/exchange-rate.html?lang=en>

2.5. Medical Facilities

Currently, Vientiane has four key standard medical facilities: the Mahosot Hospital, Setthathirath Hospital, French Clinic and the Australian Embassy Medical Clinic. They are available for appointments and admission.

Delegates are advised to take precautions against mosquito bites to protect themselves from Malaria and Dengue fever.

French Clinic (including dental clinic)

Address: Boulevard Khouvieng, Vientiane Lao PDR

Opening Hours: Monday, Tuesday, Thursday and Friday from 8:30am-noon and 1pm-7pm;

Wednesday from 8:30am-noon and 1:30pm-5pm;

Saturday from 9am-noon

Telephone: +856 21 214150
Emergency: +856 20 655 4794
Email: cmaflao@gmail.com

Australian Embassy Medical Clinic

Address: Km4, Thadeua Road, Watnak Village, Sisattanak District, Vientiane Lao PDR
Opening hours: Monday-Friday 8:30am-12:30pm, and 1:30pm-5pm
Phone: +856 21 353 840
Fax: +856 21 353 841

2.6. Emergency Numbers

Fire: 190 Police: 191 Ambulance: 195

2.7. For more information on all logistic matters, please contact:

Overall issues about the meeting:

Madam Sisomboun Ounavong, Director General, Department of International Cooperation, Ministry of Planning and Investment

Tel: +856-21-216664

Mobile: +856-20-5551-4300

Email: osisomboun@yahoo.com

Madam Saymonekham Mangnomek, Deputy Director General, Department of International Cooperation, Ministry of Planning and Investment

Tel: +856-21-254850

Mobile: +856-20-5564-6354

Email: mangnomeks@yahoo.com

Mr. Arounyadeth Rasphone, PhD, Deputy Director General, Department of International Cooperation, Ministry of Planning and Investment

Mobile: +856-20-9789-7447

Email: Arounyadeth@gmail.com

Mr. Vanpheng Sengmanothong, Deputy Director General, Department of International Cooperation, Ministry of Planning and Investment

Mobile: +856-20-5550-5764

Email: vanphengvp@gmail.com

And/or

Mr. Morakot Vongxay, Director of International Organisations Division, DIC/MPI

Tel: +856-21-222214

Mobile: +856-20-2244-8892

Email: k_vongxay@hotmail.com

Invitations, confirmation of attendance, nametags and registration:

Mr. Alounsith Maniphon, Deputy Director of Europe-America Division, DIC/MPI
Mobile: +856-20-2844-4288
Email: toom_mpi@yahoo.com

Meeting Venue, name stands and banners:

Mr. Rasy Phrachanh, Senior Executive Advisor, DIC/MPI
Mobile: +856-20-5562-7435
Email: laompidic@gmail.com

Protocol, Hospitality, and Meals:

Mrs. Phaykham Tounalom, Director of General Affairs Division, DIC/MPI
Mobile: +856-20-2223-4000
Email: phaykham13@gmail.com

Field visits to Development Projects:

Mr. Kouthong Sommala, Director of Asia-Pacific and Africa Division, DIC/MPI
Mobile: +856-20-5501-9942
Email: ksommala@gmail.com

Development Exhibition:

Mr. Somkhith Kaoyaheung, Deputy Director of Asia-Pacific and Africa Division, DIC/MPI
Mobile: +856-20-2935-1803
Email: tion.kyh@gmail.com

Meeting Documents:

Mrs. Phimdavanh Homlatsamy, Deputy Director of General Affairs Division, DIC/MPI
Mobile: +856-20-5838-8964
Email: Phimdavanh2017@gmail.com

Security and medical facilities:

Mr. Phengkhith Vongpaseuth, Deputy Director of International Financial Institutions Division, DIC/MPI
Mobile: +856-20-2345-6715
Email: phengkhith.vps@gmail.com



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity

The 2018 Round Table Meeting 04th – 05th December 2018
 National Convention Center (NCC)
 Vientiane Capital, Lao PDR

Annex 1: REGISTRATION FORM

Name & Surname: Mr./Ms.	
Position :	
Organisation :	
Contact Number :	
Email Address :	

Please kindly mark ✓ in the boxes below to indicate your preferred options:

1. Parallel panel discussions on the morning of 04th December 2018

- 8th NSEDP – Outcome 1: Economic
- 8th NSEDP – Outcome 2: Social Sector
- 8th NSEDP – Outcome 3: Environment and Post Disaster Needs Assessment
- 8th NSEDP – Cross-Cutting Outputs

2. Field visits to development projects

- Yes
- No

Please return this completed form to our RTP Secretariat by 26th November 2018 at the latest via:

E-mail: rtpsecretariat@gmail.com; toom_mpi@yahoo.com; and tounalom@gmail.com

Telephone: (856-21) 223 759, Fax: (856-21) 223 760

Department of International Cooperation, Ministry of Planning and Investment

Souphanouong Road, Vientiane Lao PDR