

Annex 2: MICROFINANCE WORKING GROUP WORK PLAN

Ref.	MFWG Work Plan for 2011	2011							
		January	February	March	April	May	June	July	August
1	MFWG Management & Administration								
1.1	MFWG Meetings (bi-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 (bi-monthly)								
1.2.1	Prepare for MFWG board meeting (agenda, topics of discussion, progress report, etc.)								
1.3	Secretariat, Membership & Formalization								
1.3.1	Introduce office manager to her work and establish administration procedures (finances, reporting, etc.)								
1.3.2	Regularly update roster and list of MFWG members as well as MF stakeholder list								
1.3.3	Actively engage in gaining more MFWG members to represent the sector (DTMFIs, NDTMFIs, SCUs, NSOs)								
1.3.4	Develop by-laws, policies, procedures to prepare for formalization								
1.3.5	Send out membership profile to all registered / licensed MFIs/SCUs in Laos								
1.4	Finances								
1.4.1	Authorize new board to be signatories to the MFWG bank account (2 signatures)								
1.4.2	Finalize financial report for 2010								
1.4.3	Establish budget for 2011								
1.4.4	Ensure continuous donor financial and technical support (ADA, GTZ, SBFIC, DGRV, UNCDF, SEEP, Ford Foundation, etc.)								
1.6	Reporting								
1.6.1	Annual Report 2010 and 2011								
1.6.2	Monthly Progress Report and Planning for Next Month for Board, Secretariat and SBFIC								
1.6.3	Mid Term Summary Status Report (Jan-June 2011) for ADA								
2	Advocacy								
2.1	Provide feedback to policy makers and/or regulator wr changes to existing or new policies (Decree, Reg., Laws, etc.)								
2.2	Relationship building with relevant stakeholders working on policy level GoL, GIZ-AFP, UNCDF, WB, IFC, LBF, etc.)								
3	Capacity Building								
3.1	Inform about MF training & capacity building activities in Lao PDR & abroad								
3.2	Loan Quality Management Training by ACLEDA (funded by GIZ-AFP/KfW)								
3.3	TOT on Social Performance with SEEP support								
3.4	(Co-) Organize at least 2 trainings for microfinance practitioners (with external support)								
3.5	Conduct survey analyzing training needs in Laos								
3.6	Conduct one internship with reputed host MFI for MFI/SCU staff in Laos								
3.7	Regular meetings with education sub-working group to develop strategy wrt MF Education and Training								
4	Knowledge Management & Representation								
4.1	Relationship building with relevant stakeholders, GoL (BoL, NERI, LWU, WB, IFC, LBF, etc.)								
4.2	Provide guidance to donors/MF stakeholders/MF practitioners, etc.								
4.3	Represent the MF industry in Lao PDR and internationally:								
4.5	Extend BWTP membership								
4.6	Participation in SPTF Working Group Asia Workshop in Bangkok (Feb-March)								
4.7	Participation in Asia MF Forum, India (October)								
4.8	Participation in Annual Conference of SEEP Network in Washington (November)								
4.9	Participation in SBFIC Regional Meeting of MF Network Vietnam, Cambodia, Laos in Luang Prabang (November)								
4.1	Circulate information on MF events/activities/trainings/workshops through roster and on website								
4.11	Design new MFWG website (bi-lingual) and regularly update with relevant data								
4.12	Conduct survey analyzing data on MF audits								
4.13	Agree on performance indicators of MFIs (benchmarking system) to be uploaded on MFWG website to increase transparency								
4.14	Translate one microfinance reference book (e.g. MF Handbook) into Lao for day-to-day use of MFIs								
4.15	Establish social performance strategy and submit proposal to Ford Foundation for funding support								
4.16	Conduct an annual MF Stakeholder Forum (with donor and member support) to share sector information/trends/developments								
4.17	Gather information on MF projects in Lao PDR (mapping) & present in meetings/on website								
4.18	Presentation of specific technical MF topics of interest/concern (new MF developments/trends)								
4.19	Create ad hoc thematic sub groups according to demand (e.g. by-laws, policies)								
4.2	Create an annual MF Bulletin/Newsletter for the Lao PDR and publish regularly								
4.21	Participate in SEEP Market Forecast (increase number of participating MFIs/SCUs), submit data quarterly								
4.22	Finalize briefing paper on institutional assessments of MFIs/SCUs in Laos and future sector needs, publish via website/roster								
4.23	Establish MF library and MF reference center								

September	October	November	December	Responsible	Completed by
				Ursula and Bee	
				Members	
				Ursula and Bee	
				Board and Bee	
				Board, Ursula, Bee	
				Ursula and Bee	
				Bee	
				Bee, Board, Ursula	
				Board and members	
				Bee	
				Ursula, Board, Bee	
				Ursula and Chantha	
				Ursula	
				Ursula	
				Ursula and Bee with other members	
				Ursula and Bee	
				Ursula	
				GIZ-AFP as lead agency & members	
				Board, Bee	
				Secretariat	
				Bandith, Ursula, Bee, GIZ-AFP and ACLEDA	14-18 March
				Ursula, Bandith, Awais, Lalaine	
				Board & Secretariat, training providers, donors	
				Ursula, Bee	
				Ursula, TACDO, Bee	
				Sub-Working Group Members	
				Board members	
				Board members	
				Board, Ursula and members	
				Bee, Ursula	
				Bandith, Ursula	
				Board and/or members	
				Board and/or members	
				Bandith, Ursula	
				Secretariat	
				Ursula, Bee with international intern	
				Bee, MFWG Board, GIZ-AFP and DGRV	
				Ursula, Board, Members, Bee, intern	
				External translator (? No funding yet)	
				Ursula, intern together with SPTF, members	
				Board, members, donors (? No funding yet)	
				Secretariat	
				Members	
				Members, Ursula	
				Secretariat	
				Secretariat together with MFIs/SCUs	
				Shane, Ursula	
				Secretariat	

