

**Lao People Democratic Republic**  
**Peace Independent Democracy Unity Prosperity**



Ministry Labour and Social Welfare  
Office of National Regulatory Authority for  
UXO Action Sector in Lao PDR

No. /ONRA  
Vientiane, Date:

**Meeting Minute**  
**Q1 2023 Victim Assistance Technical Working Group Meeting**

**To : Director General of NRA**

**Subject : Reporting Minute of Q1 2023 Victim Assistance Technical Working Group Meeting**

- Referring to the Minister of MLSW Agreement No. 4999/MLSW dated 09 November 2022 on NRA Structure and Mandates.
- Referring to Q1 2023 workplan of Victim Assistance Unit.

NRA Victim Assistance (VA) Unit organized quarterly VA TWG Meeting on 28 March 2023 at NRA office meeting room :

**I. Objective**

This activity will contribute to *Improved capacity of the NRA in strategic direction for the sector, supervision, data use and resource-mobilization including discourse on alternative financing modalities* for UXO Victim Assistance in Lao PDR.

More specifically, VA TWG will enable UXO stakeholders and concerned line ministries to be invited to the meeting to seek better coordination in providing UXO Victim Assistance.

**Major agenda of this activity was as follows:**

- Update the last TWG Meeting Minutes
- Presenting the achievement for Q1-2023 compared to the 9th NSEDP (# of victims VA unit shall support) and SPFIII targets (integration)
- Update on progress of VA Operators' Implementations 2023 Work-Plan
- Progress of VA Data collection and Reporting of VA Operators
- Drafted TOR of VA's Operator information management (IM) coordinators
- Others
- Operators Q1 2023 Achievements Sharing
  - Quality of Life Association (QLA)
  - Lao Youth Union
  - COPE
  - World Education
  - Humanitarian Inclusion

**II. Participants**

The meeting was chaired by Mr. Bounpheng Sisawath Deputy Director General of NRA and 36 participants (13 female, 36%) including by online participation of PRAs.

The participants include NRA staffs, Department of Planning and International Cooperation MLSW, Policy for The Devotees, Disability & The Elderly Department MLSW, International

Organization Department MoFA, Skill Development Institute MLSW, Rehabilitation and Curative Department MoH, Center of Medical and Rehabilitation (CMR), Department of vocational development training Lao Youth Union, Skill Development Center Vientiane Capital LSW Department, Xiengkhaung PRA, Haouphan PRA, Laungprabang PRA, Bolikhamxay PRA, Khammaun PRA, Savannakhet PRA, Salavan PRA, Sekong PRA, Champasak PRA and Attapue PRA, UNDP, KOICA-PIU, UXO Lao, Humanitarian Inclusion (HI), COPE, Norwegian's People Aid (NPA), World Education, Quality of Life Association, Lao Disable People Association.

### III. Summary

The presentations are delivered to the VA TWG Meeting as followings :

#### 1. Update the last TWG Meeting Minutes

- Coordination mechanism/system between NRA-VA and its implementing partners (IPs) and concerned ministries has hindered effective implementation and monitoring of VA activities. NRA VA prepares the drafted VA Coordinator's Terms Of Reference (TOR) and then NRA will request Ministries and IPs for UXO Victim Assistance work closely with the VA Coordinator for effective communication between the UXO VA stakeholders.
- MoFA called for improved reporting for quarterly reports– NRA was asked to share i) summary of accomplishment and lessons learned in the given timeline with its stakeholders, ii) both qualitative and quantitative evidence for accomplishment and iii) sector-wise work plan in the following quarter. (e.g., the # of beneficiaries, UXO victim supported, outstanding outcome and direct/indirect support shall be pointed out in the planning). NRA will keep updating and disseminating the quarterly report to the Project Steering Committee.
- UXO Hotline (1603) is not working properly – Currently, the problem with the hotline number is solved. However, for multiple reasons, NRA cannot run the service 24/7. NRA VA unit should find ways to increase UXO-affected communities' accessible to VA services.

#### 2. Presenting the achievement for Q1-2023 compared to the target of 9<sup>th</sup> Five Years NSEDP and SPFIII.

- VA Unit presented January to March 2023 achievement for the UXO VA. See the table below for detail :

Activities	Milestone (2023)	No. received Assistance	Progress
Provide Medical Treatment and support for the funeral of death victim	50	4	8%
Provide Physical Rehabilitation	150	-	0%
Provide Vocational Training and Economic support	400	10	2.5%
Psychological support	50	-	0%
Right of PWD Awareness	500	-	0%
<b>Total:</b>	<b>1,150</b>		

- The accidents and victims' data collection to the end of the March 2023: 5 accidents occurred resulting in 12 victims (five boys injured, one man injured, three girls injured, two women injured and one woman died).

- Policy of War Victim Medical Fund (WVMF) approved.

### **3. NRA-VA Q2 2023 Work-Plan**

NRA-VA Q2 2023 work-plan includes:

- Conducting one TWG Meetings.
- Conducting field monitoring and evaluation of coordination and data collection and reporting in Sekong and Salavan province.
- Data collection for new accidents and victims.
- Conducting data collection and information management training workshop for concerned ministries, PRA, DRA and VA service providers.
- Oversight of VA-KOICA Project in Xiengkhouang and Huaphane province..
- Monitoring and follow up of VA's service providers' implementation of the project.
- Request for NRA Chair to establish the Committee for VA data collection to promote coordination and communication among VA service providers, concerned ministries and NRA
- Organizing the VA coordination meeting for district authorities, village chiefs, cluster villages chiefs and health centers.
- Translation of the VA Implementation Plan 2022-2026 (it is the same as VA Framework 2022-2026) into English to collect the stakeholders' recommendations.

### **4. VA Operators' 2023 Annual Work-Plans**

- **Humanitarian Inclusion (HI)**
  - Inclusive village visits in 8 villages, Mai district, Phongsaly
  - Referrals and support to persons with disabilities (including UXO victims)
  - CMR/COPE provides the Orthotic and Prosthetic to PWD/UXO survivors in 4 districts in Houaphan province (Mobile clinic project).

To complete one cycle of mobile rehabilitation services, the activities will involve the following steps:

- Promotions and community mobilization awareness raising for mobile rehabilitation camps.
- Communicate with the local authorities in the target communities to operate mobile rehabilitation camps by official letters.
- Promote mobile rehabilitation camps through health facilities.
- Mobilize and encourage the community people to visit the mobile rehabilitation camps to get the service.

Operation of mobile camps

- Follow-up mobile camp in Shorn district, Houaphan (HP): 23-27 April 2023.
- Screening mobile camp in Sobbao, Xiengkhor and Add districts, Houaphan: 28 April to 3 May 2023.
- Follow-up mobile camp in Sobbao, Xiengkhor and Add districts, Houaphan: 11-17 June 2023.

- **Lao Youth Union (LYU)**

- Provided vocational training to 400 UXO survivors in XK and HP.
- Provided vocational training to 195 UXO victims or their families members in Xeingkhouang (XK) province.
- Provided vocational training to 206 UXO victims or their families members in Houaphan province.
- **Quality of Life Association (QLA)**
  - Conducted vocational training (including marketing, and financial management), livestock supports, community advocacy and networking for UXO victims.
  - Completed of the baseline survey on UXO Victim in XK and HP and submit to NRA.
  - Selected UXO victims and their families who need peer support.
  - Provided peer to peer consultation for UXO victims and their families.
  - Provided advocacy activity in the community for rights of disabled and province, district, village authorities, related organizations.
  - Designed for remodeling or improving the environment
  - Provided disabled-friendly environment.
  - Purchased and distributed individual equipment
  - Provided marketing and financial management training for selected UXO victims/families.
  - Supported start-up business
  - Supported consultation fee
- **World Education (WE)**
  - Provided support for the cost of the medical treatment fee and funeral support to the killed victim's family.
  - Conducted field monitoring with NRA
  - Produced WVMF posters, flipcharts and stickers.

#### IV. Recommendations and Proposes and Action Plans

S.N.	Identified Problems/Challenges	Suggested & Agreed Solutions	Responsible	Due
1	Lack of coordination mechanism/system between NRA-VA and its implementing partners and concerned government ministries (e.g., MoH, district- and village-level government offices) has hindered effective implementation and monitoring of VA activities	NRA VA drafted roles and responsibilities and requested Ministries and VA implementers to assign the person for responsibility on VA coordination (=VA coordinator) and providing reporting to IMSMA Database	?	Q2 2023
2	Insufficient services (e.g., livelihood support) provided for UXO victims including families of UXO victims.	More livelihood support for the families of UXO victims shall be developed and implemented. NRA and development partners shall include such activities when they are writing funding proposals.	NRA, Development Partners (UNDP)	Q2-Q3 2023
3	Poor communication between implementing partners (INGO, local associations and provincial or district level offices including PRA, DRA and local hospitals) and NRA (e.g., delay in reporting, lack of reporting system, no widely-awared platform for communication) has resulted in poor VA database.	NRA VA unit and UNDP team developed reporting standard of procedure including templates, guideline, process of reporting and result framework (with clear identification of NRA's expectations and timeline for reporting)  Once the reporting SOP is ready, NRA VA unit shall allocate budget to organize workshop with its implementing partners to disseminate it and build culture of communication.  Current gap in VA data can be complemented by NRA VA unit conducting National Survey on UXO Victims and Accidents Phase II (2009 – 2022) in partnership with UNDP.	NRA VA unit  NRA, UNDP	Q2-Q3 2023

		<p>VA Unit and IM Unit had revised the reporting form such as accident report form, victim report form and assistance report form.</p> <p>NRA VA Unit will request NRA board members including MoH, MoE, MoLSW and others to establish the Committee for VA data collection to promote coordination and communication among VA service providers, concerned ministries and NRA</p>		
4	Current VA support is not responsive to different needs of different UXO victims.	<p>Different needs of UXO survivors shall be understood and tailored support shall be provided. UNDP can provide NRA VA unit with technical support on conducting the needs assessment.</p>	NRA, UNDP	Q3-Q42023
5	Provincial Regulatory Authority (PRA), District Regulatory Authority (DRA) village chiefs, and local health facilities and district level health offices currently do not understand the support system for UXO victims and reporting process well (= Limited capacity of the local staff in implementing VA and reporting)	<p>Capacity building workshops for local level stakeholders shall be organized.</p> <p>Implementing partners shall also invite NRA and/or PRA VA officers to their own workshop. When IPs field level staff are equipped with good knowledge of available VA services, they can facilitate dissemination of the information about VA to the local population.</p>	<p>NRA</p> <p>Implementing Partners Will be organize in June 2023</p>	Q2-Q4 2023