

LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity

Ministry of Foreign Affairs

No. 005788/MOFA

Vientiane capital, Date: 01 August 2016

Notice

- To:
- National INGO Management Committees
 - Local INGO Management Committees

Subject: Notice on project approval process from local to national level

- Referring to the result of informal quarterly consultation meeting coordination workshop between representatives of the Lao Government and International Non-Government Organizations (INGOs) on 30 June 2016

MOFA as on the behalf of National INGO Management Committees would like to inform all related sectors at national level, provincial level and district level throughout the country that we have agreed and unified the approval process on the implementation of projects of INGOs in Lao PDR.

MOFA proposes to ministries, provincials, and districts to perform document procedures and set up the timeline for project approval as per the following steps:

1. Step 1:

No timeline for initial project data collection. This process depends on the coordination and implementation between related sectors and INGOs and also includes the MOU drafting process.

2. Step 2:

- MOU processing counted from the first day of MOU drafting involving local authorities and discussion meeting with related sectors attended by:
 1. Provincial Office of Foreign Affairs (POFA)
 2. Provincial departments related
 3. District Authorities/Offices related
 4. INGOs
- After the discussion meeting, local authorities and INGOs spend 15 working days adjusting the draft MOU based on the comments from the meeting.
- Once the MOU has been finalised, district authorities draft a proposal letter to provincial authorities to seek their acceptance and approval.
- The provincial authorities related in cooperation with POFA review the draft MOU and submit to vice governor for consideration and approval and sent to related ministries at central level, a process set to take some 15 working days.

3. Step 3:

- The related ministries organise a meeting with INGOs to review the draft MOU received from provincial authorities within 15 working days. The meeting is attended by:
 1. MOFA
 2. Related Department of line ministry
 3. INGOs

- After the meeting, INGO and line ministry review and update the draft MOU based on the comments in the meeting within 15 working days.
- Line ministry writes letter to MoFA to request approval of the project.

4. Step 4:

- Project Approval: Once MOFA receives the project approval request letter from the line ministry, MOFA has to review and propose to senior officials to issue the project approval agreement within a period of 10 to 15 working days.

We recommend that all related sectors, ministries and authorities at all levels take this into account in their active practices.

Minister of Foreign Affairs

Mr. Saleumxay Kommasith

CC:

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| - National INGO Management Committees | 01 Copy |
| - Provincial Administration Offices, 18 provinces | 01 Copy |
| - Provincial Office of Foreign Affairs (POFA), 18 provinces | 01 Copy |
| - District Administration Office of 18 provinces | 01 Copy |