



LAO PEOPLE'S DEMOCRATIC REPUBLIC  
Peace Independence Democracy Unity Prosperity

## Logistic Note

**2019 Round Table Implementation Meeting**  
***“Enhanced Partnership for Effective Development  
Cooperation to accelerate the Implementation of the 8<sup>th</sup>  
NSEDP and Preparation of the 9<sup>th</sup> NSEDP”***

*25<sup>th</sup> – 26<sup>th</sup> November 2019*  
*Main Conference Hall of the Provincial Governor's Office*  
*Luangphabang Province, 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  
October 2019

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This logistic note aims to provide the participants of the 2019 Round Table Implementation Meeting (RTIM) with necessary information on practical and administrative matters relating to the meeting and about Luangphabang Province (the host) 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 2019 Round Table Implementation Meeting**

### **1.1. Dates and Venue:**

- The 2019 RTIM will take place on 25<sup>th</sup> – 26<sup>th</sup> November 2019 at the main Conference Hall of the Provincial Governor's Office in Luangphabang District of Luangphabang province. This Provincial Governor's Office consists of one main conference hall and three small meeting rooms.
- On 25<sup>th</sup> November - the morning session (08:00-09:30), there will be two presentations made by the Department of Planning, Ministry of Planning and Investment, and the Luangphabang Provincial Department of Planning and Investment, and followed by an open discussion at the main conference hall. Then, the delegations will be divided into four parallel panel discussions as follows:
  - Panel discussion 1: the impact of LDC graduation on trade, ODA and financing opportunities will be at the meeting room of the Provincial Governor's Office (Room No. 2), locating on the right of the main conference hall;
  - Panel discussion 2: SDG localisation and achievement: monitoring and reporting will be at the main conference hall (Room No. 1);
  - Panel discussion 3: disaster risk reduction: indicative support and next steps in integrating DRR into the 9<sup>th</sup> NSEDP will be at the meeting room of the Lao Front for National Development (Room No. 3), locating on the left of the main conference hall; and
  - Panel discussion 4: the impact of Climate Change on Lao PDR's 9<sup>th</sup> NSEDP, including Green Growth Strategy will be at the meeting of the Foreign Affairs Department (Room No. 4), locating slightly in front of the main conference hall.
- On the afternoon of 25<sup>th</sup> November, (13:30-17:30) will be field visits to at least two selected development projects in Luangphabang province (refer to No. 1.12 for more information). On the same date, (18:30-19:00) will be a courtesy call to the Governor of Luangphabang province by Head of the RTIM delegations, and followed by a Baci ceremony and dinner reception hosted by the Governor of Luangphabang province between (19:00-21:00) at the Governor's Office.
- On 26<sup>th</sup> November - A policy implementation dialogue (08:00-16:30) will be carried out at the main conference hall (Room No. 2).

### **1.2. Meeting Room Arrangements**

- The main conference hall and three small meeting rooms 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, NPAs, Private Sector, etc.

### 1.3. Photo Sessions during 2019 RTIM

During the morning session of 2019 RTIM, there will be two photo sessions with the chair and co-chairs of the meeting as follows:

- First session is for Ministers/Vice-Ministers and Governors/Vice Governors.
- Second session is for Head Delegations of Development Partners/Ambassadors and Heads/Deputy Heads of International Organisations including Private Sector, INGOs and NPAs.

### 1.4. Translation Facilities

The RTIM 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 2019 RTIM 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](mailto:rtpsecretariat@gmail.com); [tion.kyh@gmail.com](mailto:tion.kyh@gmail.com) and [ley.kitsana@gmail.com](mailto:ley.kitsana@gmail.com) or by Fax: +856-21-223760 by 8<sup>th</sup> November 2019 at the latest.

If you have any questions or queries, please contact Mr. Somkhith Kaoyaeuang, Deputy Director of Asia-Pacific and Africa Division, DIC/MPI at Mobile: +856-20-9978-4448; or Email: [tion.kyh@gmail.com](mailto:tion.kyh@gmail.com) and [ley.kitsana@gmail.com](mailto:ley.kitsana@gmail.com).

### 1.6. Identification Badges

Identification badges (Nametags) will be available for registered participants in the morning of 25<sup>th</sup> November when arriving and registering at the registration area 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. Somkhith Kaoyaheuang, Deputy Director of Asia-Pacific and Africa Division, DIC/MPI at Mobile: +856-20-9978-4448; or Email: [tjon.kyh@gmail.com](mailto:tjon.kyh@gmail.com) and [ley.kitsana@gmail.com](mailto:ley.kitsana@gmail.com).

### 1.7. Meeting Documents

One (1) complete set of printed documents for the RTIM 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](http://www.rtm.org.la)) before the meetings. Delegations that need extra copies of meeting documents are requested to bring their own printed sets, as needed.

Registered participants will also get electronic copies of documents (in USB) from the organizing sub-committee at the registration venue.

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](mailto:Phimdavanh2017@gmail.com) and Mr. Phanthanavong Phouthavong, Senior Programme Coordinator, MPI-MoFA support programme, DIC/MPI at Tel: +856-21-223759; Mobile: +856-20-2223-3638; Email: [phanthanavongp@gmail.com](mailto:phanthanavongp@gmail.com)

### 1.8. Visa Requirements

- For the 2019 RTIM 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, Luangphabang International Airport or Lao-Thai Friendship Bridge (Vientiane-Nong Khai Border or Champasack-Ubon Rachathani Border). To help facilitate this, there will be a special visa service counter for the registered 2019 RTIM participants locating at the Wattay International Airport, and the Lao-Thai Friendship Bridges.
- 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. Latdavanh Tounalom, Deputy Director of Europe and America Division, DIC/MPI at Mobile: +856-20-2222-8428; or Email: [tounalom@gmail.com](mailto:tounalom@gmail.com); and Mr. Vilatha Soulalay, Senior Technical Officer, International Financial Institutions Division, DIC/MPI at Mobile: +856-20-5533-9333 or Email: [Soulalay@gmail.com](mailto:Soulalay@gmail.com)

## 1.9. Protocol, Hospitality and Travel Arrangements

**Travelling from Vientiane Capital to Luangphabang province** – the registered participants are recommended to travel to Luangphabang district, Luangphabang province as a group led by the RTIM relevant sub-committee who will ensure convenience and security arrangements for the trips.

There will be two slots of travelling from Vientiane Capital to Luangphabang province by Lao Airlines as follows:

- First slot will be travelling on 24<sup>th</sup> November - For those who will participate in the panel discussions and the field visits on 25<sup>th</sup> November 2019, including the 2019 RTIM attendance. The flights are as follows:
  - First, the flight (ATR72) will depart from Wattay International Airport at 09:10am and arrive at Luangphabang International Airport at 10:00am.
  - Second, the flight (ATR72) departs at 10:10am, and arrives at 10:50am.
  - **Third, the flight (Airbus320) departs at 11:30am, and arrives at 12:10pm – recommended!**
  - Fourth, the flight (ATR72) departs at 17:00pm, and arrives at 17:50pm.
- Second slot will be travelling on 25<sup>th</sup> November - For those who will only attend the RTIM organised on 26<sup>th</sup> November. The flights are as follows:
  - First, the flight (ATR72) will depart from Wattay International Airport at 09:10am and arrive at Luangphabang International Airport at 10:00am.
  - Second, the flight (ATR72) departs at 10:10am, and arrives at 10:50am.
  - **Third, the flight (Airbus320) departs at 11:30am, and arrives at 12:10pm – recommended!**
  - Fourth, the flight (ATR72) departs at 17:00pm, and arrives at 17:50pm.
- Therefore, the participants are suggested to check in at the airport at least two hours in advance.

**Transportation during the stay in Luangphabang province** – transportation from the Luangphabang international airport to your reserved hotels, meeting venue, Baci ceremony and dinner reception venue, and other relevant places will be arranged for registered participants.

**A courtesy visit to the Governor of Luangphabang province** – on 25<sup>th</sup> November (18:30-19:00), only heads of delegations will be accompanying to pay a courtesy visit to the Governor of Luangphabang province right after the field visits in the province prior to Baci ceremony and dinner reception at the provincial governor's office.

**Travelling from Luangphabang province to Vientiane Capital** – the registered participants are suggested to travel back to Vientiane Capital by Lao Airlines as a group led by the RTIM relevant sub-committee on 27<sup>th</sup> November. Therefore, participants are advised to check out from the hotels before noon.

There are four flights departing from Luangphabang to Vientiane Capital for 26<sup>th</sup> and 27<sup>th</sup> November 2019 as follows:

- First, the flight (ATR72) departs from Luangphabang at 07:40am and arrives at Vientiane Capital at 08:30am.
- Second, the flight (ATR72) departs at 11:20am and arrives at 12:10pm.

- **Third, the flight (Airbus320) departs at 13:05pm and arrives at 13:45pm – recommended!**
- Fourth, the flight (ATR72) departs at 18:20pm and arrives at 19:10pm.

**Debriefing meeting with the Prime Minister of Lao PDR** – After the RTIM, on 29<sup>th</sup> November (timing – tbc), heads of delegations will have a debriefing meeting with the Prime Minister of Lao PDR to report on the outcomes of the RTIM 2019 at the Prime Minister's Office in Vientiane Capital.

If you have any questions or queries, please contact Ms. Latdavanh Tounalom, Deputy Director of Europe and America Division, DIC/MPI at Mobile: +856-20-2222-8428; or Email: [tounalom@gmail.com](mailto:tounalom@gmail.com); and Mr. Vilatha Soulalay, Senior Technical Officer, International Financial Institutions Division, DIC/MPI at Mobile: +856-20-5533-9333 or Email: [Soulalay@gmail.com](mailto:Soulalay@gmail.com)

#### **1.10. Hotel Arrangements**

To ensure availability of accommodation in Luangphabang district, Luangphabang province, DIC/MPI in collaboration with Luangphabang provincial authorities has negotiated and blocked Muangthong, Houngvilay, Avani and Manoluck Hotels for RTIM registered participants during the meeting dates (**Detailed information of these hotels will be provided on the RTM website**). To ensure a convenience in terms of transportation, security reasons and other logistic arrangements, it is highly recommended that participants stay at these hotels. If you choose to stay at other hotels rather than the recommended ones, please kindly notify the organizing team in advance by emailing the contact persons as listed at the end of this note and copy the RTP secretariat ([rtpsecretariat@gmail.com](mailto:rtpsecretariat@gmail.com)) your communication.

While DIC/MPI will be assisting in booking and arranging the stay, participants will be responsible for their own accommodation cost.

If you have any questions or queries, please contact Ms. Latdavanh Tounalom, Deputy Director of Europe and America Division, DIC/MPI at Mobile: +856-20-2222-8428; or Email: [tounalom@gmail.com](mailto:tounalom@gmail.com); and Mr. Vilatha Soulalay, Senior Technical Officer, International Financial Institutions Division, DIC/MPI at Mobile: +856-20-5533-9333 or Email: [Soulalay@gmail.com](mailto:Soulalay@gmail.com)

#### **1.11. Meals, Baci Ceremony and Dinner Reception**

**Meals** – During the stays in Luangphabang district of Luangphabang province between 25<sup>th</sup> and 26<sup>th</sup> November 2019, lunch will be provided for participants at the meeting area (the Provincial Governor's Office).

**Dinner Reception and Baci Ceremony** – A dinner reception and Baci ceremony, hosting by the Governor of Luangphabang province, will be held on the evening of 25<sup>th</sup> November 2019 as follows:

- Venue: Area behind the main conference hall of the Provincial Governor's Office.
- Time: 19:00 - 21:00
- Dress code: Smart Casual

- Reservation: Mrs. Phaykham Songvilay, Director of General Affairs Division, DIC/MPI at mobile: +856-20-2223-4000; or Email: [phaykham13@gmail.com](mailto:phaykham13@gmail.com)

For special dietary requirements, please kindly notify the organizing sub-committee at ([phaykham13@gmail.com](mailto:phaykham13@gmail.com); [lattanakhone1980@gmail.com](mailto:lattanakhone1980@gmail.com) and [rtpsecretairat@gmail.com](mailto:rtpsecretairat@gmail.com)).

### 1.12. The field Visits to Development Projects

At least two sites are selected for the 2019 RTIM field visits (in Luangphabang province) which cover the relevant scopes of LDC graduation, SDG localisation and achievement, disaster risk reduction and climate change related matters. In particular, they will showcase partnerships for development results which are in line with the theme of RTIM 2019.

1. **UXO related activities** – the field is at Ban Hard Ya, Pak Ou District. The buses will take around 40 minutes from Luangphabang district to Pak Ou district (meaning that around 80 minutes for a roundtrip). The activities will focus on mine risk education that directly contributes to SDG 18.
2. **Khan Riverbank Protection Project** – the site is at Ban Arphay, Luangphabang district. The buses will take around 10 minutes from the meeting conference. The delegations will see how the riverbank is constructed and how useful it is for the city. This is a 100% government's project.

The buses will be arranged for the registered participants in front of the provincial governor's office and they will leave for various field visit sites at 13:30. Therefore, the registered participants are advised to gather at the governor's office 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. Alounsith Manyphon, Deputy Director of Europe and America Division, DIC/MPI at Mobile: +856-20-2844-4288; or Email: [toom\\_mpi@yahoo.com](mailto:toom_mpi@yahoo.com) and [anousith.dic@gmail.com](mailto:anousith.dic@gmail.com).

### 1.13. Development Exhibition

A two-day Development Exhibition (25<sup>th</sup> and 26<sup>th</sup> November) will be organised as side event during the 2019 RTIM at the Provincial Governor's Office. All ten (10) Sector Working Groups (SWGs), MOFA as a SDG Secretariat, MPI as a coordinating agency for ODA management, the Provincial Department of Information, Culture and Tourism (PDICT) 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 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, SDGs and LDC graduation.

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, there will be total 17 booths, including 10 booths for 10 SWGs, 01 for MOFA, 01 for MPI, 01 for PDICT and 04 booths for private sectors (ODOP). 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 the Governance SWG secretariat (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 RTIM 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 RTIM delegations – particularly during the formal visit by the Deputy Prime Minister of Lao PDR and other high-ranking officials.

If you have any questions or queries, please contact Mr. Bounthanom Mekdala, Deputy Director of Europe and America Division, DIC/MPI at Mobile: +856-20-2221-5354; Email: [bounthanom@hotmail.com](mailto:bounthanom@hotmail.com) and [soudachanhvilakone@gmail.com](mailto:soudachanhvilakone@gmail.com)

#### 1.14. Security and Medical Facilities

Security officers and mobile healthcare service will be stationed at various places relating to the RTIM 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.

#### 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 Luangphabang Province

### 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. The population of Lao PDR as per the survey in 2018 is 7,013,000 persons, and with the population density of around 30 people per square kilometer.

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.

Luangphabang province is situated in the center of Northern part of Lao PDR, covering an area of 16,875 square kilometres (6,515 sq. mi) with 12 districts namely Luangphabang, Xiengngeun, Nane, Pak Ou, Nam Bak, Ngoy, Pak Seng, Phonxay, Chomphet, Viengkham, Phoukhoun and Phonthong. The province borders Phongsaly province to the north, Vietnam to the northeast, Houaphanh province to the east, Xiengkhouang province to the southeast, Vientiane province to the south, Sayabouly province to the southwest and Oudomxay province to the west. The provincial capital is Luangphabang city situating on a narrow peninsula that bisects the conjunction of the Mekong River, flowing south along the west side of the city, and the Nam Khan, a tributary of the Mekong that flows from the east but angles north just before the confluence of the two rivers. In the center of the peninsula is a Mount (Phousi) which despite the constrained scale of the city, is 150 metres (490 ft) high; a steep stair leads to a shrine and an overlook of the city and the rivers. As of the 2018 census, the province has a population of 459,000 people, and most of them settle along the bank of Mekong and Khan Rivers.

### 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 Luangphabang city, Luangphabang province, an average temperature is likely to be around 24°C, but could peak at 27°C or dip down to 13°C occasionally. The average amount of rain expected is approximately 30 millimetres (1.2 inches) across an

average of 5 days. This gives the probability of rain on any 1 day during November of around 17%.

### 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 in the main towns of Luangphabang province particularly in Luangphabang district and Credit cards (VISA, AMEX and Master Card) are widely accepted at various 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 25<sup>th</sup> October is 1 US\$ = 8,843 Kip, 1 Euro = 9,839 Kip and 1 Baht = 298 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, Luangphabang province has four key standard medical facilities: the Luangphabang Provincial Hospital, the 107 Hospital and the Phakan's 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.

#### **Luangphabang Provincial Hospital**

Address: Ban Phoumouk, Luangphabang District, Luangphabang Province, Lao PDR

Telephone: +856-71-254026-7

Emergency: +856-30-2009379

#### **Hospital 107**

Address: Ban Phasouk, Luangphabang District, Luangphabang Province, Lao PDR

Tel: +856-20-5884-3044

#### **Phakan's Clinic**

Address: Ban Phoumouk, Luangphabang District, Luangphabang Province, Lao PDR

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Mobile: +856-20-5555-8280

Email: [phakanclinic@gmail.com](mailto:phakanclinic@gmail.com)

### 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  
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**Other sub-committees:**

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**Meals, Dinner Reception, Baci ceremony and Traditional Performance:**

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**Field Visits to Development Projects:**

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