

17. Annexes

Annex 1: National Strategic Plan for the UXO Programme in Lao PDR

Lao People's Democratic Republic
Peace Independence Democracy Unity and Prosperity

Prime Minister's Office



Ref: 01/P.M

Date: 29/4/2004

RESOLUTIONS
of the Lao PDR Government
on National Strategic Plan for the UXO Programme
in the Lao People's Democratic Republic
2003 – 2013
“The Safe Path Forward”

PART I. **INTRODUCTION**

1. Fifteen years of war from the early 1960s to the mid 1970s left the economy of Lao PDR in shambles after the country was sprayed with some 2 million tonnes of unexploded ordnance (UXO), of which 10 to 30% are estimated to have failed to detonate on impact. In response to the resulting humanitarian crisis, the Lao National UXO Programme (UXO Lao) was established in 1996, under the umbrella of the Ministry of Labour and Social Welfare.
2. Seven years and some 3,500 hectares of land cleared later, the Government recognises the need to develop a longer-term view of the UXO problem, and to establish the proper linkages between unexploded ordnance and national development objectives.
3. In regards to the Ottawa Convention, the Government of Lao PDR will carefully monitor its implementation.
4. Consequently, at the end of 2002, the Chairman of UXO Lao's National Steering Committee initiated a strategic planning process, involving consultations with a cross-section of representatives from concerned ministries, within UXO Lao itself, with UN and other multi-lateral agencies, with donors, and with implementing partners. The result of this process is the present Plan, considered and approved in the Government Meeting held on 29-31 July 2003, and which shall serve as the guide for all UXO/mine action activities in Lao PDR for the period 2003-2013.

PART II. **AIM & SCOPE**

5. This Strategic Plan outlines the approach of the Government of Lao PDR to address the UXO/mine problem in the period extending from its approval through to the end of year 2013. Except where otherwise stated, this Plan covers more specifically UXO Lao operations in the following 9 provinces :

- | | | |
|-----------------|---------------|------------------|
| 1. Savannakhet | 4. Khammouane | 7. Huaphanh |
| 2. Xieng Khuang | 5. Sekong | 8. Attapeu |
| 3. Saravane | 6. Champassak | 9. Luang Prabang |

6. In line with priorities established in the National Poverty Eradication Programme (NPEP), the pursued end-state of this Plan is for “*people from the most highly impacted communities to live free from the impacts of landmines and UXO*”. Those impacts will be reduced by a combination of clearance operations, of mine/UXO risk education activities, of assistance to survivors of mine/UXO accidents and their dependents, and of the marking off of lower-priority areas for later clearance.

7. Without prejudice to ensuring the greatest impact of the UXO programme as a whole, the prioritisation of tasks will, amongst other factors, take into consideration the needs of communities living in the 46 districts identified as national priority development areas in the NPEP.

PART III. OBJECTIVES

8. More specifically,
- a. In terms of community awareness, UXO/Mine Risk Education (MRE) teams will visit and deliver MRE training to all impacted communities in Lao PDR (as identified in the 1997 National Impact Survey), and UXO/mine accidents will be reduced to a national accident rate not exceeding 100 persons/year;
 - b. In terms of survey and clearance, all agricultural areas considered to be “high priority” will be cleared, as well as a sizeable portion of other areas identified as “medium priority” – for a total of no less than 18,000 hectares (180 km²) of land cleared by UXO Lao alone;
 - c. In terms of victim assistance, a national database on Mine/UXO accidents (covering all 18 provinces) will be developed and updated regularly, to feed into the prioritisation of clearance and MRE tasks. The specific needs of survivors of UXO/mine accidents, in terms of both physical rehabilitation and socio-economic integration, will be factored in all national/local public health initiatives;

PART IV. INSTITUTIONAL ARRANGEMENTS

9. The Government of Lao PDR proposes to re-structure the UXO/Mine Action sector, as follows (see Organisational Chart 1 attached) :

- (a) A National Regulatory Authority (NRA) will be established and will report directly to the Office of the Prime Minister. The NRA will be composed of representatives of all line ministries concerned with or affected by UXO/landmines, by the CPC, as well as of observers from the donor community. It will be responsible for :
 - The periodic review and implementation of this Strategic Plan,
 - The definition and provision of policy direction,
 - The accreditation, licensing, and oversight of all UXO/Mine Action operators (in clearance operations, in Community Awareness, and in Victim Assistance),
 - The management of the database and, as such, the prioritisation and related tasking of all UXO/mine action operators,
 - The coordination of all UXO/mine action activities throughout the country,

- The external Quality Assurance of all UXO/Mine Action activities,
 - The conduct of Post Clearance Impact Assessments, etc.;
- (b) All UXO/Mine Action operators will work under the tasking orders and the oversight of the National Regulatory Authority. Each operator will act as a self-standing entity and will be fully accountable to its funder(s) as well as to the National Regulatory Authority. In and through their work, international operators will be expected to support the establishment and development of national UXO/mine action entities, and they will conduct all their operations in accordance with national standards as promulgated by the NRA. Operators will be grouped into sectoral components as below :
- i. UXO/Mine Risk Education operators, national and international as relevant,
 - ii. Clearance operators, whether humanitarian, commercial or military, national and international as relevant. UXO Lao will remain the “preferred national humanitarian UXO/mine clearance operator”, and
 - iii. Victim Assistance operators, national and international, as relevant;

Operators will actively take part in sectoral Technical Working Groups (TWG) responsible for the coordination and planning of activities in each sector. TWG meetings will be convened on a regular basis, and will be chaired by the National Regulatory Authority.

- (c) Multilateral agencies (UN, EU, International Financial Institutions, and others) will be invited to support any aspect of this Plan, and may be called upon to collaborate with the Government in the established decision-making bodies;
- (d) Donors will be invited to actively take part in the design and execution of the programme, and will also be called upon to take part in the Steering Committee of UXO Lao and in the work of the National Regulatory Authority.

10. The UNDP Trust Fund established in 1996 will be maintained and will be the preferred vehicle to support all aspects of UXO/Mine Action in Lao PDR. Its resources may be used to support the implementation of all aspects of this Plan. A revised Trust Fund Agreement will be entered into between UNDP and the Government in order to reflect this change. The Trust Fund will continue to be managed by UNDP and executed by the Government of Lao PDR under the national execution (NEX) modality, according to internationally-accepted financial standards, as will all activities funded through the Trust Fund.

PART V. PRIORITIES

11. The 1997 Impact Survey recorded a total of 2,861 villages (i.e. 25% of all villages in Lao PDR) reporting UXO contamination either within the residential perimeter of the village, or in immediate outlying areas - 2,636 of those villages are in the 9 provinces where UXO Lao currently operates. The Survey does not however provide an estimated size of contaminated areas, neither in individual villages nor in aggregate terms. A reasonably accurate estimate of total suspected contaminated areas will be determined as a matter of priority, through stepped-up Technical Surveys.

12. Furthermore, there is a need to further define and prioritise contaminated areas. Technical Surveys will therefore also focus on categorising land use in three broad categories, each composed of a number of sub categories, as listed in Table 1 below.

Table 1 : UXO/Mine Clearance Priorities

PRIORITIES	TYPES OF TASKS
Priority I(High)	1. Agricultural tasks
	2. Roving tasks
	3. Public service utilities (medical/public health, water points, etc.)
	4. Educational facilities
Priority II (Medium)	1. Grazing land and forested areas
	2. Communal facilities (religious/cultural sites, markets, recreational areas, etc.)
	3. Government facilities and offices
Priority III (Low)	1. Public infrastructure work
	2. Communal “profit-making” areas
	3. Tourism sites
	4. Commercial/private business sites

13. For the purpose of this Plan, humanitarian UXO/mine clearance operations will focus *strictly* on Priorities I and II, with a marked preference for Priority I tasks. By the end of year 2013, all Priority I tasks shall have been dealt with (i.e. either cleared or marked).

14. Few, if any, of Priority III tasks will be addressed in the context of this Plan by operators funded through humanitarian assistance programmes. These will be dealt primarily by commercial operators.

PART VI. Planning Assumptions

15. This Plan adheres to the recommendations of the Impact Survey (1997) as well as to the objectives of the NPEP.

16. There currently exists only limited comprehensive and up-to-date “hard data” on all aspects the UXO issue, e.g. on the number of victims nationwide, on trials of new methodologies and technologies in Lao PDR, or on the impacts of more streamlined planning processes. This Plan will therefore be reviewed on an annual basis as new information is collected and as new developments happen.

17. This Plan is based on the continued deployment by UXO Lao of 24 area clearance teams in the nine provinces outlined under para. 5 above. The workforce of UXO Lao will remain in the range of approx. 1100 personnel, of which over 1000 will be based in the Provinces, involved directly in the conduct of and support to clearance operations.

18. It is assumed that the UXO/mine clearance sector will be composed of the full range of autonomous UXO/mine clearance operators, including UXO Lao, the military (which has been involved in a number of commercial-type contracts), local as well as international operators, both humanitarian and commercial. The proposed clearance objective of this Plan, approx. 180 km², is based solely on UXO Lao output; clearance output by other operators will be in excess of the objectives of this Plan.

19. The projected increase in the yearly output of UXO Lao from 850 hectares (2002) to a peak of 2000 hectares in year 2008 will be accounted for by, amongst others, the following :

- a. Improvements in prioritisation and tasking of clearance assets
- b. The strengthening of the organisation’s internal management processes (e.g. budgeting, procurement, logistics, etc.) through the introduction of Quality Management practices (2003);

- c. The streamlining of practices in procurement, in equipment maintenance and in general support functions, in order to ensure optimal use of all assets;
 - d. The widespread introduction of new clearance methodologies and procedures (e.g. Villager Assisted Clearance) in order to maximise the use of technically-trained personnel;
 - e. The on-going training/capacity building of the organisation's personnel through the continued deployment of both short- and long-term international advisors; etc.
20. More streamlined planning and tasking of UXO/mine action assets during the rainy season will be done, which may involve, amongst others, the following :
- (a) As an integral part of the provincial planning process, "dry area tasks" will be earmarked for operations during the monsoon season;
 - (b) A portion of Area Clearance resources will be re-directed towards Roving Tasks; and
 - (c) Increased Technical Survey capacity will be constituted from Area Clearance resources otherwise under-utilised;
21. Equipment replacement costs are factored in the estimated costs outlined under Section IX below.
22. Productivity of UXO Lao deminers will reach a peak of 235 square meters per day per deminer in year 2005 - from a current national average of 133 sqm/day/deminer.
23. The UXO Programme will gradually introduce new clearance methodologies and technologies (e.g. Villager Assisted Clearance (VAC), Explosive Detection Dogs, bio-sensor technology, etc.). The increase in yearly output by of UXO Lao accounts *only* for improvements brought about by the introduction of new work methodologies, not of new technology. This may be properly accounted for in future reviews of the Plan.
24. All operators in the sector will work autonomously from one another, and will report directly to the National Regulatory Authority.
25. UXO Lao will continue to operate under the umbrella of the Ministry of Labour and Social Welfare.
26. By the end of year 2003, all Mine/UXO Risk Education will be conducted under the umbrella of the Ministry of Information and Culture. MRE activities will continue to be funded through the Trust Fund.
27. The Ministry of Health has expressed an interest in establishing a National Victim Assistance programme. UNDP will support such an initiative, as may other bilateral and multilateral agencies. The Trust Fund will also support activities in this sector.
28. The mandate of UXO Lao will be modified to reflect its new responsibilities as strictly a UXO/mine clearance operator. The Ministry of Labour and Social Welfare, in consultation with donors, will determine the best modality for the oversight of UXO Lao's operations.
29. The Training Centre currently operated by UXO Lao will be maintained, and will serve as the national training facility for all UXO programme-related needs. UXO Lao will thus train deminers and support staff of all independent operators on a cost-recovery basis.

30. In the course of year 2003, UXO Lao will complete a comprehensive internal Management Review, in order to rationalise its structure and management practices. This Review will include recommendations on the nature and expected duration of technical support required.

31. For planning purposes, UXO Lao's clearance capacity will remain at the levels of June 2002, i.e. :

<u>Province</u>		<u>Province</u>	
Savannakhet :	4 teams	Champassak :	2 teams
Xieng Khuang :	4 teams	Huaphanh :	3 teams
Saravane :	3 teams	Attapeu :	2 teams
Khammuane :	2 teams	Luang Prabang :	2 teams
Sekong :	2 teams		

The above allocation of UXO Lao resources per province may later be amended in accordance with the findings of Technical Surveys, in order to ensure the optimal allocation of clearance resources.

32. The National Regulatory Authority will bear ultimate responsibility for the implementation of this Plan, for the prioritisation of UXO/mine action tasks, and for the related tasking of all operators.

33. Operators will eventually deploy their own UXO/mine action capacity, over and above those currently deployed by UXO Lao. In terms of clearance statistics, the output of operators will add to the stated objectives of this Plan.

PART VII. Projected Achievements

34. A total of 2,636 UXO contaminated villages were identified in the Impact Survey (1997) in the above 9 provinces. By first focusing on the conduct of Technical Surveys in those villages, a clearer picture of the total areas to be dealt with, of the most pressing needs in each community/ district/province, and ultimately of the total resources required to address the problem will emerge.

35. Technical Survey procedures will be modified in order to classify all clearance tasks according to the Priority Chart under Table 1 above. All technical survey data will be entered into the national database, on the IMSMA platform (Information Management System for Mine Action - yet to be installed), which will become the primary tool for prioritisation of tasks and for the recording of progress against the present Plan.

36. In order to complete the technical surveys by the end of June 2005, the following survey capacity in each Province will be established, drawing from existing clearance capacity where required :

<u>Province</u>		<u>Province</u>	
Savannakhet :	8 teams	Champassak :	4 teams
Xieng Khuang :	8 teams	Huaphanh :	6 teams
Saravane :	6 teams	Attapeu :	4 teams
Khammuane :	4 teams	Luang Prabang :	4 teams
Sekong :	4 teams		

Drawing from their respective clearance assets, provinces will increase their Technical Survey capacity during the monsoon months, until completion of the Surveys.

37. Taking into account the above assumptions, yet excluding any extra capacity that will be set up and deployed under the control of other operators, the UXO Programme will achieve the outputs outlined in Table 2 below.

Table 2 : Yearly Outputs of the UXO Programme

Year	Activity	Completion Date	Remarks
2003	1.Feasibility of national Victim Database	30 Sept. 2003	Carried out by HI
	2.Review of UXO Lao Management	30 Sept. 2003	Completed by MAG in 2005
	3.Initiation of Post-Clearance Impact Assessments (PCIA)	01 Oct. 2003	Pilot project initiated by UNDP
	4.Establishment of increased Tech Survey capacity	31 Dec. 2003	Capacity not fully built till 2006
	5.Establishment of Regulatory Authority	31 Dec, 2003	PM's Decree 2004
	6.IMSMA installed and running	31 Dec. 2003	Version 2 in use.
	7.Transfer of CA capacity to other IPs	31 Dec. 2003	Other IP's built CA capacity
	8.Tech. Survey of 500 villages	31 Dec. 2003	Not completed
	9.942 ha of land cleared by UXO LAO	31 Dec. 2003	880 ha cleared
	10.60 "new" villages visited by CA	31 Dec. 2003	512 villages visited
	11. Victim Assistance Plan of Action	31 Dec. 2003	Not developed till 2006
2004	1.New CA curriculum developed	30 June 2004	By Consotium & MoE
	2.Review of Strategic Plan	31 Aug. 2004	Review process in 2007
	3.CA outreach to 300 "new" villages	31 Dec. 2004	495 villages visited
	4.Tech. Survey of 1300 villages	31 Dec. 2004	Not completed
	5.1300 ha of land cleared by UXO Lao	31 Dec. 2004	1,255 ha cleared
2005	1.Tech. Survey of 840 villages	30 June 2005	Not completed
	2.Review of Strategic Plan	31 Aug. 2005	Review process in 2007
	3.CA outreach to 450 "new" villages	31 Dec. 2005	535 villages visited
	4.1500 ha of land cleared by UXO Lao	31 Dec. 2005	1,566 ha cleared
2006	1.Review of Strategic Plan	31 Aug. 2006	Review process in 2007
	2.CA outreach to 450 "new" villages	31 Dec. 2006	571 villages visited
	3.1800 ha of land cleared by UXO Lao	31 Dec. 2006	2,097 ha cleared
2007	1.Review of Strategic Plan	31 Aug. 2007	
	2.CA outreach to 450 "new" villages	31 Dec. 2007	
	3.1800 ha of land cleared by UXO Lao	31 Dec. 2007	
2008	1.Review of Strategic Plan	31 Aug. 2008	
	2.CA outreach to 450 "new" villages	31 Dec. 2008	
	3.2000 ha of land cleared by UXO Lao	31 Dec. 2008	
2009	1.Review of Strategic Plan	31 Aug. 2009	
	2.CA outreach to 450 "new" villages	31 Dec. 2009	
	3.2000 ha of land cleared by UXO Lao	31 Dec. 2009	

2010	1. Review of Strategic Plan 2. 2000 ha of land cleared by UXO Lao	31 Aug. 2010 1 Dec. 2010	
2011	1. Review of Strategic Plan 2. 2000 ha of land cleared by UXO Lao	31 Aug. 2011 31 Dec. 2011	
2012	1. Development of new Strategic Plan 2. 2000 ha of land cleared by UXO Lao	31 June 2012 31 Dec. 2012	
2013	1. 2000 ha of land cleared by UXO Lao	31 Dec. 2013	

PART VIII. PROGRAMME REQUIREMENTS

38. In year 2003, the budget of the UXO Programme, as approved by the National Steering Committee in February 2003, stands at a total of USD 4,2 million. It is expected that, for future years, and with the establishment of the NRA and the establishment of new programming in Victim Assistance, UXO Programme needs as implemented by the Government of Lao PDR will remain relatively constant.

39. Planning assumptions for programme requirements are as follows :

- (a) An equipment replacement cost of \$400,000 for replacement of non-serviceable mine detectors and other equipment of UXO Lao is budgeted in each programme year;
- (b) The costs related to the introduction of new technologies is not included in the following projections (for example, the cost of setting up and of operating an Explosive Detection Dog capacity could require as much as an additional USD 600,000 per year);
- (c) Training in Technical Survey is estimated at USD 20,000 budgeted in years 2003/2004;
- (d) For the foreseeable future, the Government of Lao PDR will maintain its annual contribution in cash to the overall UXO Programme at USD 50,000.

40. The start-up cost (equipment, establishment of offices, etc.) of the National Regulatory Authority is expected to be in the range of approx. USD 215,000. The yearly operating costs of the NRA, with a maximum staff of 25, is expected to be in the range of USD 175,000, excluding the costs related to the deployment of Technical Advisors to support the development of the organisation (estimated at 3,5 full-time equivalent for no less than the first three years).

41. The yearly cost of UXO Lao operations is estimated to be in the range of USD 3,5 million.

42. The yearly cost of the nationally-executed activities in Mine/UXO Risk Education is expected to be in the range of USD 750,000.

43. The yearly cost of the nationally-executed activities in Mine/UXO Victim Assistance is expected to be in the range of USD 700,000.

44. In summary, the yearly cost of the nationally-executed UXO Programme is expected to be as follows:

	ACTIVITIES	Annual Cost
01.	National Regulatory Authority <i>(Plus one-time start-up cost of approx. USD 215,000)</i>	USD 175,000
02.	UXO Lao Clearance Operations	USD 3,500,000
03.	Mine/UXO Risk Education	USD 750,000
04.	Mine/UXO Victim Assistance	USD 700,000
	TOTAL	USD 5,125,000

45. In addition to its own contribution to the Programme, which may be increased as and when state revenues increase, the Government of Lao PDR will seek the continued support of the international community in the execution and the funding of this Strategic Plan.

PART IX. **IMPLEMENTATION OF NATIONAL STRATEGIC PLAN**

46. The National Steering Committee introduces the National Strategic Plan for UXO Programme in the Lao PDR uniformly and coordinates with various agencies in the formulation of plans, programmes, projects and activities related to UXO problem in the Lao PDR.

47. Ministries, ministerial level organisations, provinces, municipalities and special zones are the key organisations to successfully implement the National Strategic Plan for UXO Programme in the Lao PDR.

(This strategic plan has been considered and approved in the government meeting held on 29-31 July 2003 according to the document proposed by the Minister of Ministry of Labour and Social Welfare, Chairman of the National Steering Committee of UXO Lao Programme, No. 2480/LSW, dated 25 August 2003)

The Prime Minister

Signed

Bounyung Vorachit

Annex 2: Decision on the Organisation and Activities of National Regulatory Authority for UXO/Mine Action Sector in Lao PDR



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity
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Prime Minister's Office
National Regulatory Authority
For UXO/Mine Action Sector In Lao PDR (NRA)

Ref 001 / NRA.
Vientiane Capital, date.30/03/ 2005

Decision
On the organization and activities of
National Regulatory Authority For UXO/Mine Action Sector In Lao PDR

- Reference to PM Decree 33 dated 17 March 2004 establishing the National Regulatory Authority (NRA);
- Reference to the National Strategic Plan for the UXO Programme in Lao PDR 2003 – 2013, Number 01/PM, approved by the Government of Lao PDR on 29 April 2004,

Chairman of the NRA issue:

Chapter 1
General Provision

Article 1: Objectives

The present decision defines the role, responsibilities, general functions and structure of the NRA in regard to its activities to oversee UXO/MA operators and use of funding for UXO/MA Sector in Lao PDR.

Article 2: Status, Roles and Responsibility of the NRA

The NRA is public institution of the Government of Lao PDR responsible for providing policy direction, managing and coordinating with organizations, National and International agencies licensed to be UXO/MA operators in Lao PDR. The NRA also acts as the technical focal point for all matters relating to international conventions and treaties; participates in international meetings and conferences related to UXO/Mine Action and Explosive Remnants of War (ERW) as assigned by Government of the Lao PDR.

Chapter 2 General structure of the NRA

Article 3: Personnel Structure

The NRA consists of the total 10 members nominated by the Prime Minister Decree 33 of 17 March 2004 establishing the National Regulatory Authority (NRA). The NRA members consist of:

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|-----|--|---------------|
| 1. | HE Deputy Prime Minister of Lao PDR | Chairman |
| 2. | The Minister of Labour and Social Welfare (MLSW)
(in charge), | Vice Chairman |
| 3. | A representative of the Ministry of Foreign Affairs (MoFA) | Member |
| 4. | A representative of the Ministry of Defence (MoD) | Member |
| 5. | A representative of the Ministry of Security (MoS) | Member |
| 6. | A representative of the Ministry of Education (MoE) | Member |
| 7. | A representative of the Ministry of Information and Culture (MoIC) | Member |
| 8. | A representative of the Ministry of Health (MoH) | Member |
| 9. | A representative of the Ministry of Agriculture and Forestry (MoAF) | Member |
| 10. | A representative of the Committee for Planning and Cooperation (CPC) | Member. |

The NRA has its own office that consists of the Standards & Administration Section, and the Operations Section including National staff and some International technical advisors as needed by the operation. There are also provincial offices composed of some staff in provinces that have been targeted for UXO Activities.

- The NRA Office at the central level consists of :
 1. Chief of the NRA Office (01 person) is nominated and/or terminated by chairman of the NRA with the agreement from the NRA Board members, defined in the Article 3 of this decision, as well as in consultation and agreement from UNDP as the representative of the donors.
 2. Deputy Chief of the NRA Office, Chiefs of section nominated and/or terminated by chairman of the NRA as proposed by the Chief of the NRA Office.
 3. Some technical staff as required by the work.
- The NRA Office at the provincial level consists of one chief and one deputy chief of office nominated and terminated by chairman of the NRA as proposed by the Chief of the NRA Office with the agreement from related local authorities and some staff as appropriate.

Chapter 3 Roles and Responsibilities of the NRA

Article 5: Roles and Responsibilities of the NRA

1. Provide policy direction and decide all issues related to UXO/mine action activities; responsible for implementation of the National strategic plan for the UXO/mine action sector by developing a participatory and consultative coordination system with all agencies that meets regularly.
2. Review the implementation of the strategic plan for the UXO/mine action sector,
3. Define and provide policy direction for UXO/mine action sector,
4. Accreditation, licensing and oversight of all UXO/MA operators,

5. Management of the database and, as such, the prioritisation and related tasking of all UXO/MA operators,
6. Coordination of all UXO/MA activities throughout the country,
7. External Quality Assurance (QA) of all UXO/MA activities,
8. Conduct of Post Clearance Impact Assessment.
9. Set up and operate a coordination mechanism for the UXO/MA sector
10. Set up and operate a regulatory framework for the UXO/MA sector in compliance with this decision and the law and policy of the government.
11. Develop and operate a planning, prioritization and tasking system for all UXO/MA operators
12. Develop and operate a monitoring system for the UXO/MA sector in Lao PDR.
13. Accredite the commercial demining activities in coordination with the CPI.
14. Approve and monitor regularly the use of funding for UXO/MA sector in Lao PDR.
15. Manage the vehicle, equipment and technical equipment inventory of the NRA and oversight of the same for UXO/MA operators in Lao PDR.
16. Carry out other rights and duties assigned by the government.

Chapter 4

Roles and Responsibilities of the NRA Office

Article 6: Roles and Responsibilities of the NRA Office

1. Act as the secretary of the NRA on all matter related to UXO/MA in Lao PDR as assigned.
2. Recommends to the NRA Board the relevant UXO/MA related policies, strategies, budgets and operational plans for comment, amendment and official adoption/promulgation;
3. Define, adapt and/or modify the structure, the sections and the departments of the NRA according to the needs and requirements of the organization, in consultation with the Board;
4. Responsible for the management, administration, accounting and the use of all property of the NRA.
5. Collect, analyze and disseminate information related to UXO/MA sector in Lao PDR.
6. Represent the NRA Board to coordinate with organizations, local authorities and all stakeholders related to design the management or monitoring plan for UXO/MA activities in Lao PDR that include regulations, technical issues, the awareness raising of impact of UXO on the socio-economic development and procedures to solve that problem.
7. Follow up, monitor, encourage and support the implementation of the National strategic plan for UXO/MA sector in Lao PDR and other related laws and regulations.
8. Monitor the activities of UXO/MA operators in Lao PDR and local offices as well as other related sectors in order to periodically report to the NRA.
9. Represent the NRA Board for the financial operations of the NRA and its Office, according to the budget approved by the Board and is financially accountable for those operations, in accordance with the laws of the Lao PDR.

Article 7: Roles and Responsibilities of the Administration Section

1. Internal administration of the NRA (personnel, finance, logistics, procurement, etc.);
2. Quality Assurance of all UXO/MA activities, including definition of national standards, accreditation, licensing, oversight, conduct of Quality Assurance/Quality Control, conduct of Post Clearance Impact Assessments, etc.

Article 8: Roles and Responsibilities of the Operations Section

1. Prioritization and tasking of all operators,
2. Coordination of UXO/mine action activities, through the various Technical Working Groups;
3. Compliance with IMAS, national standards, and internationally recognized best practices;
4. Preparation of the sector's annual work plan, monitoring of the execution of this plan, and achievement of stated NRA objectives.
5. Management of the national database on UXO/MA, analysis of database information, and dissemination of the relevant information to operators and other sectors related nationally or internationally as appropriate to be used as a reference for prioritizing and planning for operation.

Article 9: Status, Roles and Responsibilities of the Coordination Office of the NRA at the Local Level

The local level coordination office of the NRA acts as representative of the NRA Office at central level; operationally under the Central NRA Office and administratively under the province, and reports technical issues directly to the central NRA Office with the acknowledgement of the province. The coordination office of the NRA has following roles and responsibilities:

1. Act as the secretary of the NRA office on all matter related to UXO/MA in Lao PDR as assigned.
2. Collect and disseminate information related to UXO/MA sector in Lao PDR at provincial level.
3. Coordinate with organizations related, national and international provincial UXO/MA operators to manage, facilitate and raise awareness on the impact of UXO on the socio-economic development and procedures to solve that problem.
4. Coordinate with the provincial authorities and related national and international organizations to collect UXO/MA data and prioritize provincial activities and report to the central NRA office to compile into central planning for each period. Ensure that those priorities are in line with the central and provincial development plan.
5. Follow up, monitor, encourage and support the implementation of the National strategic plan for UXO/MA sector in Lao PDR and other law and regulations related.
6. Coordinate with local authority and national and international UXO/MA operators as well as report on the progress and results of activities in the province to the central NRA regularly.

Chapter 5
Operational Mechanism

Article 10: Planning

1. Planning for operations at the national level must integrate with national development priorities as specified in the NGPES and provincial development priorities,
2. Planning for operations must also respond to the local priorities and the needs expressed by affected communities.
3. Planning will be managed at the provincial level and shall allow for the active participation of affected communities, operators, local authorities and development agencies and organizations operating in the target areas.

Article 11: Database

All information relating to UXO/MA activities will be recorded into a national database managed by, or on behalf of, the NRA. The NRA is the depositary of this information, but the information will remain public and accessible to all relevant parties. The NRA is responsible to ensure the broad dissemination of the information for the purpose of planning. UXO/MA operators will report on a regular basis to the NRA on their plans, activities and achievements according to reporting formats defined by the NRA.

Article 12: Meetings Mechanism

1. The NRA Board meets every six months according to the agreement from the chairman to review and comment on all reports and other documents of the first 6 months and to plan for the next 6 months activities as well as discuss other issues if necessary.
2. The quorum of the Board is established at 5 members, plus the Chair or Vice-Chair.
3. The Board makes decision by a majority of votes of its members present. The vote of the Chair will count double in cases of equal votes.
4. UNDP and donors will be invited to the Board meeting as observers.
5. The Chair may also convene Board meetings as and when required.
6. Meeting minutes is required for every NRA Board meeting to use as a record of the decision made.

Article 13: International Meetings

Subject to the approval of the Prime Minister's office and the Ministry of Foreign Affairs, the NRA may represent the Government at international meetings related to UXO/MA/ERW issues. If necessary, the NRA may ask the Ministry of Foreign Affairs to assign an official from the Lao Embassy of the relevant country to attend such meetings.

Article 14: Signatures of Agreements and Protocols

- The NRA will act as representative of the Government of Lao PDR in any contracts or agreements related to UXO/MA activities within the country. The approval process for such contracts will follow the standard Lao Government procedures. All outsourced UXO/MA activities will be subject to a Memorandum of Understanding (MoU) between the NRA and the operator. All documents related to funding agreements between donors and operators shall be deposited with NRA.
- Both domestic and foreign investment businesses in the contaminated areas whose aim to use demining services, the foreign demining company must have the NRA approval.
- In order to implement the National Strategic Plan and the allow for participation of commercial sector, the NRA will be the legal technical approval body for the commercial demining companies who wish to operate in Lao PDR.

Article 15: Management of Assets

1. The NRA will be the legal holder of all fixed assets transferred to the Government by donors as part of the planned and foreseen handover of any UXO/MA physical or financial resources. Management of those assets will be made in accordance with the terms of the MoU and agreements signed between donors and the Government.
2. Management of equipment purchased with UNDP Trust Fund resources will be disposed of following UNDP Rules and Regulations.

3. In those instance where no MoU or agreement was signed between the donor and the Government of Lao PDR, or if no clause exists specifying the conditions relating to the disposal of assets at the end of the project, the donor and Government representatives will negotiate and agree on the most suitable way to dispose of project assets.
4. National and International NGOs operating as humanitarian demining organisation in Lao PDR must declare their assets, vehicles and funding spent on their operation to the NRA.

Article 16: **Funding and Budgeting**

The NRA has its own accounting system which has an account with trusted commercial bank. The system can be monitored by the Government of Lao PDR or donors. Funding and budgeting for NRA operation are from following sources:

1. The annual funding from the government,
2. Contributions received from both public and private organization, companies, domestic and foreign businesses,
3. Foreign aid, International organizations and other sectors,
4. All expenses of the NRA will be based on the yearly budget that has been approved.

Article 17: **Agreement and Decision**

Operational Mechanism of the NRA is under the system of central democracy. Agreement and decision are made in groups but one person responsible.

Chapter 6
Final Provisions

Article 18: **The Stamp**

The NRA, NRA Office at central and provincial level are entitled to their own stamps for operational matters. In addition, the NRA is permitted to have its own logo.

Article 19: **The Implementation**

The NRA, NRA Office and all related organizations shall acknowledge and implement this decision strictly. Some articles of this decision may be amended according to the real implementation needs.

Article 19: **Entry into Force**

The present decision enters into force on the date of it's signature. Other decisions and regulations related to UXO/MA sector that are not in compliance with this decision shall be void.

**Chairman of the
NRA**