Minutes
First 6 months UXO Project Management Meeting 2018
Project Title: “Removing the UXO Obstacle to Development in Lao PDR - Moving Towards Achieving SDG 18”

Date: 3 July 2018 (Morning)
Venue: Lane Xang Conference Room, UN House

Opening Remarks
1. H.E. Dr. Khampheng Xaysompheng, Minister of Labour and Social Welfare
   - Welcomed participants and expressed pleasure to represent NRA and the government of Laos to join Ms. Immonen in chairing the session.
   - Confirmed the attendance of two Vice Governors from Xiengkhouang and Savannakhet Provinces.
   - The project board meeting today will share the achievements to date for the UXO sector and show the plan for the second half including the progress update on vocational training for UXO survivors in Huaphan, Xiengkhouang and Savannakhet provinces. Update on data issue regarding Huaphan province.
   - Expressed sincere thanks to UNDP for technical and financial support since the new project document was signed, wished the meeting great success.
   - Welcomed the Resident Representative (RR) to add further comments.

2. Ms. Kaarina Immonen, UNDP Resident Representative to Lao PDR
   - Welcomed all participants and thanked H.E. Dr. Khampheng Xaysompheng, Minister of Labour and Social Welfare, Chairman of the NRA Board and the NRA for convening the meeting.
   - Informed the group that there will be presentations from NRA and UXO Lao and also information to be shared regarding the New York side event.
   - Welcomed the new Chief Technical Advisor to the UXO Unit at UNDP; Mr. Olivier Bauduin, noting that he is spending part of his time with each agency which is conducive for good coordination and operations within the relevant UXO agencies.
   - The current situation for the UXO sector has had an impact on funding with the suspension of development partners’ funds to the project as a result of the Huaphan data issue. Stated that it is important to overcome this issue and retain the development partners’ confidence in the sector. It is an opportunity to overcome and learn from it.
   - Thanked all guests for their hard work and coordination to achieve Sustainable Development Goal 18 (SDG18) and welcomes constructive comments and looks forward to hearing presentations.
Presentation by NRA Director- Mr. Phoukhieo Chanthasomboune

- **Project achievements for the first half 2018**

1. **Legislation**
   - Approval of the new NRA Decree No. 67/PM, dated 12 February 2018 which conveys the organizational role of NRA office and UXO provincial management committee. It also shows the full NRA structure and board members.
   - Development of UXO survey procedure.

2. **Administration**
   - Conducted NRA board meeting 2018, UXO project board meeting, bilateral meeting between NRA and US Ambassador and first 6 months NRA board meeting.
   - Provided report on SDG 18 implementation to the National SDG Secretariat.
   - Memorandum of Understanding developed and signed with WLP Lao amounting to USD227,000; Sterling USD 1,905,440; Houaphan Vocational Training School USD 50,000 and Community Development Association (CoDA) USD 46,258; MAG USD 267,272 and UXO Lao USD 531,853, with total of USD 3,027,823.
   - Entered historic data to IMSMA for 5,213 reports.
   - Conducted QA/QC 8 times.

3. **Operations**

   **Mine Risk Education (MRE)**
   - Printed 5,000 UXO posters.
   - Completed provincial radio stations to broadcast UXO messages and UXO information at 5 provincial radio stations (Vientiane Capital, Khammouane, Sekong, Saravan and Champasack). Reviewed and produced UXO MRE spots for radio program.
   - Conducted workshop on lesson learned and work planning for radio program meeting.
   - Conducted workshop to review MRE materials.
   - Conducted 450 MRE visits in 145 villages and 94 schools, reaching a total of 80,219 beneficiaries.
   - Over the past 6 months, there were 10 UXO accidents with 14 victims of which, 12 were injured and 2 were killed.

   **Victim Assistance (VA)**
   - Completed vocational training for UXO survivors in XK, HP and SVK provinces.
   - Coordinated with government and private sectors to provide assistance to 141 people; medical care for 17 people, rehabilitation to 15 people, economic inclusion 107 people or 35.6% compared with annual work plan (300 people) and prosthetics to 2 people.

   **Survey and Clearance**
   - NTS undertaken in 93 villages (9.8% of annual target); 187 evident points found which include 1,794 cluster munitions.
• TS undertaken in 1,418 tasks in 120 villages (12.6% of annual target) covering 8,767 hectares, established in 5,105 hectares of CHA; 9,112 UXO found of which 8,211 were cluster munitions.
• Clearance of 2,686 hectares (60% of annual target) and destroyed 32,628 items of UXO.

4. Funding
• 2018 budget for NRA was USD 1,978,418. First 6 months budget was USD 565,558. Out of which USD 492,281 was used.

5. Challenges
• Some of the activities planned were not conducted so far, namely: Provincial IMSMA and Information Management Workshop for NRA provincial coordination office in 13 provinces; SEOD Annual meeting for Reviewing of Implementation of Survey and Clearance Standard and Procedures in 2018; printing of UXO sector annual report 2017; decoration, small construction of NRA office, car fuel, vehicles, maintenance/insurance/registration and draft Lao PDR legislation to implementation the CCM.
• Some targets are not on track: target on NTS (93 villages were conducted compared with annual target 948 villages) and TS (120 villages conducted compare with annual target 948 villages).

**Cause:** Delays in funding from Norwegian People’s Aid (NPA), the EU, Ireland for UXO Lao and NRA and funding from U.S. for INGOs.

• The UXO false data issue in Huaphan province has impacted funding for UXO Lao and other funding mobilization of Lao government.
• Delay of MoU consideration.

- Work plan for second half 2018.
  1. Main activities.
• Approval of the agreements of Minister on working procedure of NRA board; agreement of Minister on organization and role of NRA office and UXO provincial management committee; agreement of Minister to utilize the UXO survey procedure; UXO national standard and continue drafting the Lao PDR legislation for implementation of the CCM.
• Correct UXO data error in IMSMA; conduct provincial IMSMA and Information Management Workshop for NRA provincial coordination office in 13 provinces; join with NPA and GICHD to develop UXO information management.
• Continue to address and finalize the UXO data issue in Huaphan province; attend meetings in the region and internationally; MoU consideration; celebrate 10th anniversary for the signing of the Oslo Convention; convene meeting to develop 2019 UXO Sector Work Plan, prioritization of UXO Survey, Clearance, Mine Risk Education and Victim Assistance; research to find out direction on UXO survey and clearance in some provinces where no INGOs working and conduct QA/QC 10 times.
• Continue to encourage government and private sectors to conduct MRE activities in 527 villages and 96 schools; provide assistance to UXO survivors on medical care, rehabilitation, and vocational inclusion for 193 people; conduct NTS in 855 villages, TS in 828 villages, Clearance 1,794 ha and emergency response in UXO contaminated where no INGOS are working.

2. Funding for second half of 2018.

Funding requirements for second half of 2018 is USD 1,456,061 of that USD 951,832 is secured and the funding gap is: USD 504,229 which includes some activities as below:

• Procurement of IT equipment for NRA office.
• Salary of new NRA position and salary of UNDP advisors.
• NRA office maintenance, construction, office supplies and equipment.
• Vehicle maintenance/insurance/registration, procure 1 new vehicle, fuel and printing of NRA vehicle log book.
• Procure IT equipment to support for 13 NRA coordination provinces.
• Celebrate 10th anniversary for the signing of the Oslo Convention.
• Draft Lao PDR legislation to implementation the CCM.
• Attend international meeting of the CCM meeting and technology workshop.
• Conduct SEOD Annual meeting for Reviewing of Implementation of Survey and clearance Standard and Procedures in 2018.
• Design/layout and printing of UXO sector annual report 2017; printing UXO national standard book.
• Conduct field monitoring the operation of INGOS in provinces.
• Conduct provincial workshop on UXO clearance and planning with 11 provinces.

Presentation by UXO Lao Director- Mr. Thiphasone Soukhathammavong

• Key Events in the first half of 2018.

• H.E. Dr. Khampheing Sayosompheng and his delegation visited the Ministry of Labour and Vocational Training of Cambodia and Cambodian Mine Action Centre (CMAC) from 07 - 11 March 2018.
• H.E. Mr. Taro KONO, Minister for Foreign Affairs of Japan met UXO Lao during COPE visits in Vientiane on 7 April 2018.
• H.E. Mr. Kazuhiko KOSHIKAWA, Executive Senior Vice President of JICA visited UXO Lao’s Field Operation in Luangprabang Province on 18 May 2018.
• H.E. Ms. Donica Pottie, Canadian Ambassador to Lao PDR observed UXO Lao’s Mine/UXO Risk Education Activity in Luangprabang Province on 31 January 2018.
• Lieutenant General Sittipol NIMNUAN, Director General of Thailand Mine Action Center (TMAC) and his delegation visited UXO Lao’s headquarters on 27 April 2018.
• Funds Available for UXO Lao in the first half of 2018
  - Government of Lao PDR US$ 12,417
  - Canada US$ 20,902
  - European Union US$ 765,811
  - Ireland US$ 102,503
  - Japan US$ 1,317,834
  - Luxembourg US$ 8,512
  - New Zealand US$ 1,427,424
  - South Korea US$ 25,000
  - United Kingdom US$ 7,000
  - United States of America US$ 3,321,792
  - World Without Mines Foundation US$ 189,000

• Project Achievements in the first half of 2018.
  - MRE target for 2018 is 468. The project conducted 220 village visits to date.
  - Roving Tasks: The project destroyed 9,730 UXO items.
  - Non-Technical Survey: The target for 2018 is 108 villages. The project conducted non-technical surveys in 47 villages.
  - Technical Survey: Target in 2018 is 108 villages. The project conducted TS in 2,465 hectares and 6,073 UXO items destroyed.
  - Area Clearance: Target for 2018 is 3,673 hectares. The project cleared 1,884 hectares and 33,559 UXO items destroyed.

• Funding Situation:

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<th>Detail</th>
<th>Budget needed</th>
<th>Funding available</th>
<th>Funding gap</th>
<th>Remark</th>
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<td>MRE</td>
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<td>137,589</td>
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<td>AC</td>
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<td>QM</td>
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<td>Brush cutting operation</td>
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<td>587,464</td>
<td>SLV, SK, CPS</td>
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<td>Procurement and Logistic</td>
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<td>234,460</td>
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<td>1,911,978</td>
<td>994,664</td>
<td>SLV, SK, CPS, TC</td>
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<td>Total</td>
<td>12,832,762</td>
<td>8,375,595</td>
<td>4,457,168</td>
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<tr>
<th>Location</th>
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<tr>
<td>Total</td>
<td>12,832,762</td>
<td>8,375,595</td>
<td>4,457,168</td>
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Total funds needed in 2018 was US$ 10,813,506; funds available was US$ 7,189,195; funds under negotiation was US$ 2,029,231 and unfunded was US$ 1,595,080.

- **Challenges.**
  - No Standard of Operating Procedure (Survey and Clearance) for non-cluster munitions affected areas.
  - Village-based survey approach remains a challenge for UXO Lao.
  - The Quality of Field Operations (Survey and Clearance) is not satisfactory.
  - Delay of data reporting and entry into IMSMA.
  - Funding gap for field operations in 3 southern provinces and 5 clearance teams, including UXO Lao Training Center.
  - The exchange rate is not consistent with the actual market rate.

- **UXO Lao Work Plan for Second Half 2018.**
  1. **Action Plan on Operations Quality Improvement:**
     - The incomplete CHAs need to be identified and re-surveyed / corrected.
     - Review and revise Term of Reference of Deputy Provincial Coordinator, SEOD and TS Team Leader to be in line with the current operations.
     - There is a need to strengthen the planning process and to improve the monitoring and quality management system at office and field levels.
     - Need for improvement of the reporting systems at office and field levels.
  2. **Continue implementing the work plan for second half 2018 to achieve as planned:**
     - To complete 248 village visits for Mine Risk Education;
     - To complete 61 village surveys for Non-Technical Survey;
     - To complete 54 village surveys for Technical Survey;
     - To complete 1,789 hectares for Area Clearance.

- **Discussion points from Mr. Thipasone Soukhathammavong**
  1. The Project Management Meeting to consider the allocation of funds amount of US$ 1.5 million to cover:
- 3 Provincial Offices Operating Costs (Salavan, Sekong and Champasak). Minimum amount required is US$ 1,069,000 (July – December 2018).
- Salary and Operation Costs for 05 Clearance Teams (2 in Savannakhet, 2 in Salavan and 1 in Champasak). The minimum amount required is US$ 355,000 (July – December 2018).
- Salary and Activities Costs for UXO Lao Headquarters and Training Center. The minimum amount required is US$ 169,000 (July – December 2018).

If there is no new funding source available, UXO Lao proposes to stand-down the operations in 3 southern provinces (Salavan, Sekong and Champasak) starting from July 2018.

2. Provide the EU with information and re-assurance which could unblock the next installment and provide funding to UXO Lao Huaphanh Office.
3. Should UXO Lao follow the National Survey Procedure (village-based survey) or respond to the needs of community?

Update on the progress on the Huaphan data issue and VA activities
Mr. Bounpheng Sisawath, Deputy Director of NRA
- Presented an update on the progress of data issue in Huaphan province and also draft agenda for external inquiry team.

Mr. Bountao Chanthavongs, VA Officer of NRA
- Shared progress update on Vocational Training and Economic Support for UXO survivors' activities funded by KOICA.

Update on UNDP's financial situation
Mr. Balasubramaniam Murali, Deputy Resident Representative, UNDP
- Thanked all participants for their attendance and shared an overview of the financial situation for the UXO programme.
- Provided an overview of the funding gaps for the Lao Army and that UXO Lao holds a gap of almost USD 1.6 million.
- Stated that if these gaps continue to be uncovered, there is the possibility of standing down teams.
- Stated that there is a strong interest from DPs to help the UXO sector and development efforts in Lao PDR however, the data issue needs to be addressed to stabilize confidence with DPs and secure resources.

Update on the UXO Side Event in New York
Mr. Bougnalith Southichak, Deputy Director General of International Organization Department, Ministry of Foreign Affairs
- Provided an update on the preparatory progress for the NY SDG18 side event on the 17th of July.
- At the end there will be the final remarks, wrap up and closing of the display booths.

Comments and discussion after Presentations:
Mr. Bounphamith Somvichith, Deputy Director of the NRA
- Noted that we are requesting the NRA chairman to approve the new UXO survey procedure. This survey procedure was discussed many times with operators and changes were made to
the document in line with the current situation. He also highlighted the two steps for the new UXO survey procedure: Step 1: Non-technical survey "NTS" is used to identify evidence points of explosive contamination (primarily cluster munitions in Lao PDR). This involves collecting information of explosive hazards from historical records and from local population; Step 2: Technical survey "TS" is used to identify and map Confirmed Hazardous Areas (CHA) for future clearance. The area is divided into 50m by 50m boxes, with a grid placed over the starting evidence points. Each box is scanned with detectors for more evidence and-if found the team stops and moves to the next box. The process follows the cluster munitions strike until no more evidence is found. Cluster munitions identified during this process are mapped and then destroyed. The boxes are color-coded based on the findings and the results are used to establish the CHA requiring clearance. This is the crucial step to define the extent of contamination and begin to plan operations.

- He noted that we cannot close the TS by village with 3 reasons detailed as follows:
  - The previous consultation meeting with operators agreed to report on the achieved NTS task-by-task operation results.
  - The capacity of the detector on surveying land deeper than 25cm. There is the possibility of cluster bombs being located deeper than the 25cm. How can the TS teams clear the land fully if there are limitations to how deep the detectors survey?
  - UXO Lao has 1 survey team in each province, despite INGOs have many teams in provinces.

Mr. Olivier Bauduin, Chief Technical Advisor/Head of UXO Unit, UNDP
- Noted that the UXO sector work plan 2018 is now available with clear village targets for NTS and TS.
- The revised survey procedures have also been approved. Regarding the village-by-village basis, he promoted this basis at the sector level in compliance with the survey procedures, because the UXO sector needs a systematic approach to know the extent of the Cluster Munitions contamination in Lao PDR. The progress reporting at sector level should be by village as unit of measurement. For UXO Lao, due to the limited survey capacity, the organization may re-focus on survey data clean-up to improve the quality of their data.

Mr. Boungnalinth Southichak, Deputy Director General of International Organization Department, MoFA
- Asked about how UNDP plans to organize the financing for those attending the SDG18 side event in New York. Will money be paid directly or reimbursed for the cost of the event.

Mr. B. Murali, Deputy Resident Representative, UNDP
- Confirmed that this would be discussed further but most likely a reimbursement will be provided.

Mr. Khamsen Manivong, Vice Governor of Xiengkhouang province
- If TS by village cannot be conducted, there is an option for TS on a family by family, household by household basis.
Mr. Khampoun Tuphaithoun, Vice Governor of Savannakhet province.

- Noted that Savannakhet province has many districts and is a large area with heavy UXO contamination and it is difficult to operate TS by village. He agreed with Vice Governor of Xiengkhoung province to conduct TS by family/household. The level of UXO contamination is different with some areas 25cm deep and some areas over 25cm.

Mr. Wanthong Khamdara, Deputy Director, UXO Lao

- Noted that UXO Lao would like to know the capacity of INGOs doing survey. He believed that some local authorities in the provinces were not notified of all the progresses made of survey by INGOs. In addition, Mr. Wanthong stated that when UXO Lao makes a small mistake, it is made into a bigger issue by others to try discredit UXO Lao’s reputation every time.
- Stated that UXO Laos focusing on the quality of survey and as a result of the data issue and that they are now looking at field visits to support this activity. Monitoring and cross-checking the information for the data entry will also require more attention at the provincial and district levels.
- The UXO SWG should have an open floor discussion to compare the cost effectiveness of what has been invested and what has been accomplished by INGOS.

Mr. Vilay Phanthavong, Deputy Head of Cabinet, Ministry of Labour and Social Welfare

- Noted that he had the opportunity to accompany the Minister of Labour and Social Welfare in Xiengkhoung province and found that UXO contamination there has a huge impact especially UXO in forests, gardens, school yards and villages. He agreed with Thiphasone’s opinion that UXO Lao is conducting not only clearance in the yellow highlighted CHA boxes on the map, but also other areas that extend beyond this.
- The detector can search UXO in areas as deep as 25cm-30cm, if we would like to start the construction of the development projects such as school, hospital, markets, the survey in those areas need to be over 1-2 meters in depth.
- He agreed to conduct TS operations by family/household.

Mr. Phoukhieo Chanhasomboun, Director of the NRA

- He stated that we can conduct TS by tasks done. We cannot bring only the cluster munitions as the evidence for survey as there were many types of UXO dropped on Laos. The UNMAS operation procedure as mentioned earlier is used for landmines not for UXO in Lao PDR.
- The sector conducted the UXO survey in line with the 8th NSEDP and is linked with the article 4 of the CCM and also linked with the proposed extension of the CCM. The CCM stated that state parties have to clear all known areas within a 10 Year and 5 years extension possible. Based on the current progress of UXO clearance, Lao PDR cannot achieve the target by the deadline of 2020.
- Noted that in reality, UXO Lao has the capacity to undertake survey, but the lack of resources effects this and the INGOs have more funding for survey team building. In this regard, the chairman of the NRA has also the opportunity to mention to the U.S ambassador on this issue of UXO Lao’s survey teams. If UXO Lao cannot join the survey mission, he believes that the UXO sector won’t fully reach the target.
- Also noted that there are some UXO contamination in the provinces where no INGOs are working. Within this concern, NRA is going to discuss with donor countries to find the way help these provinces with survey and clearance.
- Stated that we cannot ignore other UXO found during the survey to be destroyed.
- He reported that UXO Lao currently faced the issue on funding for removing grass or clearing of land before conducting the survey despite INGOs have budget for that. In this regard, UXO Lao needs to propose to donor countries to consider in one standard for budget allocation for removing grass.

Dr. Yangkou Yangleuxay, Director General of Planning and International Cooperation, Ministry of Labour and Social Welfare.

- He noted that it is first time to participate in this meeting as the project management member. The progress made for survey regardless of the difficulty with access and the overall survey progress demonstrated through the presentations shows that UXO Lao has positive outputs.
- He stated that the key role of NRA and UXO involve focusing on how to reach all targets set for 2018 and the future years. He urged an improvement the performance of survey for the second half 2018 and believes that if we can move forward some of remaining legal documents to be signed or approved, it will help to support the survey and clearance for better performances and faster.
- We cannot reach the goals set if the resources remain the same at current levels and requested more support from DPs.

Mr. Morakot Vongxay, Head of UN Political Division, Department of International Cooperation, Ministry of Planning and Investment.

- Stated that MPI has to see the recommendations from the 2017 RTM.
- Noted that NRA must conduct the evaluation of Official Development Assistance (ODA) being used for UXO in Lao. MPI has now made available the VDCAP guideline tool for evaluation and revision. At the same time, development partners are also requested to review and revise their funding support to UXO sector and proposed that this year's UXO SWG should include this issue on the meeting's agenda and to have ODA topic for discussion.
- Proposed that NRA submit the work plan for second half 2018 to MPI especially the plan to organize UXO SWG meeting and other key important meetings and events.
- With regards to the Counterpart Fund, MPI has sent a letter to the Embassy of Japan requesting for USD 1.2 million from counterpart fund. He suggested UXO Lao follow up with MoFA.

Thiphasone Soukhathammavong, Director of UXO Lao.

- Thanked MPI for comments regarding counter-part funding. Stated that some of UXO Lao provincial offices such as Champasack are starting to pack equipment for office closing.
- Mr. Thiphasone requested a clear timeframe and way forward to be provided for UXO activities as some activities are on hold and there are teams in several provinces who are waiting for a decision to be made. He reiterated the importance of a clear timeline and advice is required along with a decision from the minister.
- He hoped that the meeting today will provide greater clarity and direction for UXO Lao and whether operations should temporarily come to a halt or continue.

Mr. Phoukhieo Chanthasomboune, Director of the NRA

- Noted that the reason why the target progress for survey is off track over the past 6 months is due to the delays with some INGOs in submitting their MoU for survey. He stated that the sector has done quite well on the prioritization setting for survey, clearance for INGOs and a focus should be on the quality of activities conducted.

Closing Remarks.

1. Ms. Kaarina Immonen, UNDP Resident Representative to Lao PDR
   - Thanked all participants for their attendance and contribution to this project management meeting and having brought the group together for this project management meeting.
   - Acknowledged the achievements to date for the NRA and UXO Lao (including the decree).
   - Mentioned the financial situation and funding gap for both national organizations and that this meeting highlights the need for resource mobilization.
   - Reiterated the importance of moving forward with transparency regarding the Huaphan data issue and for all activities in the provinces. Resident Representative urged the case to move forward with the external inquiry so that donors can receive the final report and the issue can be resolved.
   - Concluded by expressing thanks to the Minister of Labour and Social Welfare for chairing this meeting.

2. H.E. Dr. Khampheng Saysompheng, Minister of Labour and Social Welfare
   - Thanked all participants again for contributions, constructive opinions in the meeting.
   - Thanked UNDP for their commitment to mobilize the resources necessary to fill gaps of UXO Lao from the financial crisis and to thus, enable UXO Lao's operation to move forward until end of 2018.
   - Congratulated the achievements for the first 6 months in the UXO sector presented by NRA and stated that this meeting fundamentally approved the second half work plan of 2018.
   - Suggested that UXO Lao improve their operation in the field and to pay attention to have a strong vertical and horizontal coordination with government, donor countries, INGOs, between central and local levels. In addition, he suggested UXO Lao quickly improve their roles and responsibilities assigned and to move under NRA in line with the agreement of the NRA board meeting on 28-29 March 2018.
   - He acknowledged the information provided during NRA's presentation on the recorded UXO data falsification for UXO Lao in Huaphan province. Suggested NRA to engage the Ad Hoc Huaphan Provincial Investigation Committee to work on this issue quickly and then invite UNDP and interested donor countries to travel to Huaphan province to participate in the investigation procedure with NRA and provincial authorities. Suggested that the mission take place before the Lao delegates attend the SDG18 Side Event from 16-18 July 2018 in New York, USA.
   - He thanked NRA, UNDP and KOICA for overseeing the implementation of the vocational training for UXO survivors in Huaphan, Xiengkhouang and Savannakhet provinces. This project was a good starting point to bring Lao civil society (Lao CSO) together to take part in the
assistance for UXO survivors through the support of UNDP and the Republic of Korea. Sincerely thanked KOICA for supporting in this area to fulfill the needs of UXO victims.

- Thanked MoFA on the progress update of the preparation of the UXO Side Event in New York and mentioned that NRA and UXO Lao should focus more on the preparation in order to have good documents and related materials in place.
- Thanked Ms. Kaarina Immonen, UNDP Resident Representative to Lao PDR, donor countries and organizations for supporting the UXO sector in Lao PDR.

END.

National Regulatory Authority for UXO/Mine Action Sector in Lao PDR, Director General, Mr. Phoukhieo Chanthesomboune

Signature: ____________________________, Date: ____________________________

UNDP Resident Representative to Lao PDR, Ms. Kaarina Immonen

Signature: ____________________________, Date: ____________________________
List of participants:

I. Chair and Co-chair of the meeting:
   1. H.E. Dr. Khampeng Saysompheng, Minister of Labour and Social Welfare and Chairman of the NRA Board (Chair)
   2. Mrs. Kaarina Immonen, UNDP Resident Representative to Lao PDR (Co-Chair)

II. Lao Government:
   3. Mr. Khamsenh Manivog, Vice Governor of Xiengkhoung province
   4. Mr. Khampunhoune Toupaytoune, Vice Governor of Savannakhet province
   5. Mr. Bougnalith Southichak, Deputy Director General of International Organization Department, MoFA
   6. Mrs. Moukdavanh Sisoulith, Acting Director of the UN Political and Security Affairs Division Department of International Organizations, MoFA
   7. Mr. Morakot Vongxay, Head of UN Political Division, Department of International Cooperation, MPI
   8. Mrs. Lucy Xaygnaxang, Officer, MPI
   9. Dr. Yangkou Yanglexay, Director General of Planning and International Cooperation Department, Ministry of Labour and Social Welfare
   10. Mr. Kongvang, Secretary of Vice Governor of Xiengkhoung Province
   11. Mr. Sounthala Douangphasert, Secretary of Vice Governor of Savannakhet Province

III. UNDP
   12. Mr. Balasubramaniam Murali, Deputy Resident Representative, UNDP
   13. Mr. Olivier Bauduin, Chief Technical Advisor/Head of UXO Unit
   14. Ms. Mayu Sakaguchi, Programme Analyst
   15. Mr. Phetsamone Southalack, Planning and Reporting Officer
   16. Ms. Rona Manaay, Finance Technical Specialist
   17. Ms. Lisa Byrne, Programme and Partnerships Support Officer

IV. Ministry of Labour and Social Welfare:
   18. Vilay Phanthavong, Deputy Head of Cabinet, Ministry of Labour and Social Welfare
   19. Vithoune Sithimolada, Secretary of Minister of Labour and Social Welfare

V. NRA office
   20. Mr. Phoukhieo Chanthasomboun, Director of the NRA
   21. Mr. Boumpheng Sisawath, Deputy Director of the NRA
   22. Mr. Bouumphamith Somvichith, Deputy Director of the NRA
   23. Mr. Phommachanh Khammanichanh, Clearance Officer
   24. Mr. Bountao Chanthavongsa, Victim Assistance Officer
   25. Mr. Khammonykhoun Southivong, IM Officer
   26. Mr. Vilavong Sysavath, Programme Officer
   27. Ms. Sisavanh Khammonoaghoun, Mine Risk Education Officer
   28. Ms. Chithavone Philavanl, Research Officer
   29. Ms. Lasoy Phipak, PR technician
   30. Mr. Lathanongxay Chansomphou, PO technician
VI. UXO Lao
31. Mr. Thipphasone Soukhathammavong, National Project Director
32. Mr. Wanthong Khamdala, Deputy Director
33. Mr. Alexang Hongkeo, Chief of Administration
34. Mr. Saomany Manivong, Chief of Programme Unit
35. Mr. Kee Boutsada, Chief of Operation
36. Mr. Vilaivanh Thongmanivong, Deputy Chief of Programme Unit