(Draft)
Guideline of the Round Table Process

Outline

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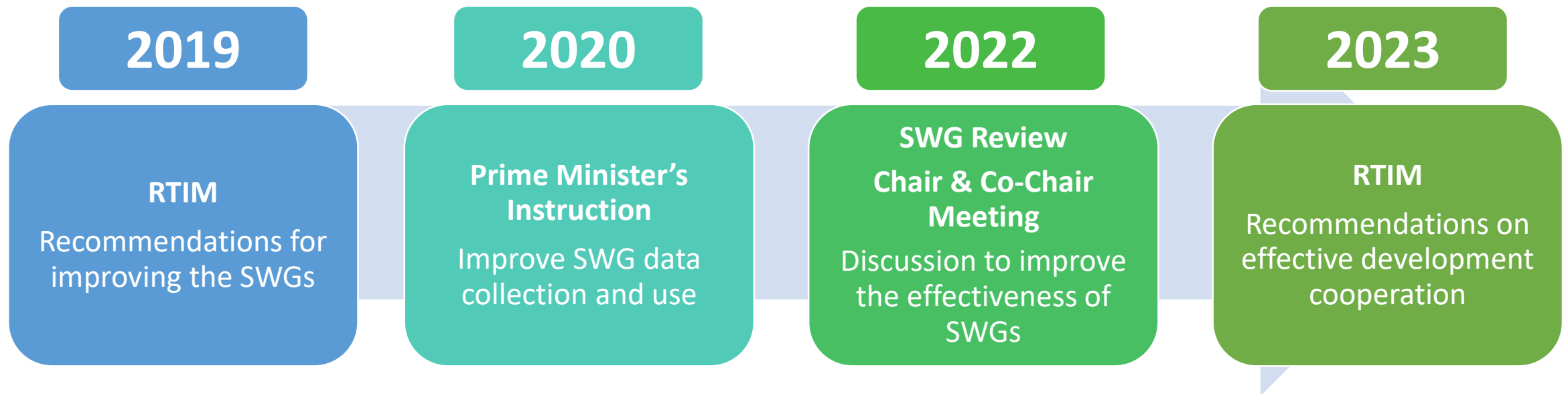   o Key milestones

III. **Way Forward**
   o Proposed timeline
   o Actions to be taken by the RTP secretariat
   o Responsibility of SWGs and SWG secretariats

I. Background of the RTP guideline development

Rationale of RTP guideline development

- **The RTP is recognized as useful and effective mechanism** for the government of Lao PDR and Development Partners (DPs) to have dialogue on the key national development agenda, mobilize resource and ensure effective coordination and cooperation, however it is **important that the process continues to adapt and evolve** to remain relevant and improve its effectiveness.

- Discussions have been held on **how to strengthen the effectiveness of the RTP and its mechanisms** to further contribute to the NSEDP.

2019	2020	2022	2023
RTIM Recommendations for improving the SWGs	**Prime Minister's Instruction** Improve SWG data collection and use	**SWG Review Chair & Co-Chair Meeting** Discussion to improve the effectiveness of SWGs	**RTIM** Recommendations on effective development cooperation

Rationale of RTP guideline development

More substantive SWG discussions

- SWG TORs should be simple and detailed on a bottom-up, demand-driven basis.
- Government ownership is key to making the SWGs effective, while co-chair organizations need to support.
- All relevant stakeholders should be included in SWG processes.

Flexible SWGs

- Rotation of DP co-chairs

Better access to information

- Publication of SWG meeting minutes on the RTP website

➢ The Guideline provides **general procedures** to implement SWGs, and **tools**:
  - **Checklist** of actions for SWG Secretariats,
  - **Templates for an annual SWG work plan, a stakeholder contact list, SWG meeting minutes,** and **a SWG Progress Report**.

➢ SWG Secretariats **identify prioritized discussion topics and timelines for SWG/Sub-SWG meetings by preparing an annual SWG work plan.**

➢ SWG Secretariats **map relevant stakeholders by using a stakeholder contact list** in their sector.

➢ **SWG secretariats can consult with the RTP secretariat** to change the arrangement of co-chairing in a sector as needed.

➢ **SWG meeting minutes need to be submitted** to the RTP secretariat **for uploading on RTP Website**.

II. Draft Guideline
# of the Round Table Process

Objectives

- To ensure the contribution of RTP mechanism to national development priorities, particularly NSEDPs as well as Agenda 2030.

- To clearly define responsibilities SWGs' contribution to RTP, including clear TOR for SWGs.

- Improve the implementation effectiveness of the RTP mechanism.

- To provide clear reference for stakeholders to contribute to the RTP.

- To facilitate SWGs in implementing their annual work plans to achieve the results framework.

- To facilitate RTP secretariat and SWG secretariats.

Structure of the RTP guideline

- Background: *To provide the rationale of the development of the RTP guideline.*

- Governance Structure: *To provide the overall structure of the RTP, including the RTIM and HL-RTM.*

- SWG generic TOR: *To provide minimum requirement for SWGs to follow in order to ensure the sectors' alignment with NSEDPs.*

- Vientiane Declaration on Partnership for Effective Development Cooperation (2016-2025): *As the fundamental to develop the RTP mechanism and this guideline.*

- Monitoring and evaluation: *To ensure the effectiveness of the RTP mechanism.*
  - Checklist of SWG secretariat: *Including tasks and key milestones to be completed by SWGs.*
  - Checklist for Sub-SWG secretariats: *Including tasks and key milestones to be completed by SSWGs.*
  - Reporting template of SWGs: *Include minimum requirement to ensure SWGs' activity implementations alignment with NSEDPs.*
  - SWG annual work plan template: *Include minimum requirement to ensure that SWG annual work plans align with NSEDP.*

Key milestones

Q1	Q2	Q3	Q4

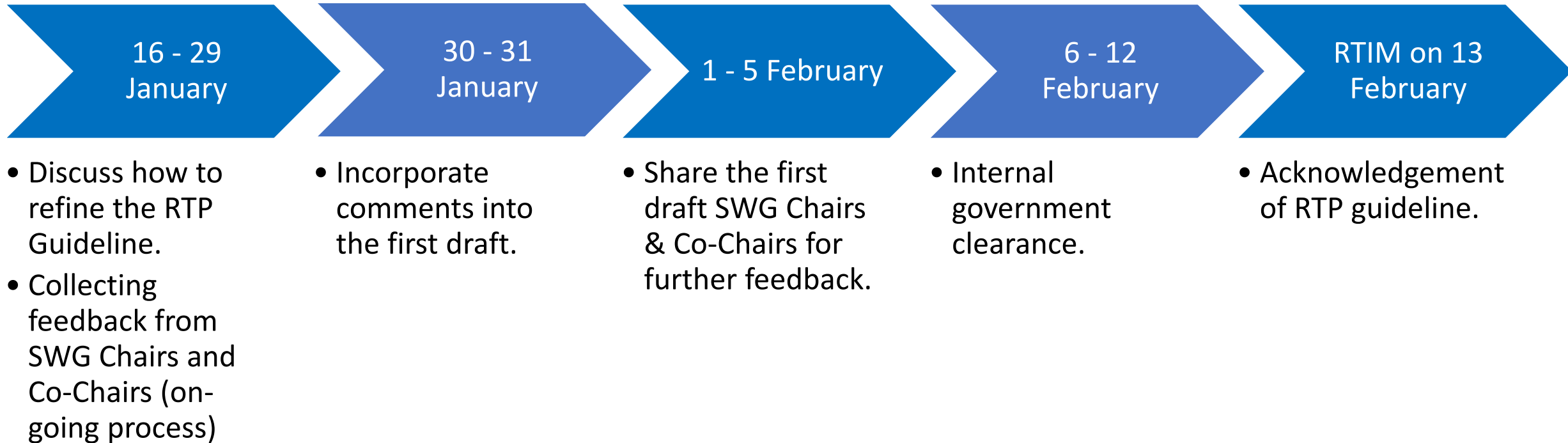| Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
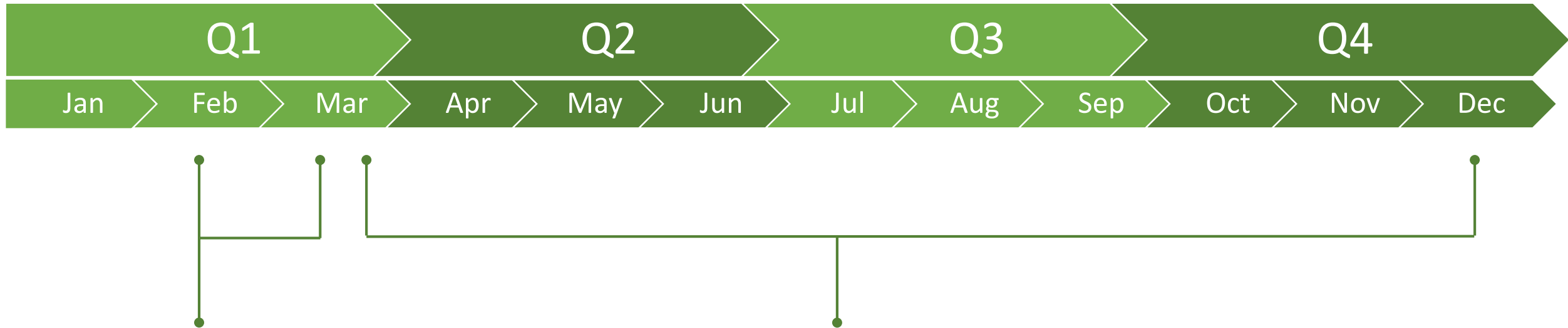
Annual SWG Work Plan

- Prioritize programmes / projects in SWG strategy linked to NSEDP.
- Set a schedule for SWG / Sub-SWG meetings.
- Map relevant sector stakeholders to a contact list.

SWG/Sub-SWG Meetings

- Discuss the prioritized programmes / projects in the work plan. Ideally a SWG meeting to be held every quarter.
- Submit meeting minutes to the RTP secretariat.
- Submit SWG Progress Report for RTIM/HL-RTM.

III. Way Forward

16 - 29 January	30 - 31 January	1 - 5 February	6 - 12 February	RTIM on 13 February

- Discuss how to refine the RTP Guideline.
- Collecting feedback from SWG Chairs and Co-Chairs (on-going process)

- Incorporate comments into the first draft.

- Share the first draft SWG Chairs & Co-Chairs for further feedback.

- Internal government clearance.

- Acknowledgement of RTP guideline.

RTP Secretariat's responsibilities

➢ Department of International Cooperation (MPI) continues to work on **further improving the ODA-MIS.**

➢ **RTP Secretariat facilitates consultation** on further SWG management and cross-sectoral coordination issues by organizing ad hoc meetings or integrating the agenda into the existing platforms, such as the RTP Retreat / Chair & Co-Chair meetings.

➢ RTP Secretariat **develops the roadmap for the RTIM / HL-RTM to inform SWGs and upload it on RTP Website**.

SWGs' responsibilities

➢ SWGs need to fulfil the minimum requirement in the generic TOR, to ensure SWGs' activities support the achievement of NSEDPs.

➢ Set sector priorities for discussion at SWG meetings to contribute to achieving the development priorities, particularly NSEDPs.

➢ Ensure inclusiveness in SWG development dialogues.

➢ Develop an annual SWG work plan in a timely manner.

➢ Monitor and evaluate SWGs' activities.

➢ Report on SWGs' activity implementation to RTP secretariat regularly.

➢ (if applicable) Ensure a Sub-SWG(s) to function in line with its SWG priorities and incorporate results and progress of a Sub-SWG(s) into SWG's activities to inform the RTIM/RTM.

Questions and Discussion