

# Guideline of Round Table Process in Lao PDR

## 1. Background

The Round Table Process (RTP) is an inclusive mechanism, bringing together Government, development stakeholders to maximize development impact against the National Socio-Economic Development Plan (NSEDP).

It has been started since 1983. The continuing and dynamic Round Table Process was launched in Lao PDR in the year 2000.

The objective of the RTP is to provide an inclusive platform for the Government of Lao PDR and all relevant development stakeholders including central and local governments, Development Partners (DPs), civil society, the private sector and representatives of parliaments and trade unions among others to exchange dialogue on the key national development agendas, mobilize resources and ensure effective coordination and cooperation, evaluation/assessment, monitoring and reporting.

The RTP has contributed to the implementation of the successive NSEDPs by converging all efforts of various development actors on pressing development issues, and to the formulation of the NSEDPs by incorporating input from diverse stakeholders so that the NSEDP can encompass the development needs of the country and guide the direction of development in Lao PDR.

The RTP is guided by the globally agreed [principles on effective development cooperation](#) defined by [Global Partnership for Effective Development Cooperation \(GPEDC\)](#), including host government ownership of development priorities, focus on results, inclusive partnerships and transparency & mutual accountability, which have been incorporated into [the Vientiane Declaration on Partnership for Effective Development Cooperation \(VD\)](#) 2016-2025 and its country action plan (VDCAP). In terms of the transparency & mutual accountability, there is a RTP website (<https://rtm.org.la>) that has been established as a tool to provide information related to the RTP. The RTP website aims to help make the RTP more efficient and transparent as a one-stop-shop for coordination on development cooperation issues in Lao PDR.

## 2. Objectives of the Guideline

The RTP Guideline provides information on the RTP and Sector Working Group (SWG) consultation processes and guidance on implementing the SWG process, managing SWGs and contributing to the achievement of the NSEDP.

## 3. Governance Structure

The RTP is designed to support effective planning and implementation of the NSEDP that is prepared every five years as the core development strategy for Lao PDR. The RTP consists of three mechanisms namely, High-Level Round Table Meeting (HL-RTM), Round Table Implementation Meeting (RTIM) and SWG consultation processes.

As the RTP secretariat, the Department of International Cooperation, Ministry of Planning and Investment has responsibility on overall coordination among relevant stakeholders within the RTP.

### 3.1 HL-RTM

#### Objective:

High-Level Round Table Meetings (HL-RTMs) provide inclusive forums to discuss the final assessment of the previous NSEDP, the finalization of a next NSEDP and means of the implementation. The results of a HL-RTM are reported to the Prime Minister and the President.

**Timing and Venue:**

HL-RTMs are organized every 5 years at the central level through reviewing plans, strategies and programs of the Government of Lao PDR with various development stakeholders.

**Chairing arrangement:**

The Prime Minister delivers the opening speech and assigns the Vice Prime Minister or Minister of MPI to chair a HL-RTM with a senior official from United Nations Headquarter acting as the Co-Chair.

**Participants:**

HL-RTMs convene all relevant high-level participants from Government, DPs and other stakeholders.

**Government:** High-level representatives including ministers, governors and heads of the cabinet, Director General from line ministries, Directors of Planning and Investment Department from provinces.

**Parliament:** Secretary General of National Assembly, President of Standing Committee of National Assembly.

**Ministry equivalent Organizations:** High-level representatives from the Lao Front for National Construction, the People’s Supreme Court, the Office of Supreme People's Prosecutor, etc.

**Mass Organizations:** High-level representatives from the Lao Women’s Union, Lao Federation of Trade Unions, Lao People Revolutionary Youth Union, etc.

**DPs:** Ambassadors, Non-resident ambassadors, Senior representatives from headquarters, heads of international organizations in Lao PDR.

**Other stakeholders:** Lao Academy of Social and Economic Sciences, Senior representatives from Civil Society Organizations, Non-Governmental Organizations, International Non-Governmental Organizations, Lao National Chamber of Commerce and Industry, the private sector, media, etc.

**3.2 RTIM**

**Objective:**

Round Table Implementation Meetings (RTIMs) take stock of the progress made in the previous year and define joint priorities for the coming year with all relevant development stakeholders. The results of a RTIM are reported to the Prime Minister.

**Time and Venue:**

RTIMs are organized once a year (preferably in the end of a year) in the intervening years of the HL-RTM either at the central or provincial level as appropriate.

**Chairing arrangement:**

Minister of MPI to chair a RTiM with UN Resident Coordinator to Lao PDR as the Co-Chair.

**Participants:**

RTIMs convene all relevant senior-level participants from Governments, DPs and other stakeholders.

**Governments:** Vice Ministers, heads of the cabinet, director generals from Line Ministries, Vice governors, directors of Planning and Investment Department from provinces.

**Parliament:** Vice Secretary General of National Assembly, Vice President of Standing Committee of National Assembly.

**Mass and Social Organizations:** High-level representatives from the Lao Front for National Construction, Lao Women’s Union, Lao Federation of Trade Unions, Lao People Revolutionary Youth Union, etc.

**DPs:** Ambassadors, Non-resident ambassadors, Senior representatives from headquarters, , heads of international organizations in Lao PDR.

**Other stakeholders:** Lao Academy of Social and Economic Sciences, Senior representatives from Civil Society Organizations, Non-Governmental Organizations, International Non-Governmental Organizations, Lao National Chamber of Commerce and Industry, the private sector, media, etc.

### **3.3 Calendar of events towards the HL-RTM/RTIM:**

The RTP secretariat will develop an annual RTP roadmap for HL-RTM/RTIM to provide the indicative calendar of RTP related events and publish it on the RTP website at the beginning of the year. The calendar will be updated throughout the year with more details towards the HL-RTM/RTIM. The following are the main features of the calendar:

#### **3.3.1 Calendar of HL-RTM**

##### **1) HL-RTM retreat**

The HL-RTM retreat aims to prepare for the HL-RTM through consultations on its possible agenda and on the progress and challenges of the NSEDP during the year with various stakeholders, including governments, DPs, the private sector, civil society, among others.

##### **2) Sector Working Group (SWG) Chair and Co-Chair meeting**

The SWG Chairs and Co-Chairs discuss specific issues related to the SWGs and obtains input from each SWG on the preparation of the HL-RTM and other key policies or strategies as needed.

##### **3) Sensitization Meeting for Non-Resident DPs**

The purpose of the sensitization meeting is to provide updates on the preparation of the HL-RTM and exchange ideas on how to improve the preparation process with ambassadors and high-level embassy representatives based in other countries, such as Vietnam and Thailand, who are accredited to Lao PDR.

##### **4) Meet the Press**

The press conference aims to announce a plan for a series of consultations leading up to the HL-RTM, and to inform stakeholders and citizens in Lao PDR about what kind of development issues should be prioritized.

##### **5) National Steering Committee of RTP meeting**

Within the government, there is a National RTP Steering Committee. As the National RTP Steering Committee meeting, the concerned line ministries review the progress of the implementation of the outcomes of the past HL-RTM and discuss a RTP roadmap for the next HL-RTM.

##### **6) Pre-consultation meetings**

In the case that there are some specific issues that require dedicated discussions with various stakeholders before the HL-RTM, such as progress review or formulation of important policies or strategies, pre-consultation meetings are organized prior to the HL-RTM.

##### **7) HL-RTM**

##### **8) Report to the President and Prime Minister**

The RTP secretariat summarizes the results of the HL-RTM after the HL-RTM and pay a courtesy call on the Prime Minister together with representatives of the SWG Chairs and Co-Chairs to report on the outcome of the HL-RTM.

**9) Meet the president of Lao PDR**

The RTP secretariat arranges a courtesy call on the President of Lao PDR with some representatives of the SWG Chairs and Co-Chairs to report to the President on the outcome of the HL-RTM after the report to the Prime Minister. The RTP secretariat defines criteria for the expected members of the visit to the President.

**10) Dissemination workshop for the Prime Minister's instruction**

After the HL-RTM, the government issues the Prime Minister's instruction on the outcome of the HL-RTM to assign relevant ministries to take the lead in following up on the outcome of the HL-RTM. The RTP secretariat convenes a dissemination workshop for the Prime Minister's instruction to ensure the implementation of the follow-up activities after the HL-RTM.

**3.3.2 Calendar of RTIM**

Similar to the calendar of the HL-RTM, a series of events are organized to prepare for the RTIM and to follow up on the outcome of the RTIM. However, in the case of the RTIM, the courtesy call on the President of Lao PDR will not be scheduled.

- 1) **RTIM retreat**
- 2) **SWG Chair and Co-Chair meeting**
- 3) **Non-Resident meeting**
- 4) **Meet the Press**
- 5) **National Steering Committee of RTP meeting**
- 6) **Pre-consultation meetings**
- 7) **RTIM**
- 8) **Report to the Prime Minister**
- 9) **Meet the Prime Minister**
- 10) **Dissemination workshop for the PM's instruction**

**3.4 HL-RTM/RTIM supporting documents:**

**3.4.1 HL-RTM**

- 1) **Concept note**
- 2) **Background Document**
- 3) **Guidance note (Logistic note)**
- 4) **ODA report**
- 5) **SWG reports**
- 6) **VDCAP Review**
- 7) **Five-year NSEDP Report**
- 8) **Draft five-year NSEDP**
- 9) **Other policy documents**

**3.4.2 RTIM**

- 1) **Concept note**
- 2) **Background Document**
- 3) **ODA report**
- 4) **SWG reports**
- 5) **VDCAP Review**

- 6) **Mid-term VDCAP Review (every two year)**
- 7) **Progress of NSEDP implementation**
- 8) **Direction of NSEDP Implementation**
- 9) **Other policy documents**

**3.5 SWG**

Sector Working Groups (SWGs) provide the key coordination platforms for thematic area of development in Lao PDR. The SWGs aim to build consensus on development priorities and make development cooperation more effective. The SWGs are led by the Government and include diverse development stakeholders. The Round Table process includes 10 Sector Working Groups. The groups serve as key links between local progress and national plans and policies. They cover health, education, governance, infrastructure, macroeconomics, trade and the private sector, mine action, illicit drug control, agriculture and rural development and natural resource management and the environment.

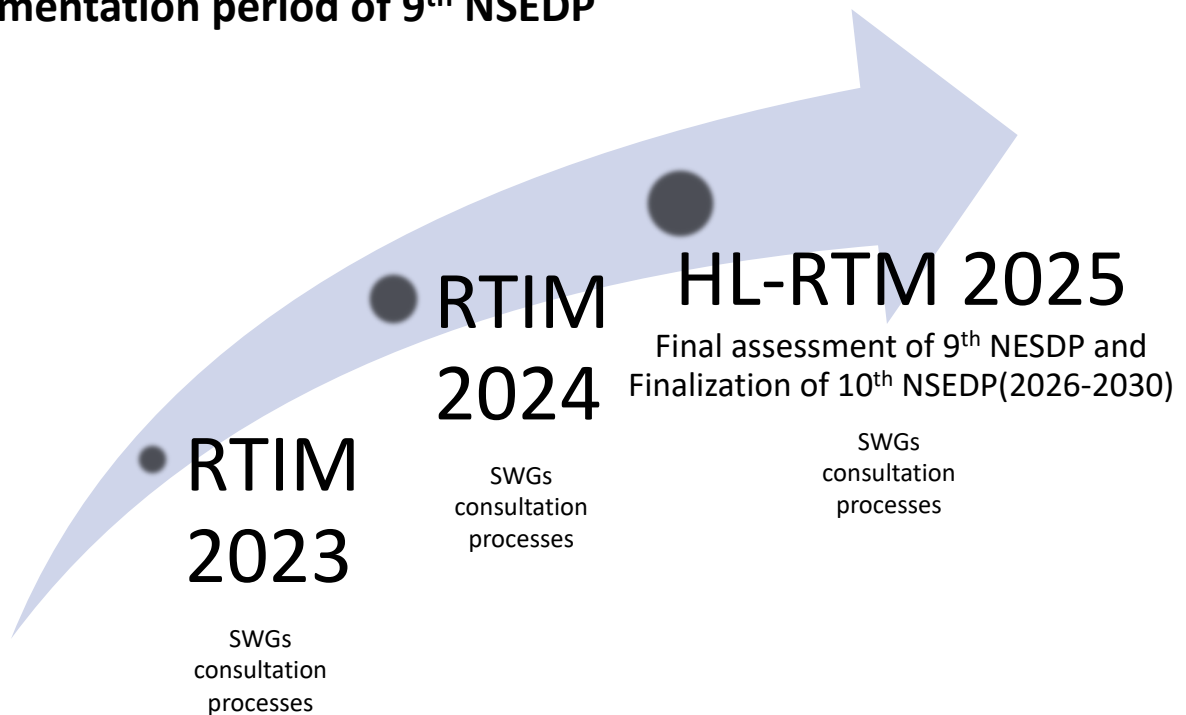
**3.6 Round Table Process secretariat**

The primary objective of the RTP secretariat is to provide the necessary administrative support to ensure the smooth implementation of the RTP including overall coordination and guidance to the SWGs in fulfilling their tasks, in alignment with the national priorities. A guideline document for the RTP secretariat is to be prepared separately.

**3.7 Towards 2025**

The current implementation period of the 9<sup>th</sup> NSEDP (2021-2025). The next RTM is expected to be held in the harvest year of the 9<sup>th</sup> NSEDP to conclude its completion and carry on the continued development priorities during the phase of the 10<sup>th</sup> NSEDP (2026-2030).

**Implementation period of 9<sup>th</sup> NSEDP**



#### **4. Generic Terms of Reference for Sector Working Groups**

The objective of SWGs for 2024 and 2025 focuses on supporting the implementation of the priority areas identified in the Mid-Term Review of the 9<sup>th</sup> NSEDP, and to provide input to the formulation of the 10<sup>th</sup> NSEDP and the revision of the VD 2016-2025 and its country action plan (VDCAP) by bringing all relevant stakeholders in dialogue.

The Terms of Reference (TOR) for SWGs are formulated in line with the VD 2016-2025 and its country action plan (VDCAP), as mechanisms for consultation, technical analysis and effective cooperation to advance the national development agenda as outlined in the NSEDP.

The SWGs provide inclusive forums for dialogue and coordination between the Government of Lao PDR, development partners and other relevant stakeholders to discuss the development priorities in each sector so that each sector can contribute to achieving national development agenda in the NSEDPs. The specific actions required to implement the SWG process are summarized in the “Key action to be taken by the SWG secretariats” and” Checklist for the SWG Secretariats”.

A SWG may form a Sub-SWG to focus discussions on specific thematic issues, when SWG meetings cannot provide sufficient space and time to address the issues, or further discussion is required with stakeholders in the sector. Before setting up a Sub-SWG, the SWG must consult with the RTP secretariat (Department of International Cooperation, Ministry of Planning and Investment). Although a Sub-SWG can provide a useful platform for stakeholders to discuss specific issues, there are transaction costs, such as further coordination efforts and additional financial resources may be needed to organize Sub-SWG meetings. To avoid a process-heavy architecture that may undermine the productive of the SWG, the pros and cons associated with the creation of a new Sub-SWG will be careful considered.

In the case that cross-sectoral issues require discussion or coordination with other SWGs, such as climate change, finance and green growth, the relevant SWG secretariats are encouraged to consider inviting relevant stakeholders from other SWGs to their SWG meetings to seek joint action and solutions to the issues.

##### **4.1 Chairing and Co-Chairing arrangements**

The Chair of each SWG (and Sub-SWG) is from the relevant line ministry. Each SWG (and Sub-SWG) should have two development partner co-chairs, preferably one bilateral and one multi-lateral, unless otherwise decided by the members of the SWG.

In the event that a SWG wishes to rotate Co-Chairs in its SWG or Sub-SWG to encourage broad engagement of DPs, the chairing and co-chairing arrangement of the SWG or Sub-SWG is discussed within the SWG as part of the agendas in the SWG. Once an agreement has been reached in the SWG, the SWG secretariat should notify the RTP secretariat (Department of International Cooperation, Ministry of Planning and Investment) for further guidance and approval. Upon the approval by the RTP secretariat, the RTP secretariat will update the revised Co-Chair structure in the sector and upload it to the RTP website (<https://rtm.org.la>).

It is recommended that SWGs should rotate the Co-Chair for which the SWG secretariat will approach each development partner with an offer in alphabetical order in order to make the SWG structure inclusive and participatory.

## 4.2 SWG secretariat for each SWG

A SWG secretariat consists of representatives from the organizations of the Chair and Co-Chair(s) of a SWG. The role of the SWG secretariat is to coordinate among the relevant stakeholders in a sector in order to fulfill the SWG mandate as outlined in the TOR.

The Chair organization is expected to take the lead in the overall coordination of a SWG process.

The Co-Chair organization(s) is/are expected to take responsibility for providing the Chair organization with the necessary technical support to ensure the effective functioning of a SWG. Depending on discussions with the Chair organization, the Co-Chair organization(s) may

- Organize ad hoc/informal meetings with the Chair organization to prepare a draft annual SWG work plan including prioritized discussion topics in a sector,
- Map the relevant development stakeholders in a sector with the Chair organization to ensure that the dialogue of the SWG meetings is as inclusive as possible,
- Ensure that the administrative work of the SWG secretariat is carried out in accordance with the annual SWG work plan, etc.

## 4.3 Annual SWG work plan

Each SWG should prepare and submit to the RTP secretariat (Department of International Cooperation, Ministry of Planning and Investment) an annual SWG work plan by the end of March, including prioritized discussion topic, timeline, expected outcomes/results, and, if possible, indicators to monitor results (the template for an annual SWG work plan is available in Annex 3 of the “Guideline for the SWG Secretariats”).

The RTP secretariat (Department of International Cooperation, Ministry of Planning and Investment) will upload the annual SWG work plans on the RTP website (<https://rtm.org.la/>) in order to inform all stakeholders early in the year about the upcoming SWG-related events and the expected discussion topics, so that they can prepare themselves to participate effectively.

If a SWG wishes to revise its annual SWG work plan in the middle of the year, its SWG secretariat will need to resubmit a revised annual SWG work plan to the RTP secretariat (Department of International Cooperation, Ministry of Planning and Investment) to keep the information on the RTP website (<https://rtm.org.la/>) up to date.

## 4.4 Frequency of meetings

Ideally each SWG organizes quarterly and at least one executive (ministerial) level SWG meeting before the RTIM/RTM so that the results of each SWG can inform the discussions at the RTIM/RTM.

## 5. Vientiane Declaration on Partnership for Effective Development Cooperation (2016-2025)

The VD (2016-2025) was established by revitalizing the original Vientiane Declaration, signed in 2006, to commit to building effective partnerships with all relevant development stakeholders. The government and stakeholders renewed their commitment through the VD (2016-2025) and developed the [Vientiane Declaration Country Action Plan \(VDCAP\) 2021-2025](#) to ensure the effective development cooperation at country level, which consists of eight principles with 14 action areas that guide a broad development coordination framework with various development stakeholders to achieve the national development goals in the NSEDP. The VD (2026-2025) aims to help ensure that all development resources, efforts and

knowledge have the greatest possible impact, the VDCAP is reviewed every two year to ensure the implementation of country action plan.

## **6. Monitoring and Evaluation**

The RTP secretariat (Department of International Cooperation, Ministry of Planning and Investment) will organize periodical consultations with SWG secretariats to follow up implementation progress against their annual work plan. Depending on issues, the RTP secretariat will work with relevant SWGs to come up with measures to bring back on track the annual work plan implementation.



## **Key actions to be taken by the SWG secretariats**

This guideline identifies the following key actions that each SWG secretariat can take to fulfill the mandate of the SWGs:

- Nominate main focal points from the organizations of the chair and co-chair(s) as a SWG secretariat and inform the RTP secretariat about their contact details (as well as contact details of a Sub-SWG(s) chair and co-chairs if applicable).
- Set sector priorities for discussion at SWG meetings to contribute to achieving the development priorities identified in the progress review of the NSEDP and previous discussion at the RTIM/RTM.
- Establish a contact list for communication and invitations to SWG meetings, ensuring that all relevant stakeholders, including subnational decision-makers, civil society organizations and the private sector, are involved in the dialogue in a sector.
- Provide inclusive dialogue and coordination between the Government of Lao PDR, Development Partners and other stakeholders to discuss the development priorities.
- Develop an annual SWG work plan.
- Submit the SWG progress report to RTM/RTIM both in Lao and English.
- Monitor progress in prioritized areas in each SWG by introducing indicators to track activities and report to the RTP secretariat to feed results into the RTIM/RTM.
- Ensure coherence and linkage of the discussions between SWG meetings and the RTIM/RTP by focusing on the prioritized areas in each sector in line with the implementation of the 9<sup>th</sup> NSEDP, and propose the most prioritized sector issues, which need high-level discussions at the RTIM/RTM.
- Develop a brief summary of SWG meetings and submit to the RTP secretariat for uploading to the RTP website (the template of the SWG meeting summary is available in Annex 4).
- (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.
- Contribute to conceptualization of the 10<sup>th</sup> NSEDP by providing input on sector priorities based on progress in the implementation of the 9<sup>th</sup> NSDEP.
- Provide input to the revision of VD based on lesson learned from each SWG to further enhance the effectiveness of development cooperation so that an improved SWG structure will contribute to the implementation of the 10<sup>th</sup> NSEDP.

If a SWG formulates a Sub-SWG(s), each Sub-SWG needs to:

- Nominate main focal points from the organizations of the Chair and Co-Chair(s) as a Sub-SWG secretariat and inform its SWG secretariat about their contact details,
- Identify priorities for discussions at Sub-SWGs meetings to contribute to achieving the priorities agreed in its SWG,
- Establish a contact list for communication and invitations to Sub-SWG meetings, ensuring that all relevant stakeholders, including subnational decision-makers, civil society organizations and the private sector, are involved in the dialogue in a sector,
- Provide a forum for dialogue and coordination between the Government of Lao PDR and Development Partners and other stakeholders to discuss the prioritized sub-sector issues,
- Inform the SWG secretariat about the schedule and the prioritized issues so that an annual SWG work plan includes plans in a Sub-SWG(s),

- Monitor progress in prioritized areas in each Sub-SWG by introducing indicators to track activities and report to its SWG,
- Ensure the connection of the discussions with its SWG meetings.

Checklists for the SWG and Sub-SWG secretariats are available in Annex 1 and 2.

**Annex 1.**

**Checklist for SWG secretariats**



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The table below provides the SWG secretariats with a summary of the required actions with an indicative timeline in a SWG.

Timeline	Event	Action
(As soon as after the RTIM/RTM – please specify a possible date)		<input type="checkbox"/> Chair and Co-Chair organizations to nominate representatives for the SWG secretariat. <input type="checkbox"/> (If applicable) Chair and Co-Chair organizations to nominate representatives for the Sub-SWG secretariat. <input type="checkbox"/> SWG secretariat to open communication channel with focal points of the RTP secretariat.
	SWG secretariat discussion between the chair and co-chair(s)	<input type="checkbox"/> SWG secretariat to draft an annual SWG work plan. <input type="checkbox"/> (If applicable) SWG secretariat to discuss with the Sub-SWG secretariat(s) and reflect Sub-SWG(s) schedule into an annual SWG work plan. <input type="checkbox"/> SWG secretariat to establish a contact list of the SWG (and the Sub-SWG(s)). <input type="checkbox"/> SWG secretariat to send the invitation to a SWG meeting to stakeholders.
(Before the end of March – please specify a possible date)	SWG meeting	<input type="checkbox"/> SWG to finalize the annual SWG work plan and the contact list of the SWG (and the Sub-SWG(s)). <input type="checkbox"/> SWG to discuss prioritized issues according to the annual SWG work plan. <input type="checkbox"/> SWG to agree on next steps (action, the date for the next meeting, etc.) <input type="checkbox"/> SWG secretariat to develop a brief summary of the discussion. <input type="checkbox"/> SWG secretariat to submit the annual SDG work plan and the brief summary to the RTP secretariat.

(Please specify a possible date)	SWG secretariat discussion between the chair and co-chair(s)	<input type="checkbox"/> SWG secretariat to prepare a next SWG meeting according to the SWG annual work plan and the discussions at the previous SWG meeting. <input type="checkbox"/> SWG secretariat to send the invitation to stakeholders.
(Before the end of June – please specify a possible date)	SWG meeting	<input type="checkbox"/> SWG to discuss prioritized issues according to the SWG annual work plan and the previous discussion. <input type="checkbox"/> SWG to agree on next steps (action, the date for the next meeting, etc.) <input type="checkbox"/> SWG secretariat to develop a brief summary of the discussion. <input type="checkbox"/> SWG secretariat to submit the brief summary to the RTP secretariat.
(Please specify a possible date)	SWG secretariat discussion between the chair and co-chair(s)	<input type="checkbox"/> SWG secretariat to prepare a next SWG meeting according to the SWG annual workplan and the discussions at the previous SWG meeting. <input type="checkbox"/> SWG secretariat to send the invitation to stakeholders.
(Before the end of September – please specify a possible date)	SWG meeting	<input type="checkbox"/> SWG to discuss prioritized issues according to the SWG annual work plan and the previous discussion. <input type="checkbox"/> SWG to agree on next steps (action, the date for the next meeting, etc.) <input type="checkbox"/> SWG secretariat to develop a brief summary of the discussion. <input type="checkbox"/> SWG secretariat to submit the brief summary to the RTP secretariat
	RTP Retreat	The RTP retreat to take stock of progress in each sector and to discuss preparation for the RTIM/RTM.
	Chair & Co-Chair meeting	<p>The Chair &amp; Co-Chair meeting to provide guidance for each SWG towards the RTIM/RTM.</p> <p>SWG secretariat to prepare and submit the SWG progress report to the RTP secretariat.</p>

<p>Before the end of December</p>	<p>SWG meeting</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> SWG to discuss prioritized issues according to the SWG annual work plan and the previous discussion.</li> <li><input type="checkbox"/> SWG to prepare for the RTIM/RTM (e.g., a SWG report as input to the background document for the RTIM/RTM, etc.).</li> <li><input type="checkbox"/> SWG secretariat to develop a brief summary of the discussion.</li> <li><input type="checkbox"/> SWG secretariat to finalize the SWG report for the RTIM/RTM.</li> <li><input type="checkbox"/> SWG secretariat to submit the brief summary and the SWG report to the RTP secretariat.</li> </ul>
<p>January/February</p>	<p>RTIM/RTM</p>	

**Annex 2.**

**Checklist for Sub-SWG secretariats**

The table below provides the Sub-SWG secretariats with a summary of the required actions with an indicative timeline in a SWG.

<b>Timeline</b>	<b>Event</b>	<b>Action</b>
(As soon as after the RTIM/RTM – Please specify a possible date.)		<input type="checkbox"/> Chair and Co-Chair organizations to nominate representatives for a Sub-SWG secretariat and inform the SWG secretariat.
	Sub-SWG secretariat discussion between the chair and co-chair(s)	<input type="checkbox"/> Sub-SWG secretariat to identify the priorities for discussion at the Sub-SWG meetings for the year. <input type="checkbox"/> Sub-SWG secretariat to develop a contact list of the Sub-SWG and share it with the SWG secretariat.
	Discussion between the Sub-SWG secretariat(s) and the SWG secretariat	<input type="checkbox"/> Sub-SWG secretariat to consult with the SWG secretariat to draft an annual SWG/Sub-SWG work plan.
		<input type="checkbox"/> (Once the annual SWG work plan is agreed at a SWG meeting) Sub-SWG secretariat to send the invitation to a Sub-SWG meeting to stakeholders.
(Please specify a possible date.)	Sub-SWG meeting	<input type="checkbox"/> Sub-SWG to discuss prioritized issues according to the SWG annual work plan. <input type="checkbox"/> Sub-SWG to agree on next steps (action, the date for the next meeting, etc.) <input type="checkbox"/> Sub-SWG secretariat to develop a brief summary of the discussion. <input type="checkbox"/> Sub-SWG secretariat to submit the brief summary to the RTP secretariat and the SWG secretariat.
(Please specify a possible date.)	Sub-SWG secretariat discussion between the chair and co-chair(s)	<input type="checkbox"/> Sub-SWG secretariat to prepare a next Sub-SWG meeting according to the SWG annual work plan and the discussions at the previous Sub-SWG meeting. <input type="checkbox"/> Sub-SWG secretariat to send the invitation to stakeholders.

(Please specify a possible date.)	Sub-SWG meeting	<input type="checkbox"/> Sub-SWG to discuss prioritized issues according to the SWG annual work plan. <input type="checkbox"/> Sub-SWG to agree on next steps (action, the date for the next meeting, etc.) <input type="checkbox"/> Sub-SWG secretariat to develop a brief summary of the discussion. <input type="checkbox"/> Sub-SWG secretariat to submit the brief summary to the RTP secretariat and the SWG secretariat.
(Please specify a possible date.)	Sub-SWG secretariat discussion between the chair and co-chair(s)	<input type="checkbox"/> Sub-SWG secretariat to prepare a next Sub-SWG meeting according to the SWG annual work plan and the discussions at the previous Sub-SWG meeting. <input type="checkbox"/> Sub-SWG secretariat to send the invitation to stakeholders.
	RTP Retreat	The RTP retreat to take stock of progress in each sector and to discuss preparation for the RTIM/RTM.
	Chair & Co-Chair meeting	<p>The Chair &amp; Co-Chair meeting to provide guidance for each SWG towards the RTIM/RTM.</p> <p>Sub-SWG secretariat to coordinate with SWG secretariat to prepare the SWG progress report.</p>
(Please specify a possible date.)	Sub-SWG meeting	<input type="checkbox"/> Sub-SWG to discuss prioritized issues according to the SWG annual work plan. <input type="checkbox"/> Sub-SWG to agree on next steps (action, the date for the next meeting, etc.) <input type="checkbox"/> Sub-SWG secretariat to develop a brief summary of the discussion. <input type="checkbox"/> Sub-SWG secretariat to submit the brief summary to the RTP secretariat and the SWG secretariat.
January/February	RTIM/RTM	

**Annex 3. Template of the annual SWG work plan**



<<< add the QR code to link to the document if this is uploaded to the RTP website.

**Annual Sector Working Group Work Plan and Contact List**

**Name of Sector Working Group (SWG):** (please indicate the SWG name)

**Prioritized issues in the sector:**

- (please indicate two or three issues which will be discussed as priority in the sector for this year)
- ...
- ...

**Expected outcome/results:**

- (please describe what kind of outcome/results will be achieved by addressing the prioritized issues mentioned above and how such outcome/results will feed into the 9<sup>th</sup> NSED P.)
- ....
- ....

**Possible indicators to measure progress in the prioritized issues:**

- (please try to put ideas on how to evaluate the action taken to make good progress on the prioritized issues.)
- ....

**Expected schedule of SWG and Sub-SWG meetings:**

Timing	Event	Main discussion topic/Action
Late February	Informal discussion between Chair and Co-Chairs	<ul style="list-style-type: none"> <li>• Draft the annual work plan</li> <li>• Set the date for the first SWG meeting</li> </ul>
March XX	SWG meeting	<ul style="list-style-type: none"> <li>• Set priorities for the SWG meetings for the year</li> <li>• Agree on the annual work plan</li> </ul>
Mid-May	Two Sub-SWG meetings	<ul style="list-style-type: none"> <li>• Discuss prioritized issues on XXX</li> </ul>



		<ul style="list-style-type: none"> <li>• Agree on action required for addressing the issues</li> </ul>
June	Informal discussion between Chair and Co-Chairs	<ul style="list-style-type: none"> <li>• Follow up the agreed action</li> </ul>
Early July	SWG meeting	<ul style="list-style-type: none"> <li>• Discuss progress in the agreed action on XXX</li> </ul>
...		<ul style="list-style-type: none"> <li>•</li> </ul>

**Contact list of the SWG:**

Name	Title	Organization	Tel	Email	Note
Ms. XXXX	Director, International Cooperation Division	Ministry of XXXX	020-	XXXX	SWG secretariat (Chair)
Mr. XXXX	Chief of Economic Cooperation Division	Embassy of XXXX	020-	XXXX	SWG secretariat (Co-Chairs)
Ms. XXXX	Head of Development Cooperation Division	Embassy of XXXX	020-	XXXX	SWG secretariat (Co-Chairs)
Mr. XXXX	CEO	XXX Company	020-	XXXX	Representative from the private sector
Ms. XXXX	Director	Association for XXX	020-	XXXX	Representative from Non-Profit Association
Ms. XXXX	Director, Aid Coordination Division, Department of Finance	XXXX Province	020-	XXXX	Representative from local governments
...					


**Contact list of the Sub-SWG on XXXX** (please indicate the name of the Sub-SWG)

Name	Title	Organization	Tel	Email	Note
Ms. XXXX	Director, International Cooperation Division	Ministry of XXXX	020-	XXXX	Sub-SWG secretariat (Chair)
Mr. XXXX	Chief of Economic Cooperation Division	Embassy of XXXX	020-	XXXX	Sub-SWG secretariat (Co-Chairs)
Ms. XXXX	Head of Development Cooperation Division	Embassy of XXXX	020-	XXXX	Sub-SWG secretariat (Co-Chairs)
Mr. XXXX	CEO	XXX Company	020-	XXXX	Representative from the private sector
Ms. XXXX	Director	Association for XXX	020-	XXXX	Representative from Non- Profit Association
Ms. XXXX	Director, Aid Coordination Division, Department of Finance	XXXX Province	020-	XXXX	Representative from local governments
...					


**Annex 4: Template for the Summary of the SWG/Sub-SWG meeting**



<<<< add the QR code to link to the document if this is uploaded to the RTP website.

**Summary of the Sector Working Group/Sub-Sector Working Group Meeting**

**Name of Sector Working Group (SWG)/Sub-SWB:**

**Name of the event:** (please indicate whether the SWG or Sub-SWG meeting. e.g., The 2<sup>nd</sup> Illicit Drug Control SWG meeting)

**Date:**

**Participants:** (Indicate the approximate number of participants and the name of the organizations attended)

**Discussion summary:**

- Discussion topic 1:
  - Explanation about the issue:
  
  - Key results of discussions:
  
  - Agreed next step:
  
- Discussion topic 2:
  - Explanation about the issue:
  
  - Key results of discussions:
  
  - Agreed next step:

- Discussion topic 3:
  - Explanation about the issue:
  
  - Key results of discussions:
  
  - Agreed next step:

**Expected schedule of the next event:**

- Expected date of the next event and discussion topics:

**Annex 5: Template for the SWG Progress Report**



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**ແບບຟອມລາຍງານວຽກຂອງໜ່ວຍງານຂະແໜງການ  
SWG Progress Report**

*ບົດລາຍງານນີ້ ແມ່ນບົດລາຍງານຮ່ວມ ລະຫວ່າງປະທານ ແລະ ປະທານຮ່ວມ ຂອງໜ່ວຍງານຂະແໜງການ. ກະລຸນາປຶກສາຫາລື ກັບຂະແໜງການຍ່ອຍ ແລະ ຄັດຕິດເອກະສານທີ່ກ່ຽວຂ້ອງມານຳ ຕາມຄວາມເໝາະສົມດ້ວຍ.  
This is a joint report of SWG Chair and Co-chairs. Please consult with your sub-sector working groups as appropriate, and consider annexing relevant documents to this report.  
(The SWG should submit the progress report in both Lao and English version)*

ຊື່ໜ່ວຍງານຂະແໜງການ SWG Name:  
ປະທານໜ່ວຍງານຂະແໜງການ (ຊື່ ແລະ ຕຳແໜ່ງ name and position):  
ປະທານຮ່ວມໜ່ວຍງານຂະແໜງການ (ຊື່ ແລະ ຕຳແໜ່ງ name and position):  
ຊື່ຫົວໜ້າກອງເລຂາ Head of Secretariat (ຊື່ ແລະ ຕຳແໜ່ງ name and position):  
ກອງເລຂາ Secretariat (ຝ່າຍລັດຖະບານ Government)(ຊື່ ແລະ ນາມສະກຸນ name and position):  
ກອງເລຂາ Secretariat (ຝ່າຍຄູ່ຮ່ວມພັດທະນາ DPs)(ຊື່ ແລະ ນາມສະກຸນ name and position):  
Report authorization signature:.....position:.....

1. ຈຸດປະສົງ ແລະ ເປົ້າໝາຍຂອງໜ່ວຍງານຂະແໜງການຂອງທ່ານ ໃນປີ 20XX (1/2 ໜ້າ)  
Main objectives and targets of Sector Working Group in 20XX (1/2 page)

2. ຜົນໄດ້ຮັບ ແລະ ຜົນສຳເລັດຂອງໜ່ວຍງານຂະແໜງການຂອງທ່ານ ທຽບໃສ່ ຄຳແນະນຳຂອງບົດລາຍງານກອງປະຊຸມໂຕະມິນ ປີ 20XX ແລະ [ແຜນພັດທະນາເສດຖະກິດ-ສັງຄົມແຫ່ງຊາດຄັ້ງທີ IX](#) ແຜນພັດທະນາເສດຖະກິດ-ສັງຄົມແຫ່ງຊາດ 5 ປີ ຄັ້ງທີ IX, ເປົ້າໝາຍການພັດທະນາແບບຍືນຍົງ ແລະ ຍຸດທະສາດຂອງຂະແໜງການ ມີຄືແນວໃດ? (1-2 ໜ້າ)  
What are the key results and impacts achieved within your sector in 20XX against the [20XX RTIM policy recommendations](#), and [9<sup>th</sup> NSEDP](#), SDGs and sector strategies? (1-2 pages)

3.a ອີງຕາມຄໍາແນະນໍາຂອງການປະເມີນກາງສະໄໝ ຂອງແຜນພັດທະນາເສດຖະກິດ-ສັງຄົມແຫ່ງຊາດ ຄັ້ງທີ IX, ວຽກງານບຸລິມະສິດຂອງໜ່ວຍງານຂະແໜງການຂອງທ່ານ ສໍາລັບປີ 2024 ຄາດວ່າຈະມີຫຍັງແນ່? (1 ໜ້າ)

Building on the recommendations of the Mid-Term Review (MTR) of the 9<sup>th</sup> NSEDP, what are the SWG's key priorities for 20XX? (1 page)

3.b ອີງຕາມຄໍາແນະນໍາຂອງການປະເມີນກາງສະໄໝ ຂອງແຜນພັດທະນາເສດຖະກິດ-ສັງຄົມແຫ່ງຊາດ ຄັ້ງທີ IX, ວຽກງານບຸລິມະສິດຂອງໜ່ວຍງານຂະແໜງການຂອງທ່ານ ຄາດວ່າຈະປະກອບສ່ວນເຂົ້າໃນການສ້າງແຜນພັດທະນາເສດຖະກິດ-ສັງຄົມແຫ່ງຊາດ ຄັ້ງທີ X ໄດ້ຄືແນວໃດ? (1/2 ໜ້າ)

Building on the recommendations of the Mid-Term Review (MTR) of the 9<sup>th</sup> NSEDP, what are the SWG's key priorities for the conceptualization of the 10<sup>th</sup> NSEDP? (1/2 page)

4. ບົດຮຽນທີ່ທ່ານສາມາດຖອດຖອນໄດ້ສໍາລັບໜ່ວຍງານຂະແໜງການຂອງທ່ານທຽບໃສ່ການຈັດຕັ້ງປະຕິ ບັດແຜນພັດທະນາເສດຖະກິດ-ສັງຄົມ 5 ປີ ຄັ້ງທີ IX ໃນໄລຍະ 2 ປີເຄິ່ງທີ່ຜ່ານມາ ມີຫຍັງແນ່? (1/2 ໜ້າ)

What are the key lessons learned for the SWG, including from the MTR of the 9<sup>th</sup> NSEDP? (1/2 page)

[END]