

Annex 1: MICROFINANCE WORKING GROUP WORK PLAN

Ref.	MFWG Work Plan for 2010	2010				
		January	February	March	April	May
<b>1</b>	<b>MFWG Management &amp; Administration</b>					
1.1	MFWG Meetings (2-3 monthly)					
1.1.1	Election of new MFWG board					
1.1.2	Prepare for MFWG meeting (agenda, topics of discussion, progress report, presentations)					
1.2	Board Meetings (monthly)					
1.2.1	Prepare for MFWG board meeting (agenda, topics of discussion, progress report, etc.)					
1.3	Secretariat					
1.3.1	Establish roster and list of MFWG members as well as more compreh. stakeholder list					
1.3.2	Member profiles submitted and data consolidated					
1.3.3	Revise MFWG terms of reference (ToR) and translate into Lao					
1.3.4	Obtain consensus on final ToR with members and GoL/PSC					
1.3.5	Establish ToR for MFWG secretary, ensure funding and recruit					
1.3.6	Find suitable office (room) to locate MFWG secretariat in Vientiane					
1.4	Finances					
1.4.1	Authorize new co-chairs to be signatories to the MFWG bank account tog. with treasurer					
1.4.2	Finalize financial report for 2009					
1.4.3	Establish budget for 2010					
1.4.4	Investigate donor funding opportunities (ADA, GTZ, SBFIC, DGRV, UNCDF, etc.)					
1.5	Membership & Formalization (?) of MFWG					
1.5.1	Study on MFWG future strategy (scope/activities/possible establishment of MF association)					
1.5.2	Develop membership criteria/structure/by-laws and communicate to members					
1.5.3	Investigate possibility of introducing membership fees (set up structure)					
1.5.4	Investigate various options of formalization of MFWG (opportunities/challenges)					
<b>2</b>	<b>Representation</b>					
2.1	Relationship building with relevant stakeholders, GoL (BoL, NERI, LWU, etc.)					
2.2	Provide guidance to donors/MF stakeholders/MF practitioners, etc.					
2.3	Represent the MF industry in Lao PDR and internationally:					
2.3.1	Explore possibilities of linking Lao PDR to the internat. MF stage (ADA, BWTP, VN MFWG, SEEP)					
2.3.2	Join the BWTP network					
2.3.3	Participation in Asia MF Forum Columbo, Sri Lanka (2 participants, 12-15 October)					
2.3.4	Participation in Annual Conference of SEEP Network in Washington (2 participants, Nov.)					
2.3.5	Participation in SBFIC Regional Meeting of MF Network Vietnam, Cambodia, Laos					
<b>3</b>	<b>Advocacy</b>					
3.1	Create sub-working group on policy support (apex/network support org.)					
3.2	Provide feedback to policy makers and/or regulator wr existing policies					
<b>4</b>	<b>Capacity Building</b>					
4.1	Inform about MF training & capacity building activities in Lao PDR & abroad					
4.2	Establish list of MF training service providers & services offered & circulate via MFWG					
4.3	Microfinance Training (e.g. MSMEEL Training by ACELDA funded by GIZ-AFP & KfW)					
4.4	Conduct training demand/supply analysis in Laos					
<b>5</b>	<b>Knowledge Management (Coordination &amp; Information)</b>					
5.1	Circulate information on MF events/activities/trainings/workshops					
5.2.1	Re-activate MFWG website (re-register, hosting, web support with local provider)					
5.2.3	Regularly update website (events, MF regulation, training, workshops, MF projects, MFI data)					
5.2.4	Launch of MF Industry Report Laos supported by BWTP network					
5.2.5	Gather information on MF projects in Lao PDR (mapping) & present in meetings/on website					
5.2.6	Presentation of specific technical MF topics of interest/concern					
5.2.7	Create ad hoc thematic sub groups according to demand					
5.2.8	Share members' research outcomes (in meetings, on website)					
5.2.9	Support the development of partnerships between members					
5.2.10	Re-establish MF Bulletin/Newsletter for the Lao PDR and publish regularly					
5.2.11	Establish MF library and MF reference center					
	<b>Main seasonal considerations: Lao new year</b>					

June	July	August	September	October	November	December	Responsible	Completed by
							Board and members	6 meetings held
							Members	completed (Jan)
							Ursula (with Bandith, Chantha)	6 meetings held
							Bandith, Ursula, Chantha	7 meetings held
							Ursula with Bandith, Chantha	completed
							Ursula	completed (Feb)
							Ursula	completed (March)
							Ursula	completed (Feb)
							Members	completed (April)
							Ursula, Bandith, Chantha	completed (November)
							Board and members	completed (September)
							Chantha	completed (March)
							Chantha	completed (March)
							Ursula, Bandith, Chantha	completed (March)
							Ursula, Bandith, Chantha	completed (August)
							External consultant with Board	completed (July)
							Board and members	partly completed (July)
							?	completed (July)
							?	completed (July)
							Board members	ongoing
							Board members	ongoing
							Board members	ongoing
							Board members	completed (July)
							MFWG members	completed (July)
							Board members/practitioner	2 members/1 BoL Off. participated (Oct)
							Board members/practitioner	treasurer participated (Nov)
							Co-Chair	Co-Chair participated (Nov)
							GTZ as lead agency & members	pending
							GTZ as lead agency & members	ongoing
							Secretariat	ongoing
							Board and Secretariat	completed (October)
							Board and Secretariat	completed (October) - 15 scholarships
							?	partly completed
							Secretariat	ongoing
							Secretariat & members	completed (but only in English)
							Secretariat & members	ongoing
							BWTP and board	completed (July)
							Secretariat & members	ongoing
							Members	completed (6 meetings)
							Members	one education sub-group created
							Members & Secretariat	ongoing
							Members	ongoing
							Secretariat & board members	pending
							Secretariat	ongoing