

Annex 3: Draft Action Plan, LAO PDR

Action Plan for Promoting Women in Decision-Making and GEPA 2025–2023

Actions/Activities Objectives	Indicators	Means of Verification	Time frame (divided into quarters (Q))	Required Resources	Responsible Party	Required but Missing Capacities/ USD-Budget
1. Policy Frameworks: National Laws and Regulations on GEPA -> gender equality Law to add GEPA						
1.1 Recruit a gender specialist to assist in planning/developing a roadmap and a legal expert(s) to assist in revising/drafting laws, policies and guidelines.	<ul style="list-style-type: none"> Recruit gender/legal consultant(s) completed Policy development roadmap developed 	<ul style="list-style-type: none"> Consultant(s) contract signed Policy development roadmap developed 	Q4 2024-Q1 2025	Hire a gender and/or a legal consultant or both (institutional ised gender expert)	MoHA supported by NCAMC	40,000
1.2 Revise existing laws/regulations with a gender lens and create guidelines. Incorporate gender-related aspects and responses to women’s and men’s needs regarding (i) women in leadership positions; (ii) recruitment (ethnic groups and disabilities); (iii) parental leave; (iv) capacity-building and retention; (v) work-life balance; and (vi) protection against all kinds of harassment in the workplace, etc.	Revision of 1 law (e.g. Law on Civil Servants, Decree on Staff Capacity Development, Law of Gender Equality), policies and 2 guidelines Eg. Revised Law on Civil Servant Article 17 on recruitment, etc	<ul style="list-style-type: none"> Process and products A report on policy gaps analysis/policy development process/ roadmap Assessments → assessment on sexual harassment at the workplace in the public sector Records of policy consultations/dialogs/works hops 	Q4, 2024	Budget, law/ policy/ gender expert(s)	Led by MoHA, supported by NCAWMC (NCAWMC at the Cabinet Office of MoHA)	50,000

	Eg. (i) implementation guidelines on effective engagement of women in leadership positions → addressing Article 22 of the Gender Equality Law on promoting women in the public sector (ii) Standard guidelines for inclusive civil servant recruitment → addressing ethnic groups and people with disabilities etc						
1.3	Develop administrative/executive order/Decree/Minister's instructions on how to implement the updated/revised policies mechanisms of reporting online. Guidance is given and responsibility devolved.	<ul style="list-style-type: none"> Implementation guidelines on the revised laws/ regulations with a gender lens developed and approved by MoHA Workshops conducted 	<ul style="list-style-type: none"> Records of processes of instructions development Approved implementation guidelines, etc 	Q3 or Q4 2025	Budget, law/ policy/ gender expert(s)	Led by MoHA, supported by NCAWMC/LWU	100,000
1.4	Initiate policy dialogue, dissemination workshops at the national and sub-national level	<ul style="list-style-type: none"> Policy dialogues/ consultations workshops conducted 	<ul style="list-style-type: none"> Consultation/policy dialogue reports contain a summary of (i) involved key stakeholders, (ii) issues raised, and/or (iii) measures on how those issues are addressed 	Q4 2024- Q1 2025		MoHA, PoHA, NCAWMC (?)	More Budget required (18 Provinces/clustered, Central dissemination)
2. Coordination and Accountability Mechanisms							
2.1	Increase coordination and accountability mechanisms 1. Define oversight functions/ roles and	<ul style="list-style-type: none"> Oversight functions drafted Practical coordination and accountability 	<ul style="list-style-type: none"> Function of each involved institution drafted, reviewed and approved by MoHA 	Q3, 2024 to Q1, 2025	Gender expert(s)	Defined in Guidelines:	10,000

	<p>responsibilities of related key institutions: NCAWMC, MoHA, LWU, etc</p> <ol style="list-style-type: none"> Outline/develop coordination mechanism of divisions across sectors at the administrative level Identify key existing focal points in line ministries/departments at both national and subnational levels, and specify their roles (ToR) Develop gender focal points/stakeholder mapping (also containing contact details of focal points from line agencies) Establish GEPA networking groups, so that the key GEPA focal points can link/provide support inside/outside their own agencies 	<p>mechanisms established with a clear coordination mechanism and ToR</p> <ul style="list-style-type: none"> Records of all gender focal points at the national and sub-national levels Stakeholder mapping developed GEPA Working Group established 	<ul style="list-style-type: none"> Record/list of key gender focal points from line ministries and departments at both national and subnational levels Functional GEPA working group <p>Progress reporting</p>		<p>Inputs from each ministry/ department</p>	<p>MoHA - coordination</p> <p>NCAWMC - coordination</p> <p>LWU – Implementation and reporting</p>	
3. HR Development and Capacity-Building							
3.1	<p>Promote and increase the number of civil servants with access to and understanding of GEPA and other issues related to women’s equality</p> <ol style="list-style-type: none"> Disseminate the developed instructions/implementation guidelines Develop a training curriculum and training 	<ul style="list-style-type: none"> Instruction on GEPA available and accessible Training curriculum and training sessions on gender equality and GEPA developed Number of trained GEPA resource persons – training of trainers, from different sectors 	<ul style="list-style-type: none"> A set of training materials/ toolkit/manual Record of pre- and post-training evaluation Records/number of training conducted Number/percent of staff attended GEPA training. 	Q3, 2024 onward	Budget Gender expert(s)	<p>MoHA (Department ?)</p> <p>NCAWMC</p> <p>LWU</p>	

	<p>sessions on gender equality and GEPA</p> <p>3. Train GEPA resource persons – training of trainers</p>	<ul style="list-style-type: none"> • 100 percent of women and 100 percent of men civil servants attend GEPA training 					
3.2	<p>Promote the representation of women in leadership positions</p> <p>Promote women’s advancement in public sector development</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Set specific targets for female civil servants to attend various training courses 2. Provide technical leadership and political theory training for women because this is a key requirement for career advancement (National Political and Public Institution Organization, including access to government leadership training courses) 	<ul style="list-style-type: none"> • # of women in leadership positions • # of women who joined/graduated from government leadership training courses • # of women who completed other leadership courses • 25–30 percent of women (210–300 people) promoted to Director General positions by 2030 		Q4, 2024 onward	<p>Budget</p> <p>Gender expert(s)</p> <p>Qualified trainer(s)</p>	MoHA, NCAWMC and LWU	<p>Budget</p> <p>Gender Expert(s)</p> <p>Qualified trainer(s)</p>
4. Evidence-based Data System							
4.1	<p>Establish a national gender database system for sex-disaggregated data that includes decision and non-decision positions’ data;</p>	<p>A national gender database system established and functioning. The system contains at least the following:</p>	<p>A GEPA databased established and functioning</p>	Q3, 2024 to Q4, 2025	<p>IT expert(s)</p> <p>Gender expert(s)</p>	<p>Led by MoHA, Lao Statistics Bureau</p>	<p>Limited accurate data from sectors</p>

	<p>reporting systematic from each ministry from national to subnational levels</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Prepare/Identify blueprint for database 2. Recruit IT expert(s) to establish a national gender database system at MCAWMC and link to MoHA Civil Servants Management Systems 3. Assess existing channels of data collection and data providers, and available data sets 	<p>% of women in leadership positions and all management positions (all management levels)</p> <p>% of female civil servants overall and at all levels of employment</p> <p>% of female civil servants who attend training and capacity-building in the country and overseas, and all employees who complete training and are subsequently promoted</p> <p>% of women who are eligible to be promoted to leadership positions in the public service</p> <p>Employment quotas for the civil service and statistics on resignations</p> <p>Specific quotas for female civil servants</p>				Supported by NCAWMC/ MoTC and Gender Consultant	
4.2	<p>Establish a monitoring mechanism to track implementation progress with specific key targets, indicators and tools</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Coordinate with line ministries/departments via gender focal points 2. Assist line ministries in establishing their implementation plan and monitoring system 	<p>Institutional-level monitoring mechanism established</p>	<ul style="list-style-type: none"> • Line ministries/departments established a monitoring system to track GEPA progress • GEPA focal points submit progress reports annually • GEPA focal points submit implementation and budget plan annually 	Q3, 2024 to Q1, 2025	<p>Budget</p> <p>IT expert(s)</p> <p>Gender expert(s)</p>	Led by NCAWMC	<p>Budget</p> <p>IT Expert(s)</p> <p>Gender expert(s)</p>

	3. Line ministries allocate a suitable budget for implementation						
4.2	<p>Improve IT/ICT technical capacity and knowledge and reduce gender gap in IT</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Conduct needs assessments and pre-training evaluations in the areas of IT, ICT/ digital use for GEPA 2. Provide GEPA-related IT, ICT/digital training on data collection and storage techniques 3. Provide a special ICT project that targets female civil servants 4. Provide on-the-job training on how to access, read and interpret gender data (eg. UN, World Bank and other donors' gender data, gender indicators, gender index, ranking, gender risk ranking, etc.) 5. Conduct post-training evaluation in the areas of IT, ICT/digital use for GEPA 	<p># of IT/digital knowledge training courses conducted</p> <p># of women and men who complete the training courses</p> <p># of women and men who know how to use IT/ICT/digital tools</p> <p># of key persons who are responsible for developing, managing, maintaining, and monitoring of the developed national gender database system</p> <p>Removed barrier in IT in men and women</p> <p>Women are not discouraged from applying for civil servant</p>	<ul style="list-style-type: none"> • Assessment reports • Number of provided training • Number participants-sex-disaggregated • Evaluation reports 	Q3, 2024 to Q4, 2025	Budget IT and Gender Experts	Gender Consultant/ MoHA/ NCAWMC/Lao Statistics Bureau/MoTC	English language skills, as most IT/ICT- related information is in English