



LAO PEOPLE DEMOCRATIC REPUBLIC  
Peace Independence Democracy Unity Prosperity

Ministry of Foreign Affairs

FF 1424  
No: \_\_\_\_\_/AE.OI.3.9

Vientiane, 29 August 2016

The Ministry of Foreign Affairs of Lao People Democratic Republic, Department of International Organizations, in its capacity as the Secretariat of the National Committee on Management and Coordination of International Non-Governmental Organizations (INGOs), is pleased to inform all INGOs in the Lao PDR that, based on the outcome of the Informal Consultation Meetings between the Government's line-Ministries and INGOs held during the past months, an agreed time-line for the project consideration and approval shall follow the following steps:

**Step 1: Data Collection (no specific timeline for data collection)**

- An appropriate meeting is conducted by an INGO, chaired by appropriate provincial authority. Attendees are district and provincial authorities and key line-ministry representative (s), when appropriate.

**Document expected to be produced:** Minutes of Meeting/initial draft MoU with agreed target villages, project activities and proposed budget. This document is normally signed by Chair.

- The INGO concerned then submits project support request letter to the district authority with Minutes of Meeting attached.

**Step 2: Drafting an MoU:**

- District authority calls for appropriate meetings to consider initial draft of an MoU with participation by concerned district and provincial departments including DoFA and the INGO.
- **Within 15 working days**, the concerned INGO should revise and make appropriate amendments to the MoU and submit it to district authority for approval.
- District authority issues a letter of support for project signed by District Governor or appointed representative.

**Document expected to be produced:** a letter of support with annex of target villages.

- INGO then submits project support request letter to concerned Provincial Department.
- Provincial Department later submits the document to DoFA for consideration and submitting it to Provincial Governor's Office for approval. This should take no longer than **15 working days**.
- Provincial Governor's Office issues a letter of support for project signed by Provincial Governor or appointed representative.

**Document expected to be produced:** Provincial letter of support.

**Step 3: at Central level:**

- INGO submits draft MoU to concerned Ministry for initial review. Within **15 working days**, a joint MoU review meeting should be conducted and attended by DIO, MoFA, line-Ministry and INGO concerned.
- Within **15 working days**, final review of MoU by line-Ministry should be completed, followed by INGO making additional amendments, if any, and later submit it for final approval by the concerned Ministry.
- The concerned Ministry submits agreed final draft MoU to MoFA to approval.

**Steps 4:**

- Within 10-15 working days, MoFA undertakes appropriate consideration and approves the final MoU and a Letter of Approval will be issued.

The Secretariat of Committee on Management and Coordination of International Non-Governmental Organizations (INGOs) avails itself of this opportunity to renew the International Non-Governmental Organizations in the Lao PDR, the assurances of its highest consideration.

The Secretariat of the National Committee on  
Management and Coordination of International  
Non-Governmental Organizations (INGOs)



All International Non-Governmental Organizations  
working in the Lao PDR

CC: - All Development Partners.

- Embassy of the United States of America in Vientiane.
- Embassy of Australia in Vientiane.
- Embassy of Japan in Vientiane.
- Embassy of the Republic of Korea in Vientiane.