



**LAO PEOPLE'S DEMOCRATIC REPUBLIC**  
**Peace Independence Democracy Unity Prosperity**

Ministry of Planning and Investment  
Permanent Secretariat

No. 123A./MPI.DIC.IOD-02  
Vientiane, Date: 03 May 2024

**Invitation**  
**2023 Retreat on the Round Table Process**

Excellency/Development Partners,

Ministry of Planning and Investment (MPI), it is my great pleasure to invite you or your high-level representative to participate in Retreat on the Round Table Process (RTP), which will take place on 13<sup>th</sup> May 2024 from 13:30 to 16:00 at Clown Plaza Hotel.

The main objectives of the Retreat are to identify follow-up actions of the 2023 Round Table Implementation Meeting (RTIM), discuss key lessons learnt for further improvement of the Round Table Process and the linkage between the RTMs/RTIMs and SWG mechanism, and to provide suggestions for a preparation of the 2024 Round Table Implementation Meeting. By discussing these issues, we expect that actions and consensus will emerge to further accelerate progress towards the national development priorities. A concept note including the agenda and a draft roadmap/guidance note for 2024 RTIM is attached herewith for your information.

Please kindly confirm your or your representative's participation by completing the enclosed registration form and returning it to Department of International Cooperation, Ministry of Planning and Investment via E-mail ([Annaphatsakone55@gmail.com](mailto:Annaphatsakone55@gmail.com)), copied RTP Secretariat at ([rtpsecretariat@gmail.com](mailto:rtpsecretariat@gmail.com)) as your convenience.

I thank you for your continued support and effective cooperation extended to the Round Table Process and look forward to your active participation in the Retreat.

Sincerely yours,



Permanent Secretariat

**Contract:**

- Phatsakone Ngaoluangrath (Ms)
- Tel: 20 2803 0272
- [Annaphatsakone55@gmail.com](mailto:Annaphatsakone55@gmail.com)

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## 2024 Retreat on the Round Table Process

Monday, 13<sup>th</sup> May 2024, at 13:30-16:00 p.m.  
Venue: Clown Plaza Hotel, Vientiane Capital, Lao PDR

### Tentative - AGENDA

- 13:30 – 14:00**      **Registration**
- 14:00 – 14:05**      **Opening Remark**  
*By Mme. Sisomboun Ounavong, Director General, Department of International Cooperation, Ministry of Planning and Investment*
- 14:05 – 14:10**      **Remark**  
*By Mme. Martine Therer, Resident Representative of UNDP to Lao PDR*
- 14:10 – 14:30**      **Presentation on Follow-up Actions of 2023 Round Table Meeting's Key Discussion Points, and Concept Note for the 2024 Round Table Implementation Meeting**  
*By Mr. Sysomphorn Phetdaoheuang, Deputy Director General, Department of International Cooperation, Ministry of Planning and Investment*
- 14:30 – 14:40**      **Group photo and Coffee Break**
- 14:40 – 15:15**      **Plenary discussion**
- 15:15 – 15:35**      **Parallel Group Discussions (2 Groups)**  
**(1) Follow up actions of 2023 RTM's key discussion points**  
**(2) Concept Note for the 2024 Round Table Implementation Meeting**
- 15:35 – 15:45**      **Presentations from the group discussions (10 minutes each)**
- 15:45 – 15:50**      **Plenary discussion**
- 15:50 - 15:55**      **Remark**  
*By Mme. Martine Therer, Resident Representative of UNDP to Lao PDR*
- 15:55 – 16:00**      **Closing Remark**  
*By Mme. Sisomboun Ounavong, Director General, Department of International Cooperation, Ministry of Planning and Investment*

*The participation of representatives from Line Ministries and Development Partners (DPs) representing all 10 Sector Working Groups (SWGs), INGOs and None Profit Associations (NPAs), colleagues from Ministry of Finance (MOF), Ministry of Foreign Affairs (MOFA), Bank of Lao PDR, Lao Women's Union and Lao National Committee for Advancement of Women (Lao NCAW).*