

Annex 24.1



**LAO PEOPLE'S DEMOCRATIC REPUBLIC  
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY**

Vientiane Capital .....  
Department of Home Affairs.....  
No...../.....

Vientiane Capital, date .....

**Report Template on Expert's Project Follow up**

**To:** Head of Cabinet of Ministry of Home Affairs

**Re:** Report on joining Expert's Follow Up on Association/Foundation Project

– Pursuant to the letter of Cabinet, of Ministry of Home Affairs, No...../CB.DOHA, dated  
.....

Department of Home Affairs..... honour to report related to follow  
up on of Association/Foundation Project ..... as follows:

**I. General information of Project**

**1) Project 1**

- Name of donor organization (Lao Language):.....  
(Foreign Language): .....  
Abbreviations (if any): .....
- Project Name (Lao Language): .....  
(Foreign language): .....
- Duration of the project: ..... Year ..... months (starting from  
month..... year..... to month ..... year .....)
- Project Location: Village ....., District .....Province .....
- Target group: .....
- Project activities  
(1) .....  
(2) .....  
(3) .....

**2) Project 2**

- Name of donor organization (Lao Language):.....  
(Foreign Language): .....  
Abbreviations (if any): .....
- Project Name(Lao): .....  
(Foreign language): ..... ..

- Duration of the project: ..... Year ..... Months ..... (starting from month....., year..... to month ..... year .....)
- Project Location: Village ....., District ....., Province .....
- Target group: .....
- Project activities
  - (1) .....
  - (2) .....
  - (3) .....

## II. Information of Expert

Name and surname:

- Expert (1) .....

Date / Month / Year of Birth: ..... / ..... / .....

- Expert (2) .....

Date / Month / Year of Birth: ..... / ..... / .....

- Expert(3) .....

Date / Month / Year of Birth: ..... / ..... / .....

From Country: .....

## III. Content to follow up

• Purpose

(1) .....

(2) .....

(3) .....

• Methods (eg: interviews, document inspections, On-site Visit, etc.)

(1) .....

(2) .....

(3) .....

• Duration of follow-up: .....

## IV. Follow-up results

• Outcomes to target groups or communities:

(1) .....

(2) .....

(3) .....

(4) .....

(5) .....

(6) .....

## V. Department's comments on the follow-up

• Pros

(1) .....

(2) .....

(3) .....

(4) .....

(5) .....

(6) .....

• Cons

- (1) .....
- (2) .....
- (3) .....
- (4) .....
- (5) .....
- (6) .....

• Notice / Recommendation: .....  
.....  
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Therefore, report herewith for your reference.

**Head of Department of Home Affairs**

Annex 24.2

## Association/Foundation Monitoring and Evaluation Form on Compliance with Regulations

Name of association/foundation: .....

Decision No.: .....

Date of monitoring/ evaluation: .....

Evaluation team leader: .....

Name of representative of association/foundation attended the evaluation: .....

Association/foundation								
No.	Items	Scores					Actual certified evidence	Remarks
		5	4	3	2	1		
1.	All legislations related to the association/foundation such as decree, implementing instructions of the decree (there are copies at the office that could be accessed easily by the staff and members).						All relevant documents shall be copied and properly kept in the cabinet.	
2.	Regulations of the association/foundation (staff and members could access easily).						Approved regulations are copied and available at the office.	
3.	Notice or decision on the approval of dissemination team, temporally decision or organizing a meeting on the establishment of association, decision on the establishment of the association/foundation.						Documents are copied and properly kept in the cabinet.	
4.	Change of office address, management team leaders, regulations and etc of						Documents have been filed/approved.	

	association/foundation has notified the competent authority.							
5.	The association/foundation has adequate number of management team leaders as defined in its regulations.						Decision on the approval of the management team leaders issued by the competent authority.	
6.	The association/foundation has organized management team leader meeting on regular basis as defined in its regulations.						Minutes of each meeting with a signature of the chairperson. There are copied minutes in the cabinet.	
7.	The association/foundation has its minutes of meeting properly kept (such as monthly, quarterly and annual meetings signed by the chairperson).						Each minutes of meeting has a signature of the chairperson and they are properly kept and easy to access.	
8.	The association/foundation has annual, quarterly plans which are signed by the president of the association/foundation.						Copies of annual, quarterly workplans signed by the president of the association/foundation.	
9.	The association/foundation has a table to monitor the implementation of the workplans such as table to record the risks, table to record the progress of the implementation of annual workplan.						<ul style="list-style-type: none"> <li>– Actual documents are available <input type="checkbox"/></li> <li>– The documents are approved by the president <input type="checkbox"/></li> </ul>	
10.	<p>The association/foundation has fulfilled its annual workplan? If yes, what is the percentage? ..... %</p> <p>– Has annual workplan been adjusted to fit actual conditions?</p>						<p>- Actual documents are available</p> <p>- What problems faced during the implementation and how such problems have been resolved in order to fulfill the plan?</p>	
11.	The inspection authority has inspected the association/foundation and evaluated the implementation of annual workplan of the association/foundation or not? (such as regular inspection of						Memos of actual inspection signed by the inspection authority and management team leader as reference for further inspection if unresolved problems exist.	

	the performances of management team leader of the association/foundation, internal management-control, finance and implementation of meeting resolution or other regulations)							
12.	The association/foundation has submitted annual report to the competent authority on timely basis or not? (by every 15 December)						Actual reports are copied and signed by the president and kept (the submission date of report is recorded)	
13.	Each meeting, training has kept contents and list of participants or not?						Actual documents are available.	
14.	The association/foundation has produced a report on tracking the implementation of its activities (both inside the country and overseas)						Actual documents are available.	
15.	The association/foundation has notified the competent authority on overseas trip before the trip						Notification and report on the performances of activities overseas	
16.	The association/foundation has performed activities or exchange lessons/information with other association/foundation or stakeholders?						Actual documents and report on the participation in such event are available.	
17.	The association/foundation has strategic plan for sustainability of the organization or not?						Actual documents are available.	
18.	The association/foundation has been funded by domestic sources? (funding the project) <input type="checkbox"/> Yes <input type="checkbox"/> No by foreign funding sources? <input type="checkbox"/> Yes <input type="checkbox"/> No						Detailed documents on such funding.	
19.	The association/foundation has carried out annual audit by external auditor? If yes, what main problems identified?						Audit report by external auditor and main problems identified: ..... .....	
20.	The association/foundation has complied with the recommendations made by						There are documents that record the implementation of	

	previous inspection authority?						previous recommendations for improvement and indicators of the improvements.	
<b>Members and staff of the association/foundation</b>								
21.	Documents related to members of association are properly kept and a list of its members has been updated in each period according to actual number or not?						Application form and details on identity of members are copied and kept in the cabinet.	
22.	Recruitment of staff and volunteers of the association/foundation is based on the requirements and terms of references (TORs) or not??						Copies of employment contracts or relevant documents.	
23.	If there is employment of staff, is there any payment of income tax from salary to the State or not?						Certified document related to the payment of income tax from salary to the State.	
<b>Finance and Asset Management of the association/foundation</b>								
24.	The association/foundation has its assets or not? <input type="checkbox"/> Yes <input type="checkbox"/> No – If yes, are they registered and audited or regularly maintained or not?						Certified documents signed by the president.	
25.	Is there any bank account of the association/foundation or not? If yes, how many signatories required for approval? (at least 3 persons)						Bank account book or document that certifies the signatures.	
26.	How is each payment approval of the association/foundation is processed and how many signatures? (Preferably two signatures such as president and authorized person).						- Procedures applied ..... - Certified document	
27.	In case the association/						- Procedures applied	

	foundation has made payment over the limit as specified in the regulations, how is it resolved?						.....	
28.	Does the accountant keep cash at the association/foundation? If yes, ..... Kip							
29.	Administrative expenses (water, electricity and etc.) which covers ..... percent (%) of annual expenditure plan.						Certified document	
<b>General administration</b>								
30.	What method does the association/foundation safely record information? (such as saving on the computer and Hard Disk, USB, CD....)							
31.	Does the association/foundation have a book to record incoming & outgoing documents?						Examine the record book.	
32.	Does the association/foundation have its vehicle? If yes, how is used? Does it have a logbook?						Examine the logbook and details on the use of vehicle (if any)	
33.	For the field trip, is there any coordination with relevant local authority?						Examine an official letter regarding to the coordination.	
34.	Has the association/foundation established a new branch? <input type="checkbox"/> Yes <input type="checkbox"/> No						Examine the establishment permit, if established.	
35.	Has the association/foundation established a technical unit/team? <input type="checkbox"/> Yes <input type="checkbox"/> No						Examine the establishment approval (if establish)	



Does the association/foundation obtain new outstanding lesson - experience that would be useful for other association/foundation that would help the management or implementation of activities or operations of association/foundation produce better results?

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Other comments (example: State management and facilitation regarding to the operations of the association/foundation, what should be improved and others)

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Does the association/foundation need any particular training or capacity building? (if yes, that are the topics?)

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