



**Minutes of the Technical Working Group Victim Assistance  
Held in the NRA Conference Room  
At 900 on 26<sup>th</sup> May 2009**

**Present**

No	Name and Surname	Organization	Telephone	Email Address
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**Agenda Item 1: Welcome and Introduction**

**Mr. Thongphone**, Director of Operations welcomed all participants and expressed his opinion to the meeting on strategy review on 20-21 May 2009. It was a good and productive meeting, and we come up with many good opinions to propose to the government, although still only in concept. He mentioned that Mr. Saleumsay Kommasith, Director of the International Organisations Department, MOFA had said that we have to organize more then one time before we get the perfect document.

**Action:** Nothing arises

**Timing:** n.a.

**Responsible:** n.a.

**Agenda Item 2 Minutes of the Last Meeting (Attached)**

**Mingkhouankham** presented the Minute of last TWG meeting on LCD and reviewed some points especially action, timing and responsibility. Then asked for any amendment from participant. He advised that the Minutes of the TWG meeting, both Lao and English, will be posted in NRA website soon.

**Action:** TWG meeting would be translated into Lao and put in NRA website

**Timing:** Immediately

**Responsible:** Mingkhouankham

**Agenda Item 3 Matters Arising**

No matters arising that are not on the Agenda.

**Action:** Nothing arises  
**Timing:** n.a.  
**Responsible:** n.a.

#### **Agenda Item 4 NRA Strategy Review Meeting: Current Position and Action Arising**

(Item taken first) **Tim** presented the results of NRA Strategy Review which was held at Lao Hotel Plaza on 20-21 May 2009, covering the meeting structure, participants, declaration, International treaty, workshop, methodology and the results. He mentioned the utilization of SWOT analyses, the development of a SMART strategy, the determination of Vision, Objectives and Indicators.

**Action:** Tim will put all detail on the NRA website  
**Timing:** ASAP.  
**Responsible:** Tim.

#### **Agenda Item 5 Victim Assistance Strategy: Current Position Verbal Report**

**Mike:** Reported a productive meeting on VA strategy building. We have received six draft position papers and recorded the good opportunity afforded by attendance of people from the MoH Curative Department including Dr. Chanphoma Vongsamphan, Dr Pisith and Dr. Sumana in the meeting on Emergency Medical Care.

A draft of position paper on continuing medical care has been prepared by **Kim**.

A draft position paper on physical rehabilitation has been prepared by **Mike**. The content focuses mainly on mobility disability (not sight and hearing) and not simply for victim of UXO/Mine

A draft position paper on psycho social rehabilitation has been prepared by **Luc** working with **LDPA**

A draft position paper on economic rehabilitation and vocational training has been prepared by **Barbara**

Draft position paper on advocacy is in preparation by **Luc** working with **LDPA**

A draft position paper on legal framework has been prepared by **Mike** (to be consolidated with Advocacy)

**Mike** is preparing a draft position paper on data collection

A workshop on each draft will be held to move things forward.

**Barbara** proposed that officers from Curative Department MoH should be deeply involved in the process

**Action:** Workshop on Psycho-social Rehabilitation Strategy building will be held in during 8-10 June 2009  
**Timing:** looking for suitable day.  
**Responsible:** VA Unit.

#### **Agenda Item 6 VA Unit Staffing (New VAPE and VA Database Technician: Verbal Report)**

**Ming:** reported that VA Unit employs 02 new staffs. The first one is Mr. Saysomvang Souvannavong, he is hired as a database consultant with the contracted duration of 08 months from 18/05/2009-18/01/2010. The second one is Mr. Khamla Somboun. He is hired as victim assistance phase II enumerator (VAPE).

**Action:** Nothing arises  
**Timing:** n.a.  
**Responsible:** n.a.

#### **Agenda Item 7 Phase 1 Lao National Survey of Victims and Accidents: Current Position**

**Mike** presented a draft report on the Phase I VA survey, but without the complete financial report. The VA Unit will circulate the finalized report to all stakeholders as soon as possible.

**Bountao** added that the Lao version is based on the English version prepared by Mike. Up to now there are about 46,000 verified forms on the database.

**Action:** Complete financial report and circulate to other operators  
**Timing:** ASAP.  
**Responsible:** Bountao.

#### **Agenda Item 8 Phase 2 Survey of Victims and Accidents: Current Position**

**Mr. Thongphone:** said that we really need the Phase 1 survey report in order to get Phase 2 started.

**Mike** stressed that it is an obligation of the NRA to implement this activity under the Prime Ministerial Resolutions establishing the NRA. Moreover, Laos' obligations under the Convention on Cluster Munitions requires that we collect ongoing records of accidents and victims.

**Phil** asked which provincial and district departments will supply the focal points.

**Mike:** Department of Labor Social Welfare.

**Mr. Thongphone** said that some focal points would come from MoH, but the provinces may move such people to the Governor's Office.

**Mike** clarified that the Phase 2 survey would not involve anything complicated: focal points will simply act as channels of communication for minimal information, passing on the date and location of any accident, after which the VAPE will go to the site to collect detailed information. The VA Unit will seek to track progress of victims through emergency medical care.

**Bountao:** in each of the meetings we are organizing, we will inform the focal points on each step after the accident happen.

**Phil** proposed that focal points should be able to coordinate assistance to victims.

**Mr. Khamlouang:** there is an existing system that works to assist people in rural areas and we should try to use this system. As an example, there are Village Disaster Management Committees.

**Mr. Thongphone** said that Chiefs of Villages supervise all activities in their villages and this would be a part of that function.

**Mr. Khamlouang:** could we just train the village volunteer instead of setting up a new system? And at the district level should vice district governor note take responsibility? In victim assistance, there should be medical stations that are well prepared to receive victim of UXO/Mine.

**Mike** said that he felt sure these proposals will be explored in position papers.

**Action:** Phase 2 to be implemented as soon as possible; actions to support victims to be fully explored in position papers

**Timing:** ASAP for Phase 2: in step with development of position papers elsewhere.

**Responsible:** All.

#### **Agenda Item 9 Confirm Date of Next Meeting (28th July 2009, 0900)**

**Action:** Attend Next Meeting

**Timing:** 28<sup>th</sup> July 2009.

**Responsible:** All.

#### **Agenda Item 10 Any Other Business**

**Kim:** informed the meeting about a master degree student that needs assistance from Lao UXO sector. Agreed that Kim would act as the link to the student.

**Action:** To coordinate contact with the student

**Timing:** as appropriate.

**Responsible:** Kim

#### **Agenda Item 11 Closing Remarks**

**Mr. Thongphone:** thanked all participants and wished everyone good luck and enjoyment working in Laos.

**APPROVED BY:**

**PREPARED BY:**  
MINGKHOUANKHAM SISAVATH