



Government of the Lao People's Democratic Republic
United Nations Development Programme

**ENABLING MORE EFFECTIVE INTEGRATION OF LAO PDR INTO ASEAN
PHASE II**

Section I

Since joining the Association of Southeast Asian Nations (ASEAN) in July 1997, Lao PDR has emphasized the importance of full integration into ASEAN through active participation in economic, political, security and socio-cultural affairs. Economic cooperation, in particular, and the inclusion in the ASEAN Free Trade Area (AFTA) is seen as crucial for the development of the country.

However, full integration poses various challenges for Laos. Among the most significant include: increasing the capacity of the GoL to manage the process of integration; analyzing the impacts of AFTA and other Free Trade Agreements currently under negotiation and finding ways to achieve maximum benefits from ASEAN economic integration and other aspects of ASEAN integration; increasing understanding among local officials, business leaders and the general public in order that they are able to benefit from AFTA and other aspects of ASEAN integration.

During 2004 and 2005, Lao PDR held the Chair of the ASEAN Standing Committee, which thrust Lao PDR into center stage of ASEAN affairs, brought positive international exposure to Laos and provided the opportunity to focus regional attention on the issues that matter to Laos.

During this period, UNDP provided support to the GoL through a 12-month Preparatory Assistance (PA) Project that delivered capacity building and technical assistance to meet the short-term needs of the GoL.

A further three-year cooperation project is now planned, which will build on Laos' successful chairmanship of the ASEAN Standing Committee and the positive achievements of the UNDP PA Project. The new project, implemented by the ASEAN Department of the Ministry of Foreign Affairs, will have the following key outcomes:

- Increased national commitment to the process of ASEAN integration.
- Improved capacity to coordinate ASEAN affairs within the Government of Lao PDR.
- Enhanced national capacity to assess policy implications of regional integration.

Part 1: Situation Analysis

The Association of Southeast Asian Nations (ASEAN)

The Association of Southeast Asian Nations (ASEAN) was established in 1967 as a mechanism for regional co-operation. The five original members (Indonesia, Malaysia, Philippines, Singapore, and Thailand) were joined by Brunei Darussalam in 1984, Vietnam in 1995, Lao PDR and Myanmar in 1997, and Cambodia in 1999. ASEAN now comprises 10 of the 11 countries of Southeast Asia and has a combined population of 550 million people.

ASEAN's rapid geographical expansion during the 1990s has been followed by a period of deeper and wider-ranging cooperation among Member Countries. In 1997, ASEAN announced a bold and ambitious vision to create an ASEAN Community by 2020, which would be "a concert of Southeast Asian nations, outward looking, living in peace, stability and prosperity, bonded together in partnership in dynamic development and in a community of caring societies."¹ In 2003, the Declaration of ASEAN Concord II (Bali Concord II), established the 'three pillars' on which an ASEAN Community would be built by 2020: the ASEAN Security Community (ASC), the ASEAN Economic Community (AEC) and the ASEAN Socio-Cultural Communities (ASCC). The Vientiane Action Programme, adopted in 2004, presents a work plan to 2010 that lays out ASEAN cooperation in these three areas.

ASEAN external relations have also strengthened in recent years. This has been marked by deeper engagement with a growing number of countries that have established themselves as Dialogue Partners, including: Australia, Canada, China, European Union, India, Japan, Republic of Korea, New Zealand, Russia, United States, UNDP and Pakistan². The ASEAN Regional Forum (ARF) has become the primary mechanism for ASEAN to engage its Dialogue Partners and other interested countries in the Asia-Pacific region in confidence-building dialogue and cooperation activities on political and security issues. In addition to the 10 ASEAN Member Countries and the 12 ASEAN Dialogue Partners, the ARF involves Bangladesh, DPRK, Mongolia, PNG, Timor Leste. ASEAN+3 cooperation - involving ASEAN, China, Japan and the Republic of Korea - has intensified with the first East Asia Summit held in Malaysia in December 2005 and a long-term goal of creating an East Asia Community. ASEAN Member Countries are also actively engaged with Dialogue Partners and ASEAN+3 countries in bilateral and multilateral initiatives.

Increased integration within ASEAN and strengthened ties between ASEAN, its Dialogue Partners and ARF participating countries has the potential to promote peace and security, accelerate trade and economic development, reduce poverty and vulnerability, and increase cross-cultural understanding and learning. However, in attaining these goals ASEAN faces important challenges in the context of:

- (i) a post-Cold War era in South East Asia;
- (ii) the emergence of China as a major player in the global economy, especially following its accession to WTO;
- (iii) the expansion of ASEAN to include 10 of the eleven nations of South East Asia and the need to better integrate the new members into the regional and global economy;
- (iv) the emergence of significant threats from terrorism, piracy, and the HIV/AIDS epidemic;
- (v) adjustment to globalisation and heightened competition for direct foreign investment;
- (vi) an extended post-1997 financial crisis recovery and a world wide slowdown in growth and trade;
- (vii) the need to find an appropriate balance between development and the protection of the environment.

¹ ASEAN Vision 2020 (Kuala Lumpur, 1997)

² Pakistan is a Sectoral Dialogue Partner.

Lao PDR and ASEAN

The Government of Lao PDR (GoL) is committed to full integration into the ASEAN community. Since joining ASEAN in 1997, Lao PDR has been an active member, participating in ASEAN Summits and other high-level meetings, engaging in dialogue and negotiations, and signing more than 200 agreements and accords.

In July 2004, Lao PDR took over the rotating Chairmanship of the ASEAN Standing Committee, which brought with it responsibility for hosting key ASEAN meetings during the following 12 months. The 10th ASEAN Summit, attended by 16 heads of state/governments, adopted the Vientiane Action Programme to guide ASEAN integration from 2004 to 2010. Laos also hosted a series of high-level ASEAN meetings attended by foreign ministers, economic ministers and other senior officials from ASEAN Member Countries, ASEAN Dialogue Partners and ARF participating countries.

Chairing the 38th ASEAN Standing Committee thrust Lao PDR into center stage of ASEAN affairs, brought positive international exposure to Laos and provided the opportunity to focus regional attention on the issues that matter to Laos.

Since handing the chair of the ASEAN Standing Committee to Malaysia, Lao PDR has continued to actively engage in substantive ASEAN cooperation initiatives. In September 2005, Lao PDR took over the rotating chairmanship of the ASEAN Economic Ministers and the Senior Economic Officials Meetings. During its 12-month of chairmanship for those Meetings, Lao PDR hosted the 37th AEM and the 1/37 Senior Economic Officials Meetings.

Challenges for Lao PDR's full integration into ASEAN

- *Narrowing the development gap:*

Perhaps the greatest challenge to the vision of a single ASEAN community by 2020 is the uneven level of development between different member countries, particularly between the older members of ASEAN (ASEAN-6) and the newer members of ASEAN (Cambodia, Lao PDR, Myanmar and Vietnam).

In light of this, ASEAN Leaders have launched the 'Initiative for ASEAN Integration' (IAI), which focuses collective efforts in ASEAN on narrowing the development gap between ASEAN's older and newer members. The IAI addresses development needs of Cambodia, Laos, Myanmar and Viet Nam through development cooperation, especially capacity building, in four major priority areas: infrastructure, human resource development, information and communications technology, and regional economic integration.³

Interventions under IAI are expected to bring considerable development impacts for Lao PDR. The challenge for Lao PDR will be to actively engage in coordinating and implementing activities, monitoring progress and evaluating impacts.

- *Economic Integration through trade:*

The centerpiece of ASEAN economic cooperation is an ASEAN Free Trade Area (AFTA), which will create a single market in goods, services and capital by 2020 or earlier. AFTA will create a large regional market, will strengthen economic competitiveness by bringing down production, transport and communication costs, will enable economies of scale, will lead to increased foreign direct investment (FDI) and will increase intra-regional trade. ASEAN leaders have agreed to eliminate all import duties between the first six members of ASEAN by 2010, and by 2015 for the four newer members. The tariff

³ The *Ha Noi Declaration On Narrowing Development Gap For Closer ASEAN Integration* (2001) led to the development of an IAI work plan comprising 100 sub-projects to be implemented between 2002 and 2008. ASEAN Leaders' commitment to IAI is reaffirmed in the Vientiane Action Programme 2004-2010.

reductions are to be carried out through national legal enactments in accordance with an agreed schedule.

ASEAN is also promoting economic integration and trade with other countries through the ASEAN process and cooperation with Dialogue Partners.

Laos will need to coordinate efforts in several areas to: enable the country to meet its AFTA requirements by the 2008 deadline; understand the implications of the Comprehensive Economic Partnership including the possibility of having a Free Trade Agreement between ASEAN and Japan, and Free Trade Agreements between ASEAN and China, ASEAN and the Republic of Korea, ASEAN and India, ASEAN and Australia, and ASEAN and New Zealand.

- *Public participation:*

Despite intensified cooperation within ASEAN and between ASEAN and external partners, many citizens of ASEAN are only vaguely aware of what the regional body does and how it affects their lives. It is clear that ASEAN needs not only to work at economic integration and political cooperation, but must also work hard to increase public understanding of ASEAN affairs and where ASEAN is heading. The ASEAN Secretary General, Mr Ong Keng Yong, recently commented:

"... while the rest of the world sees ASEAN as an important regional grouping, the people of ASEAN, in contrast, can be somewhat disengaged ... We cannot realistically talk about a strong ASEAN if our 550 million citizens do not feel a connection to the region and the community we are trying to build."⁴

The same observation applies to Lao PDR. The average Lao citizen has little understanding of ASEAN affairs and the role of Laos in ASEAN. The GoL needs to take measures to address this situation for two reasons: first, to ensure that the country is able to make the most of the opportunities presented by ASEAN membership; second, to ensure GoL efforts to further integrate into ASEAN have the popular support necessary for long term success.

UNDP and ASEAN

UNDP and ASEAN have a long history of cooperation. In 1977, UNDP formally became a Dialogue Partner of ASEAN and remains the only UN agency to be accorded such status – although in recent years ASEAN-UN cooperation has expanded to involve direct collaboration between ASEAN's functional bodies and UN specialized agencies. Over the past 30 years, UNDP has provided technical assistance to the ASEAN Secretariat and other ASEAN institutional bodies on a wide range of issues⁵ and has provided funding for ASEAN cooperation initiatives, including to the Mekong River Committee.

In 2003, the ASEAN-UNDP Partnership Facility (AUPF) was established at the ASEAN Secretariat in Jakarta as the focus of UNDP regional cooperation with ASEAN. The AUPF provides technical advisory support that includes analysis, dialogue and advocacy on strategic policy options for accelerating regional integration and increasing trade and investment liberalization within ASEAN. In doing so, the AUPF has a special focus on reducing the development gap within ASEAN and expediting the integration of Cambodia, Lao PDR, Myanmar and Viet Nam.

⁴ Annual Report of the Association of Southeast Asian Nations 2004-2005, ASEAN Secretariat, Jakarta, p5.

⁵ See *Regional Programme Document: The ASEAN-UNDP Partnership Facility (RAS/03/260)*, UNDP Regional Bureau of Asia and the Pacific, 2003, p7-8

The current AUPF work plan focuses on four main areas:⁶

1. Support to the Initiative for ASEAN Integration (IAI)⁷;
2. Effective utilization of UN's development indicators to develop ASEAN Development Benchmark;
3. Support to policy response required to ensure maximum economic benefits and minimum social implications in the adoption of fast-track approach to enhance ASEAN economic competitiveness; and
4. Developing conceptual framework towards sustainable ASEAN Economic Community.

The AUPF puts special emphasis on support to the newer members of ASEAN – Cambodia, Lao PDR, Myanmar and Vietnam (CMLV). While past UNDP assistance to CLMV countries has primarily been concerned with facilitating ASEAN membership, the current AUPF work plan explicitly addresses the integration of CLMV countries into ASEAN through support to the IAI, promotion of human development indicators and an overall focus on sustainability and equity in economic integration.

Part 2: Strategy

A one-year Preparatory Assistance (PA) project support by UNDP and implemented by the ASEAN Department, Ministry of Foreign Affairs (MoFA), was completed in December 2005. The PA project delivered capacity building and technical assistance to meet the short-term needs of the GoL during its year as Chair of the ASEAN Standing Committee. The completed PA Project had two main objectives:

- To support the ASEAN Department in its role as Lao National ASEAN Secretariat including; successfully carrying out its duties as Chair of the ASEAN for 2004-5; hosting a successful ASEAN Summit; and facilitating the active involvement of GoL institutions in the Summit and other meetings in 2004-5.
- Support further integration of Lao PDR into ASEAN, with a focus on improving understanding within the GoL about: ASEAN and Lao PDR's responsibilities as a Member State; the development gap within ASEAN, and between ASEAN and other blocs; and economic integration into ASEAN (through AFTA) as well as other trade agreements.

Based on the achievements of the PA project, UNDP has agreed to support longer-term policy assistance to the GoL in ASEAN affairs. The ASEAN Department serves as the Lao National ASEAN Secretariat and is therefore the central focal point and coordinating agency for Laos-ASEAN cooperation. It also facilitates and monitors the ASEAN related work of other GoL Line Ministries. The ASEAN Department will therefore be the main implementing agency in the new UNDP support project.

The formulation of the new UNDP support project draws on the experiences of the one-year PA Project in order to assist the GoL in meeting priority needs related to ASEAN integration. It also draws on experience gained by UNDP's regional programme of ASEAN support through the ASEAN-UNDP Partnership Facility (AUPF) based at the ASEAN Secretariat in Jakarta.

⁶ The current two-year programme runs from April 2004 to April 2006. See *ASEAN-UN Cooperation: Status Report 2005*, ASEAN Secretariat Information Paper, 30 August 2005, p1.

⁷ The IAI addresses development needs of Cambodia, Laos, Myanmar and Viet Nam through development cooperation, especially capacity building, in four major priority areas: infrastructure, human resource development, information and telecommunications technology, and regional economic integration.

GoL Priorities

The GoL has set the following short to medium-term priorities for the ASEAN Department:

- Build the capacity of the ASEAN Department to act as Lao National ASEAN Secretariat in order to ensure it can effectively carry out its central role, especially in coordination and monitoring;
- Increase awareness among GoL officials and the general public about ASEAN;
- Educate, train and support GoL decision-makers to better understand, handle and manage their roles and responsibilities;
- Educate and train GoL decision makers to understand the effect of integration on domestic and social policy agendas and respond more appropriately to this process.
- Ensure that measures agreed to deepen economic integration, which are agreed at the regional level, are translated into concrete actions at the national level;
- Promote and facilitate analysis, dialogue and advocacy on strategic policy options related to ASEAN integration, with specific reference to the integration of the CLMV countries into ASEAN and assessing Laos' capacity for implementing and monitoring these initiatives;
- Facilitate and support the implementation of regional trade and investment liberalization within the framework of AFTA, including elimination of remaining non tariff barriers to trade and restraints to direct foreign investment;
- Facilitate and support the exploration of opportunities, and promotion of activities that address poverty reduction in the CLMV countries and narrowing of the development gap within ASEAN and between ASEAN and other regions.

Lessons learnt from previous UNDP supported project:

- The GoL is a committed member of ASEAN and is committed to greater economic integration.
- The capacity of central government officials to manage and coordinate ASEAN affairs has increased significantly as a result of skills-building and experiential learning during the period that Laos held the Chair of the 38th ASEAN Standing Committee.
- However, understanding of the full scope of ASEAN cooperation, the likely impacts on Laos and the implications for national development remains inadequate even among central government officials.
- Awareness of ASEAN cooperation is low among provincial administrators, the general public and among the business community.
- There is limited awareness of opportunities and challenges associated with AFTA among all sectors, which may limit local capacity to benefit from free trade measures.
- There is an almost total lack of information about ASEAN affairs in Lao language.

Project Overview

The new phase of UNDP support to Lao PDR's integration into ASEAN has the overall objective of promoting human development, trade and economic growth in Lao PDR through integration into ASEAN. This will be achieved through delivery of the following outcomes and related outputs:

Outcome 1:

Increased national commitment to the process of ASEAN integration.

Outputs:

- 1.1. Greater awareness of the roles, responsibilities, opportunities and challenges of ASEAN membership.
- 1.2. Improved access to ASEAN-related information.
- 1.3. Senior GoL officials actively engage in ASEAN cooperation through dialogue and debate.

Outcome 2:

Improved capacity to coordinate ASEAN affairs within the Government of Lao PDR.

Outputs:

- 2.1 GoL has improved systems and procedures in place for the coordination of ASEAN affairs.
- 2.2 GoL officials, ASEAN Focal Points and Provincial administrators have skills required to effectively coordinate ASEAN affairs.
- 2.3 GoL has the resources required to effectively coordinate ASEAN affairs.

Outcome 3:

Enhanced national capacity to assess policy implications of regional integration.

Outputs:

- 3.1. Strategic policy framework to guide economic integration into ASEAN.
- 3.2. Strategic policy framework to guide integration into East Asia.

Outcome 4:

The project is effectively managed to ensure outputs are achieved.

Outputs:

- 4.1 – Sufficient managerial and technical inputs are provided to the project.

Part 3: Management Arrangements

The ASEAN department of Ministry of Foreign affairs is implementing partner of the Enabling More Effective Integration of Lao into ASEAN project (2006-2010). The project is supervised by the project board which has the following three roles:

Executive: it is proposed that director general of ASEAN department, MoFA hold this role, given the fact that MoFA supervises ASEAN department and the overall responsibility of the project would lie with the GoL. MoFA is also part of other steering committee on Lao integration into ASEAN

Senior Beneficiary: The ASEAN focal points from line ministries are beneficiaries of the project outputs and outcomes; it is proposed that ASEAN focal points take the role of senior beneficiary

Senior Suppliers: In recognition of the dual objectives that this project seeks to address (Firstly, Capacity building activities to ensure functioning of the ASEAN national secretariat which is the key responsibility of ASEAN department; secondly, achievement of MDGs and reduction of poverty which is the key responsibility of the Lao government and UNDP, it is proposed that UNDP will serve as senior suppliers on project board.

The project board is responsible for making executive management decision on the project when guidance is sought by the project manager, including approval of project revisions.

Project Manager (PM): will be appointed by ASEAN department of Ministry of Foreign Affairs with overall responsibility for the day-to-day management and decision-making of the project, reporting directly to the Executive. S/he will be responsible for successfully running the project. The **Project Assurance** role (to be played by UNDP Programme Analyst) supports the Project Board by carrying out objective and independent project oversight and monitoring functions. Please see Annex 1 for an organizational arrangements chart of the project

Project Support: The project will recruit a *Project Accountant* and a *Project Secretary* to support the timely implementation of activities. *Consultancy services* (Senior Technical Advisor, technical experts, project staff such as accountants, assistants, drivers etc) will be contracted to provide inputs to several activities, as indicated in the inputs column of the Results Framework.

Lao National ASEAN Secretariat of the Ministry of Foreign Affairs, which will work with, and coordinate the provision of inputs into project activities for several partners, including the Ministry of Industry and Commerce, Ministry of Energy and Mining, Ministry of Finance, the Committee for Planning and Investment, Ministry of Agriculture and Forestry, Ministry of Information and Culture, Institute of Foreign Affairs, Ministry of Foreign Affairs (Dept. of Economic Affairs, Dept. of International Cooperation, Dept. of Protocol, Dept. of Asia-Pacific and Africa).

The ASEAN Department will monitor the project and will be accountable for the effective implementation of its activities and achievement of outcomes. As implementing partner, it will be responsible for several government inputs. These include the provision of office space and administrative support for implementation of the project. The ASEAN Department will ensure all other relevant government inputs and arrangements are fulfilled.

UNDP will provide recruitment, procurement and contracting services, (see Annex I) together with technical advisory support as requested by the government.

Part 4: Monitoring and Evaluation

Implementation of the project will be undertaken according to NEX guidelines. The major elements of project management and evaluation will be as follows:

- UNDP will take an assurance role to monitor implementation of the annual work plan of the project
- Monthly meetings will be held between the PM and UNDP Programme Officer to review project progress.
- The project will prepare annual and quarterly work plans and quarterly financial reports and progress reports for UNDP, on the basis of which funds will be disbursed.

UNDP will arrange an external project audit each year, which will review book-keeping and accounts, the compliance of the project or sub-contract agreements as well as fulfillment of performance plans.

The results of the audit and the final project evaluation will provide the basis for determining future UNDP support.

Part 5: Legal Context

This project document shall be the instrument referred to as such in the Article 1 of the Standard Basic Assistance Agreement between the Government of Lao and the United Nations Development Programme, signed between the parties on 10 October 1988. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the Government co-operating agency described in the Agreement.

The following types of revisions may be made to this project document under the signature of the UNDP Resident Representative only, provided assurance is given that the other signatories of the project document have no objection to the proposed changes:

- revisions in, or addition of, any of the annexes of the project document;
- revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of inputs already agreed to, or by cost increases due to inflation; and
- mandatory annual revisions that rephrase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

Documents reviewed

ASEAN Annual Report 2004-2005, ASEAN Secretariat, Jakarta, 2005.

ASEAN Vision 2020, ASEAN Secretariat, Jakarta, 1997.

ASEAN-UN Cooperation: Status Report 2005, ASEAN Secretariat Information Paper, ASEAN Secretariat, Jakarta, 30 August 2005.

Declaration of ASEAN Concord II (Bali Concord II), ASEAN Secretariat, Jakarta, 2003

End of Project Report: Lao-ASEAN Preparatory Assistance Project, GoL and UNDP, Vientiane, Jan 2006.

Ha Noi Declaration On Narrowing Development Gap For Closer ASEAN Integration, ASEAN Secretariat, Jakarta, 2001.

Hanoi Plan of Action, ASEAN Secretariat, Jakarta, 1998.

Initiative for ASEAN Integration, ASEAN Secretariat, Jakarta, 2002.

Lao-ASEAN Preparatory Assistance Project Document, GoL and UNDP, Vientiane, 2004.

Regional Programme Document: The ASEAN-UNDP Partnership Facility (RAS/03/260), UNDP Regional Bureau of Asia and the Pacific, 2003.

Vientiane Action Programme, ASEAN Secretariat, Jakarta, 2004.

Section II. Results Framework

<p>Intended outcome as stated in the Country Results Framework: Capacity building of selected government entities strengthened to increase foreign trade and capital inflows, particularly in regions with potential and low levels of investment</p>
<p>Outcome indicator as stated in the Country Programme Results and Resources Framework, including baseline and target: National policies address more effectively the social impact of economic liberalization</p>
<p>MYFF: Service line 1.4: Globalization benefiting the poor</p>
<p>Partnership Strategy: The ASEAN Department of the Ministry of Foreign Affairs (MoFA) serves as the Lao National ASEAN Secretariat. As such, the ASEAN Department is the central focal point and coordinating agency for Laos-ASEAN cooperation and is therefore well placed to be the main implementing agency in the new UNDP support project. The ASEAN Department will facilitate the participation of other GoL Line Ministries in the project, including the Ministry of Industry and Commerce, Ministry of Industry and Handicrafts, Ministry of Finance, the Committee for Planning and Investment, Ministry of Agriculture and Forestry, Ministry of Information and Culture, and the Institute of Foreign Affairs. The project will also involve the active participation of provincial government officials, members of the private sector and the general public. Several project activities will foster regional partnership through the involvement of senior government officials from CMV, ASEAN-6 and the ASEAN Secretariat in Jakarta.</p>
<p>Project title and number: Lao ASEAN Support II (<i>Number to be assigned automatically through ATLAS</i>)</p>

Outcome 1:
Increased national commitment to the process of ASEAN integration.

Outputs	Output targets	Activities	Inputs
1.1 - Greater awareness of the roles, responsibilities, opportunities and challenges of ASEAN membership.	<p>Significant increase in knowledge and understanding about ASEAN political, economic/AFTA among selected beneficiaries.</p> <p><i>Means of verification:</i> Comparison of knowledge and understanding before and after interventions using self-appraisal forms.</p>	<p>1.1.1 – Three (3) 2-day seminars on Laos' integration into ASEAN - roles, obligations, opportunities and challenges for GoL officials and provincial administrators.</p> <p>1.1.2 – Translation, printing and distribution of ASEAN political and economic agreements and accords into Lao language.</p>	<ul style="list-style-type: none"> • Coordination by ASEAN Dept. • Facilitation by MoFA (ASEAN Dept, Dept of Asia Pacific & Africa, Dept of Economic Affairs) and Ministry of Industry and Commerce. • Funding for conference hall, refreshments, travel and printing costs. • Translation services (approx. 2200 pages over 24 months). • Graphic designer. • Web-designer. • CD-Rom developer. • Funds for printing 500 copies.

		1.1.3 - Media campaign to mark the 10th Anniversary of Laos joining ASEAN and the 40 th anniversary of the founding of ASEAN.	<ul style="list-style-type: none"> • ASEAN Dept. to develop communication strategy in collaboration with Ministry of Information and Culture and Press Department. • Funds for communication strategy.
		1.1.4 – Two (2) 3-day Workshops for Lao Media (press, TV and radio) people to cover, report and write background stories on ASEAN activities	<ul style="list-style-type: none"> • Facilitated by ASEAN Dept strategy in collaboration with Ministry of Information and Culture and Press Department. • Funding for conference hall, refreshments, travel and printing costs.
		1.1.5 – Three (3) 1-day Mid-year Internal Review Meetings to evaluate the training/seminar/workshop outcomes.	<ul style="list-style-type: none"> • Coordination by ASEAN Dept. • Facilitation by MoFA (ASEAN Dept, Dept of Economic Affairs) and Ministry of Industry and Commerce (SEOM/AFTA). • Funding for conference hall, refreshments and printing costs.
1.2 - Improved access to ASEAN-related information	Increased utilization of ASEAN information sources. <i>Means of verification:</i> Data on number of information requests/visitors to the ASEAN Document Archive and IDIC.	1.2.1 - Establish and maintain an ASEAN Document Archive in MoFA containing key ASEAN agreements, reports and other key documents.	<ul style="list-style-type: none"> • Equipment: Bookshelves, fireproof safe, computer, printer, document scanner, library database. • Part-time archivist/information officer assigned by ASEAN Dept. • Training and advice from ASEAN Secretariat and NUOL Library or similar.
		1.2.2 - Strengthen the International Document Information Center (IDIC)	<ul style="list-style-type: none"> • Funding to: purchase books and journals; purchase/develop a computerized library database; establish internet connection. • Part-time information officer recruited. • Printing costs for advertising.
1.3 - Senior GoL officials actively engage in ASEAN cooperation through dialogue and debate.	Target Laos is adequately represented in ASEAN meetings and other events. <i>Means of verification:</i> Record of GoL official statement to UNGA; trip reports; workshop report, report of video-conferencing activities.	1.3.1 – ASEAN Department senior officials attend annual UN General Assembly and ASEAN Foreign Ministers Meeting in New York for 7 days.	<ul style="list-style-type: none"> • Travel and accommodation costs for 2 senior GoL officials to New York
		1.3.2 – Video-conferencing pilot initiatives(x1).	<ul style="list-style-type: none"> • Participation by 18 provincial officials and 20 central government officials. • Travel and accommodation expenses for provincial officials. • Rental of Video-conference facilities from ADB.
		1.3.3 - One (1) 5-day regional study tour in preparation for hosting the CLMV Regional Workshop	<ul style="list-style-type: none"> • Funds for travel and accommodation x 3 senior GoL officials.

		1.3.4 – One (1) 2-day CLMV regional workshops on narrowing the development gap through the Initiative for ASEAN Integration.	<ul style="list-style-type: none"> • Participation from CMLV government officials, UNDP and ASEAN Secretariat. • Funds for conference facilities, travel, accommodation, printing costs.
		1.3.5 - Senior GoL Officials attend one (1) 3-day ASEAN meetings on poverty alleviation in the region and/or Narrowing the Development Gap between ASEAN-4 and ASEAN-6.	<ul style="list-style-type: none"> • Travel and accommodation costs for 5 senior GoL officials.

Outcome 2:

Improved capacity to coordinate ASEAN functional and economic affairs within the Government of Lao PDR

Outputs	Output targets	Activities	Inputs
2.1 – GoL has improved systems and procedures in place for the coordination of ASEAN affairs.	<p>Improved coordination between Lao National ASEAN Secretariat, GoL ASEAN Focal Points and provincial administrators in security, political, economic and functional areas.</p> <p><i>Means of verification:</i> Survey of Focal Points and ASEAN Dept. during mid-term review and final evaluation.</p>	2.1.1 – Three (3) 2-day workshops to facilitate coordination between Lao National ASEAN Secretariat and GoL ASEAN Focal Points on AFTA / AFTA Sub-focal points.	<ul style="list-style-type: none"> • Facilitation by ASEAN Dept. • Funds for conference hall, refreshments, travel and printing costs.
		2.1.2 – Three (3) 2-day workshops to facilitate coordination between Lao National ASEAN Secretariat, provincial officials and provincial business leaders.	<ul style="list-style-type: none"> • Facilitation by ASEAN Dept. in collaboration. • Funds for conference hall, refreshments, travel and printing costs.
		2.1.3 – Three (3) monitoring and support visits to provincial administrations.	<ul style="list-style-type: none"> • Funds for travel and accommodation.
		2.1.4 – Comparative survey of ASEAN coordination mechanisms operating in CMLV countries.	<ul style="list-style-type: none"> • Funds for study visit: travel and accommodation. • Analysis of options by senior ASEAN Dept. officials.
2.2 - GoL officials, ASEAN Focal Points and Provincial administrators have skills required to effectively coordinate ASEAN affairs.	<p>Significant increase in English language skills and knowledge of management techniques among beneficiaries.</p> <p><i>Means of verification:</i> Analysis of pre-training and post-training assessments.</p>	2.2.1 – English language training for ASEAN purposes for ASEAN Focal Points and Provincial administrators - four (4) groups .	<ul style="list-style-type: none"> • Funds to contract language schools in Vientiane and provinces. • Advice from ASEAN Dept. on appropriate syllabus and content.
		2.2.2 – ASEAN management trainings on specific purposes (IAI, AFTA, economic, functional, social and political) for GoL officials, ASEAN Functional and Economic Focal Points and Provincial administrators.	<ul style="list-style-type: none"> • Institute of Foreign Affairs/Management training school to conduct needs assessment and conduct training. • Advice from ASEAN Secretariat in order to tailor training to ASEAN work.

2.3 –GoL has the resources required to effectively coordinate ASEAN affairs.	2.3.1 - Establish an electronic filing system in the Lao National ASEAN Secretariat and support the establishment of basic filing system for GoL focal points	<ul style="list-style-type: none"> • Consultant to conduct systems process analysis and needs assessment. • Filing cabinets and shelving. • Training on paper and electronic filing methods.
	2.3.2 – Ensure full-time internet, email and fax connectivity for the project office.	<ul style="list-style-type: none"> • Fund for internet, telephone and fax.
	2.3.3 - Procure key equipment to support activities of the National ASEAN Secretariat.	<ul style="list-style-type: none"> • Vehicle • High-power LCD projector • Digital camera

Outcome 3:

Enhanced national capacity to assess policy implications of regional integration

Outputs	Output targets	Activities	Inputs
3.1 – Strategic policy framework to guide economic integration into ASEAN.	National strategy and action plan on ASEAN economic integration approved, disseminated and utilized. <i>Means of verification:</i> Document produced and distributed.	3.1.1 – Three (3) 2-day workshops on deepening Laos economic integration into ASEAN and the impact of AFTA.	<ul style="list-style-type: none"> • Facilitation by ASEAN Dept. with inputs from regional expert. • Participation of Line Ministries responsible for AFTA / AFTA Sub-focal points, IAI and international economic affairs, plus UNDP and ASEAN Secretariat. • Funds for conference facilities, travel, accommodation, printing costs.
		3.1.2 - Formulation of strategy and action plan guiding Lao-ASEAN economic integration including an analysis of the impact of AFTA and FTAs.	<ul style="list-style-type: none"> • Consultations with Line Ministries responsible for AFTA / AFTA Sub-focal points, IAI and international economic affairs, plus UNDP and ASEAN Secretariat.
		3.1.3 - National consultation to explore and promote linkages between ASEAN economic cooperation and the National Socio-Economic Development Plan (2006-2010).	<ul style="list-style-type: none"> • Funds for conference facilities, travel, accommodation, printing costs. • Local consultant as facilitator.

		3.1.4 - One (1) 3-days National Consultation on Results of Mid-term Review and Evaluation of IAI Programme.	<ul style="list-style-type: none"> • Facilitation by ASEAN Dept. • Inputs from Line Ministries responsible IAI and international economic affairs, CMV ASEAN DGs, UNDP CO and ASEAN Secretariat.
		3.1.5 – Preparation and Formulation of background documents, situation analyses, assessment of Lao PDR integration into ASEAN	<ul style="list-style-type: none"> • Consultations with Line Ministries responsible for political, social and economic affairs, plus UNDP and ASEAN Secretariat.
		3.1.6 – 2 day Internal Consultation on Lao PDR integration into ASEAN	<ul style="list-style-type: none"> • Facilitation by ASEAN Dept. in collaboration with all Line Ministries/ASEAN Focal Points. • Funds for conference hall, refreshments and printing costs.
3.2 – Strategic policy framework to guide integration into East Asia.	National strategy and action plan on the formation of an East Asia Community. <i>Means of verification:</i> Document produced and distributed.	3.2.1 – One (1) 5-day regional study tour in preparation for hosting the East Asia Regional Workshop	<ul style="list-style-type: none"> • Funds for travel and accommodation x 3 senior GoL officials. • Consultations with ESCAP in Thailand, Thai National ASEAN Secretariat, ASEAN Secretariat Indonesian National ASEAN Secretariat
		3.2.2 – One (1) 2-day regional workshops on Laos' economic integration into ASEAN and into East Asia.	<ul style="list-style-type: none"> • Participation from officials of GoL, CMV countries, ASEAN-6, ASEAN +3 and ASEAN Secretariat. • Funds for conference facilities, travel, accommodation, printing costs.

Outcome 4:

The project is effectively managed to ensure outputs are achieved.

Outputs	Output targets	Activities	Inputs
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4.1 – Sufficient managerial and technical inputs are provided to the project.	Project has necessary human resources. Management meetings, mid-term review and final evaluation take place.	4.1.1 - Staffing support for Implementation of Project activities.	<ul style="list-style-type: none"> • National Project Director • Project Manager • Assistant Project Manager • Project Accountant • Project Secretary
	<i>Means of verification:</i> Assessments contained in monthly and quarterly reports, mid-term review, final evaluation and project audit.	4.1.2 – Monthly and quarterly project management meetings	<ul style="list-style-type: none"> • Inputs of time by project staff and UNDP. • No financial cost.
		4.1.3 - Mid-term review and final evaluation of project activities	<ul style="list-style-type: none"> • Local and/or regional consultant in consultation with project stakeholders. • Funds for consultant's fee, travel and accommodation; funds for conference facilities and refreshments to present findings; funds for printing reports.
		4.1.4 – Financial audit	<ul style="list-style-type: none"> • Funds for audit. • Inputs of time by project staff and UNDP.

Section III. Total Work Plan and Budget

Expected output	Key Activities	Timeframe			Planned Budget			
		Yr1	Yr2	Yr3	Budget code	Budget Description	Amount in USD	
1.1- Greater awareness of the roles, responsibilities, opportunities and challenges of ASEAN membership.	1.1.1 – Three (3) 2-day seminars on Laos' integration into ASEAN - roles, obligations, opportunities and challenges for GoL officials and provincial administrators.	X	X	X	71600	Travel	9800	
					72500	Supplies	80	
					73100	Rental & Maintenance-Premises	3080	
					74200	Audio Visual & Print Production Costs	240	
					74500	Miscellaneous Expenses	660	
	Sub-total						13,860	
	1.1.3 – Translation, printing and distribution of ASEAN Political, economic agreements and accords into Lao language.	X	X	X	72100	Contractual Services-Companies	2,000	
					74200	Audio Visual & Print Production Costs	31,000	
	Sub-total						33,000	
	1.1.4 - Media campaign to mark the 10th Anniversary of Laos joining ASEAN and the 40th Anniversary of the founding of ASEAN.			X	71600	Travel	1,080	
					72100	Contractual Services-Companies	3,000	
					73400	Rental & Maint of Other Equip	5,000	
					74200	Audio Visual & Print Production Costs	8,500	
	Sub-total						17,580	
	1.1.5 - Two (2) 3-day Workshops for Media (Press, TV and radio) people to cover, report and write background stories on ASEAN activities.			X	X	71600	Travel	10,260
						72500	Supplies	200
						73100	Rental & Maintenance-Premises	4,160
74200						Audio Visual & Print Production Costs	1,240	
74500						Miscellaneous Expenses	793	
Sub-total						16,653		

	1.1.6 – Three (3) 1-day Midyear Internal Review Meetings to evaluate the training / seminar/workshop outcomes.	X	X	X	72500	Supplies	105
					73100	Rental & Maintenance-Premises	1,920
					74200	Audio Visual & Print Production Costs	210
					74500	Miscellaneous Expenses	112
					Sub-total		
1.2- Improved access to ASEAN-related information.	1.2.1 - Establish and maintain an ASEAN Document Archive in MoFA containing key ASEAN agreements, reports and other key documents.	X	X	X	71200	International Consultants	3,000
					71400	Contractual Services-Indiv	0
					72200	Equipment and Furniture	29,200
					72500	Supplies	3,600
					72800	Information Technology Equipmt	6,000
					73400	Rental & Maint of Other Equip	1,500
					73500	Reimbursement Costs	500
	Sub-total						43,800
	1.2.2 - Strengthen the International Document Information Center (IDIC).	X	X	X	71400	Contractual Services-Indiv	0
					72100	Contractual Services-Companies	750
					72400	Communication & Audio Visual Equip	3800
					72500	Supplies	4800
					72800	Information Technology Equipmt	3400
					73400	Rental & Maint of Other Equip	1500
					73500	Reimbursement Costs	100
74200					Audio Visual & Print Production Costs	3000	
74500	Miscellaneous Expenses	867.5					
Sub-total						18,218	
1.3- Senior GoL officials actively engage in ASEAN cooperation	1.3.1 ASEAN Department senior officials attend annual UN General Assembly ASEAN Foreign Ministers Meeting in New York.	X	X	X	71600	Travel	28,800
					73500	Reimbursement Costs	300
	Sub-total						29,100

through dialogue and debate.	1.3.2 Video-conferencing pilot initiatives.		X		71600	Travel	5,250	
					73100	Rental & Maintenance-Premises	2,980	
	Sub-total							8,230
	1.3.3 One (1) regional study tour in preparation for hosting the CLMV Regional Workshop		X		71600	Travel	9,600	
								Sub-total
	1.3.4 – One (1) CLMV regional workshop on narrowing the development gap through the Initiative for ASEAN Integration.		X		71600	Travel	15875	
					72500	Supplies	45	
					73100	Rental & Maintenance-Premises	1660	
					73400	Rental & Maint of Other Equip	200	
					74200	Audio Visual & Print Production Costs	1390	
74500					Miscellaneous Expenses	958.5		
Sub-total							20,129	
1.3.5 – Senior GoL Officials attend One (1) ASEAN meeting on poverty alleviation in the region.			X	71600	Travel	8750		
				73500	Reimbursement Costs	100		
Sub-total							8,850	
2.1- GoL has improved systems and procedures in place for the coordination of ASEAN affairs.	2.1.1 – Three (3) 2-day workshops to facilitate coordination between Lao National ASEAN Secretariat and GoL ASEAN Focal Points on AFTA	X	X	X	71600	Travel	12420	
					72500	Supplies	150	
					73100	Rental & Maintenance-Premises	5,400	
					74200	Audio Visual & Print Production Costs	300	
					74500	Miscellaneous Expenses	914	
	Sub-total							19,184
	2.1.2 – Three (3) 2-day workshops to facilitate coordination between Lao National ASEAN Secretariat, provincial officials and provincial business leaders.	X	X	X	71600	Travel	14,790	
					72500	Supplies	135	
					73100	Rental & Maintenance-Premises	4,980	
					74200	Audio Visual & Print Production Costs	270	
74500					Miscellaneous Expenses	1,009		
Sub-total							21,184	

	2.1.3 – Three (3) monitoring and support visits to provincial administrations.	X	X	X	71600	Travel	1,890	
					72500	Supplies	600	
					73400	Rental & Maint of Other Equip	2,625	
					74500	Miscellaneous Expenses	256	
							Sub-total	5,371
	2.1.4 – Comparative survey of ASEAN coordination mechanisms operating in CMLV countries.			X		71600	Travel	6,000
						73100	Rental & Maintenance-Premises	500
						73500	Reimbursement Costs	100
74200						Audio Visual & Print Production Costs	700	
						Sub-total	7,300	
2.2- GoL officials, ASEAN Focal Points and Provincial administrators have skills required to effectively coordinate ASEAN affairs.	2.2.1 - English language training for ASEAN purposes for ASEAN Focal Points and Provincial administrators - four (4) groups.		X	X	71600	Travel	12,800	
					72100	Contractual Services-Companies	3,000	
					72500	Supplies	60	
					73100	Rental & Maintenance-Premises	7,650	
					74500	Miscellaneous Expenses	1175.5	
							Sub-total	24,686
	2.2.2 - ASEAN management trainings on specific purposes (IAI, AFTA, economic, functional, social and political) for GoL officials, ASEAN Functional and Economic Focal Points and Provincial administrators.			X	X	71600	Travel	7,760
						72100	Contractual Services-Companies	300
						72500	Supplies	60
						73100	Rental & Maintenance-Premises	4,080
74500						Miscellaneous Expenses	610	
						Sub-total	12,810	
2.3- GoL has the resources required to effectively coordinate ASEAN affairs.	2.3.1 - Establish an electronic filing system in the Lao National ASEAN Secretariat and support the establishment of basic filing system for GoL focal points.	X	X	X	72100	Contractual Services-Companies	2000	
					72200	Equipment and Furniture	2880	
					72800	Information Technology Equipmt	6200	
							Sub-total	11,080
	2.3.2 - Ensure full-time internet, email and fax connectivity for the project office.	X	X	X	72400	Communic & Audio Visual Equip	3,180	
						Sub-total	3,180	

	2.3.3 - Procure key equipment to support activities of the National ASEAN Secretariat.	X	X	X	72200	Equipment and Furniture	25,000	
					72400	Communic & Audio Visual Equip	1,250	
					72500	Supplies	3,600	
					73100	Rental & Maintenance-Premises	3,600	
					73400	Rental & Maint of Other Equip	16,800	
					73500	Reimbursement Costs	100	
					74500	Miscellaneous Expenses	600	
					Sub-total			
3.1- Strategic policy framework to guide economic integration into ASEAN.	3.1.1 – Three (3) 2-day workshops on deepening Laos economic integration into ASEAN and the impact of AFTA.	X	X	X	71600	Travel	17,625	
					72500	Supplies	135	
					73100	Rental & Maintenance-Premises	4,980	
					73400	Rental & Maint of Other Equip	900	
					74200	Audio Visual & Print Production Costs	270	
					74500	Miscellaneous Expenses	1,196	
	Sub-total						25,106	
	3.1.2 - Formulation of strategy and action plan guiding Lao-ASEAN economic integration including an analysis of the impact of AFTA and FTAs.	X	X	X	71300	Local Consultants	2000	
					73100	Rental & Maintenance-Premises	1200	
					74200	Audio Visual & Print Production Costs	750	
	Sub-total						3,950	
	3.1.3 - National consultation to explore and promote linkages between ASEAN economic cooperation and the National Socio-Economic Development Plan (2006-2010).			X		71300	Local Consultants	2,000
						71600	Travel	4,375
72500						Supplies	40	
73100						Rental & Maintenance-Premises	2,120	
74200						Audio Visual & Print Production Costs	1,080	
74500						Miscellaneous Expenses	481	
Sub-total						10,096		

	3.1.4 - One (1) 3-days National Consultation on Results of Mid-term Review and Evaluation of IAI Programme.		X		71600	Travel	5800	
					72500	Supplies	35	
					73100	Rental & Maintenance-Premises	2070	
					73400	Rental & Maint of Other Equip	400	
					74200	Audio Visual & Print Production Costs	1770	
					74500	Miscellaneous Expenses	504	
							Sub-total	10,579
	3.1.5 - Preparation and Formulation of background documents, situation analyses, assessment of Lao PDR integration into ASEAN.	X	X	X	71300	Local Consultants	2000	
					73100	Rental & Maintenance-Premises	1600	
					74200	Audio Visual & Print Production Costs	750	
							Sub-total	4,350
	3.1.6 – Three (3) 2-day Internal Consultation on Lao PDR integration into ASEAN.	X	X	X	72500	Supplies	90	
					73100	Local Consultants	3,720	
					74200	Audio Visual & Print Production Costs	180	
					74500	Miscellaneous Expenses	200	
						Sub-total	4,190	
3.2- Strategic policy framework to guide integration into East Asia.	3.2.1 – One (1) regional study tour in preparation for hosting the East Asia Regional Workshop (see Activity 3.3.2).		X		71600	Travel	6,150	
					73500	Reimbursement Costs	100	
							Sub-total	6,250
	3.2.2 – One (1) regional workshops on Laos' economic integration into ASEAN and into East Asia.			X		71600	Travel	5975
						72500	Supplies	30
						73100	Local Consultants	1240
						73400	Rental & Maint of Other Equip	200
						74200	Audio Visual & Print Production Costs	1360
74500	Miscellaneous Expenses	440						
						Sub-total	9,245	

4.1- Sufficient managerial and technical inputs are provided to the project.	4.1.1 - Staffing support for Implementation of Project activities.	X	X	X	71400	Contractual Services-Indiv	36,000	
							Sub-total	36,000
	4.1.2 - Monthly and quarterly project management meetings.	X	X	X	74500	Miscellaneous Expenses	1800	
							Sub-total	1,800
	4.1.3 - Mid-term review and final evaluation of project activities.	X	X	X	71300	Local Consultants	3000	
					73500	Reimbursement Costs	100	
							Sub-total	3,100
	4.1.4 - Financial audit.	X	X	X	74100	Audit Fees	9,000	
							Sub-total	9,000
							Grand-total	500,774

Notes:

Development Partner and source of funds:

- Columns noting Project ID, Responsible Partner, Fund and Donor have been omitted from the Total Workplan and Budget table above for ease of reference.
- All Activities have the same Project ID, Responsible Partner, Fund and Donor. These are as follows: Project ID: *to be assigned automatically*; Responsible Partner: ASEAN Department, Ministry of Foreign Affairs; Fund: 04000; Donor: 00012

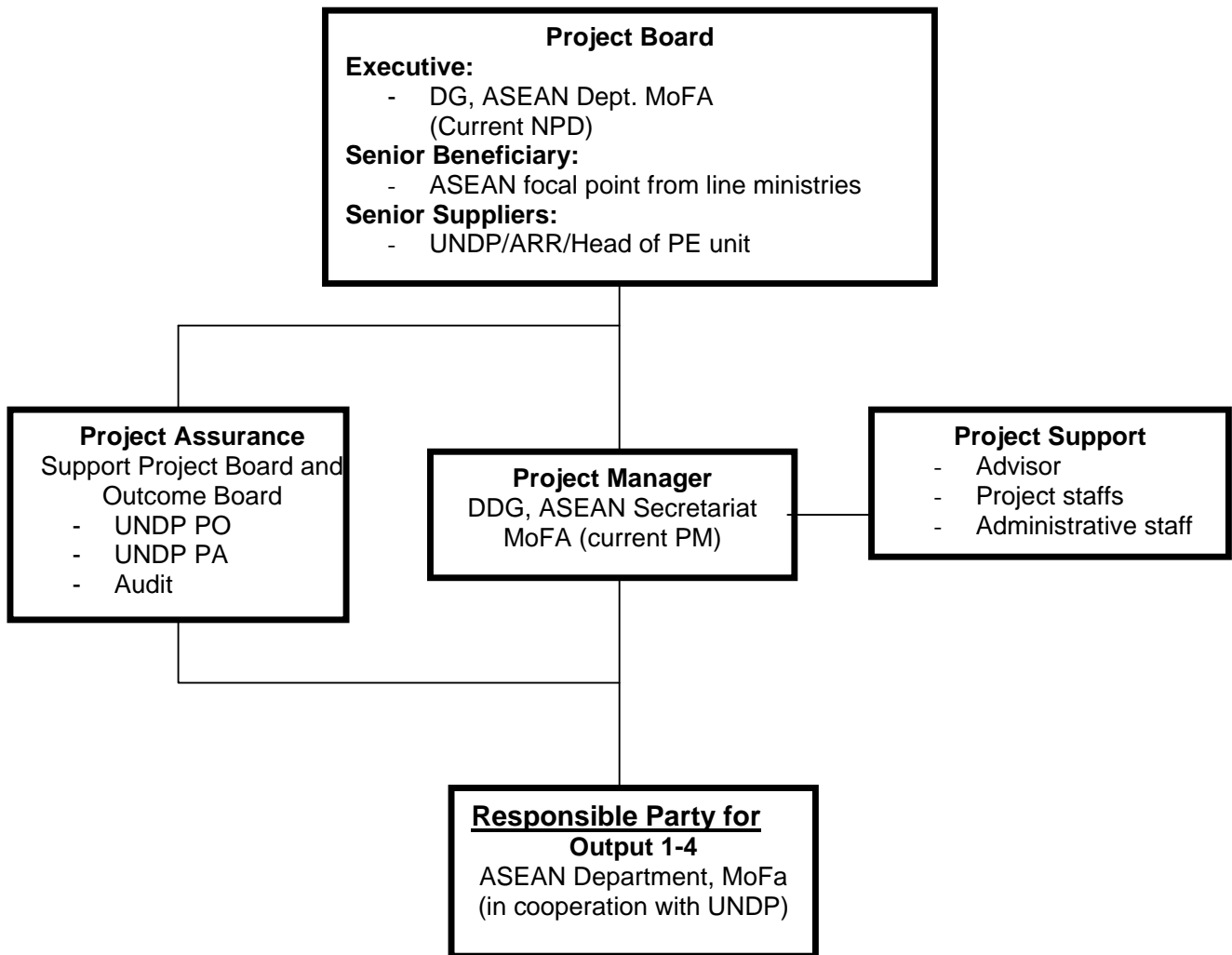
Timeframe for activities:

- It is anticipated that the project will begin implementation at the start of the 3rd Quarter of 2006 (at the latest). The work plan has been developed on this basis.

Footnotes:

1. Expenses allocated to budget code 71600 Travel include: transport fees (airfares, bus tickets), DSA (per diem for general living costs including hotel) and miscellaneous travel expenses (including airport taxes and necessary taxi fees etc.)
2. Expenses allocated to budget code 73100 Rental Conference Hall include: cost of renting a suitable conference room, setup of room into a suitable layout for the workshop or conference, provision of public address equipment, lunch and refreshments for participants during the seminar and miscellaneous related costs.

ANNEX 1: Management Arrangement Graph





Lao PDR

SIGNATURE PAGE

Country: Lao PDR

UNDAF Outcome(s)/Indicator(s): **Supporting the Lao PDR regional integration and transformation to 'landlinked' country through its active participant in ASEAN**

Expected Outcome(s)/Indicator (s): **MYFF CO Goal 2 Achieve the MDGs and Reducing human poverty**

Expected Output(s)/Annual Targets: **Capacity building of selected government entities strengthened to increase foreign trade and capital inflows, particularly in regions with potential and low levels of investment**

(CP outputs linked to the above CP outcome)

Capacity building to ensure effective functioning of the ASEAN National Secretariat, and focal points; improving GoL and public awareness about substantive and institutional issues relating to Lao PDR's membership in ASEAN; formulating new strategy for a long-term support to ASEAN department and Laos' integration into ASEAN

Implementing partner: Ministry of Foreign Affairs

(designated institution/formerly executing entity)

Responsible parties: ASEAN department, Ministry of Foreign Affairs

Programme Period: <u>2007-2010</u>
Programme Component: MYFF Goal (Service line 2.2 Pro-poor policy reform)
Project Title: Enabling More Effective Integration of Lao PDR into ASEAN"Phase II"
Project ID: _____
Project Duration: <u>36 months</u>
Management Arrangement: <u>UNDP</u>

Budget	\$500,774.00
General Management Support Fee	_____
Total budget:	\$500,774.00
Allocated resources:	_____
Government	_____
Regular (UNDP TRAC)	\$500,774.00
Other:	_____
	<input type="radio"/> Donor _____
	<input type="radio"/> Donor _____
	<input type="radio"/> Donor _____
In kind contributions	_____
Unfunded budget:	_____

Agreed by Government: _____

Agreed by UNDP: _____

Annex I

Service Request Form

SR01 (To be used by projects executed by National Agencies or NGOs)



To: UNDP Country Office
[Agency to complete]

From: [Requesting Agency to complete]

Attn: UNDP Resident Representative
[Agency to complete]

Authorizing Officer: [requesting Agency to complete]

FAX: Country Office fax number
[Agency to complete]

Signature:

Cc: Request Date:

Subject: Request for Country Office Support Services

In accordance with UNDP requirements, we hereby request UNDP to provide the following services listed below:	
Project Title and Number	<i>Enabling More Effective Integration of Lao PDR into ASEAN Phase II</i>
Service Instructions:	<p>-Recruitment: recruitment of (name of post or consultancy) for a duration of..... The detailed terms of reference are attached.</p> <p>-Procurement: procurement of equipment and/or supplies. Detailed description and specifications of items for this procurement are attached.</p> <p>-Contracting: contracting of services from an organization or firm to provide required services. Detailed terms of reference for contract are attached.</p>

Estimated Cost distribution					
Project ID	Activity	Donor	Fund	Budget Account	Current Amount

Certification: The authorized official hereby certifies:

- that this request is in accordance with the project document and the Annual Work Plan (AWP);
- that the items in this request are covered by funds available in the project budget;