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SUN CSA in Lao PDR Annual General Meeting Report



Tuesday 25th August 2020

Don Chan Palace Hotel, Vientiane Capital



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Participants and Guests

All 75 SUN CSA member organisations were invited to attend the AGM, with funding available for those based outside of Vientiane. In total 71 representatives attended from 42 member organizations. All 7 current members of the SUN CSA Management Committee attended the AGM.

Dr. Phonepaseuth Ounaphom, Director General of Hygiene and Health Promotion, Ministry of Public Health; Ms. Kelly Khamphouxay, SUN CSA Chairperson; and Mr. Phonesavanh Sethanaphaixanh, Programme Manager of CSO Programme to Delegation of the European Union to the Lao PDR gave the opening remarks.

Dr. Phonesavanh Keonakhone, Director of National Nutrition Center; Mr. Inpone Senekhamty, Programme Manager to Delegation of the European Union to the Lao PDR; and Ms. Khangneun OUDOMPHONE, Programme Policy Officer, World Food Programme attended as speakers.

Apologies were given by UNICEF.

See Annex 1 for a copy of the attendance list.

Executive Summary:

The Scaling Up Nutrition Civil Society Alliance (SUN CSA) in Laos is an alliance of organisations that aims to improve the nutritional status of Lao citizens, with a focus on mothers and infants.

The Annual General Meeting (AGM) 2020 was held at Donchan Palace Hotel in Vientiane Capital, Lao PDR on 25th August 2020. There were four main goals of the meeting:

1. To provide an opportunity for members to learn and share about their nutrition-related work.
2. To inform members and stakeholders about the previous and future activity of the SUN CSA.
3. Generate ideas from members to create the SUN CSA 2020 workplan.
4. To conduct the election of 2 NPA representatives required on the SUN CSA Management Committee.

All meeting goals were achieved. There were presentations from 5 organisations to share project results. Discussions were held regarding work completed by members in support of SUN CSA objectives, including their support to the SUN CSA advocacy strategy. Discussions and input were also collected to agree on the goals of members for SUN CSA over the coming 12 months.

There were two vacancies announced on the SUN CSA Management Committee. Two members from the previous committee stepped down from their positions before the AGM. SUN CSA would like to thank them for their service and support. The withdrawing members included:

1. Mdm. Chansy Phimpachanh (Promoting Family Health Association)
2. Mrs. Nila Douansouvanh (Learning Development Association)



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The new Management Committee for 2020 includes the following members:

1. Ms. Kelly Khamphouxay (Save The Children) MC Chair
2. Ms. Ketsadasack Kiettisack (Plan International)
3. Ms. Irene Lorete (World Vision International)
4. Mr. Suraj Shretha (Adventist Development and Relief Agency)
5. Ms. Chanthalangsy Sisouvanh (Rural Development Agency)
6. Ms. Phetsamone Manola (Friends of PhaTadKe Association)
7. Mr. Chantha Ouanthavongsi (Association for Preservation Natural Resources Environment and the Development of the Community)

Funding to hold the 2020 SUN CSA AGM was provided by European Union, through Plan International Laos. SUN CSA wish to thank EU and Plan International Laos for their on-going financial support.

Reports and Presentations

1. **Opening Remarks:** Opening Remarks were given by Dr. Phonepaseuth Ounaphom, Director General of Hygiene and Health Promotion, Ministry of Public Health; Ms. Kelly Khamphouxay, SUN CSA Chairperson; and Mr. Phonesavanh Sethanaphaixanh, Programme Manager of COS Programme to Delegation of the European Union to the Lao PDR.
2. **Minutes from previous AGM:** The minutes from the 2019 SUN CSA AGM were reviewed by the SUN CSA Coordinator, Ms. Tukta Sonesaksith. There were no outstanding motions or issues required to be revisited from the previous year.
3. **Annual Progress Update of SUN CSA:** The SUN CSA Chairperson, Mdm. Kelley Khamphouxay, SUN CSA Chairperson presented an annual progress update on activities and achievements of SUN CSA and its members over the past 16 months (since the last AGM in April 2019). Key highlights include:
 - a. **Capacity building of members:**
 - i. Systems Thinking training (May 2019): supported by RDA;
 - ii. Advocacy Workshop x3 (Aug, February & August 2020): Supported by Irish Aid;
 - iii. LANN Master ToT (Aug 2019); Supported by: HELVETAS & SNV;
 - iv. COVID-19 training for SUN members (April); supported by SCI;
 - v. SUN CSA Weekly Hangouts (April-August): supported by many orgs;
 - vi. Many other trainings inside individual nutrition projects.
 - b. **Knowledge Hub:**
 - i. Website was re-designed, updated and re-launched with new nutrition material. Thanks to Save The Children for the website redesign funding;
 - ii. Facebook page and group sharing nutrition information (Page - 2200 followers – up from 750 followers in 2019; Group – 400 members – up from 137 members in



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- 2019; 160 posts since April 2019 – 10 posts per month; In past year SUN CSA posts have been seen by over 1.5 million people in Laos);
- iii. WhatsApp group - COVID-19 – 124 members from 9 provinces; sharing information on good COVID intervention activities.
 - iv. YouTube page – 10 new videos in past year;
 - v. Regular emails sharing member updates
- c. **Partnership broker:**
- i. Provincial Coordination meetings increased;
 - ii. SUN CSA Focal Points are now in 6 Provinces;
 - iii. SUN CSA facilitated LANN Master ToT for 12 staff from 8 organizations.
- d. **Policy dialogue:**
- i. Presented SUN CSA Outcome statement to all national and provincial-level representatives at the National Nutrition Forum in December 2019. An interactive display booth also highlighted SUN CSA’s work;
 - ii. Collected member information for the Nutrition Stakeholder Mapping for NNC;
 - iii. Participating in Provincial level Nutrition Committee meetings;
 - iv. Participating in national level development partner meetings;
 - v. Held nutrition awareness booths at WBW; CSO Fair; LWU Day and other events;
 - vi. Supported awareness campaigns for WBW and the Asia Regional #NutritionCantWait campaign, including: creating 3 videos showing how Lao people support breastfeeding, including health workers, fathers, mothers and families.; training; online activities.
 - vii. Conducted COVID awareness campaigns that reached over 1.5 million people. This included competitions that engaged social media users to design their own COVID prevention material, which was then promoted by SUN CSA.
- e. **Management and Governance:**
- i. Broad mix of NPA, INGO, and other international and national civil society members (Increasing engagement by members this year); This year there has been 7 new organisations join, making a total of 75 member organisations.
 - ii. Secretariat has had strong engagement with members (New Coordinator – Ms Tukta Sonesaksith);
 - iii. Management Committee is composed of 7 positions (Currently 3 NPA members, and 4 INGO members, all elected by SUN CSA members; Successful roll-out of the Advocacy Strategy; Challenge of MC turn-over, maintaining engagement from members.

4. Member Presentations:

Five members organisations provided presentations to AGM participants. Below are the titles of each presentation. The presentations themselves can be found in the report annexes and on the SUN CSA website.

- a. **MCNV:** New Nutrition Research under the LEARN project.



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- b. **WVI:** Saving for Nutrition.
 - c. **RDA:** Assessment findings of WASH in the school & school vegetable garden and Scaling up convergent programme to improve food and nutrition security in the northern uplands, SUPA project, Case study from Phongsaly province.
 - d. **CHias:** Hygiene in remote communities.
 - e. **CARE:** Develop a Strategy on How to Best Involve Private Sector Actors to Ensure that Healthy Food Is Available in Peri-urban Areas.
5. **Organization and activities and mechanisms on nutrition coordination in Lao PDR:** Presented by Dr. Phonesavanh Keonakhone, Director of National Nutrition Center.
 6. **EU Nutrition Update:** Presented by Mr. Inpone Senekhamty, Programme Manager to Delegation of the European Union to the Lao PDR.
 7. **Nutrition Dense Food:** Presented by Ms. Khangneun OUDOMPHONE, Programme Policy Officer, World Food Programme

SUN CSA Membership discussion and annual planning:

AGM participants took part in a discussion on the role and priorities of SUN CSA members.

1. **SUN CSA Alliance web:** There was an activity to explore the connections between the members, building a web of connections and having a discussion about how these connections helped different members develop and how they could be strengthened.



2. **Member Mapping: Where are we working?**

To help build understanding of where different organisations are working, all members contributed to the member’s map, identifying the provinces and sectors they are working in.



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Civil Society Alliance in Lao PDR



Details of this map will be digitalized and made available for members so they can better network, share resources, and work together on nutrition advocacy and program activities.



3. Develop learning and advocacy goals for 2020:

All member shared their learning and advocacy goals. The list of goals will be used as a reference for planning the activities in the future, below is the list of some goals:

- a. Learning and exchanging on the nutrition tools used in each project of partners.
- b. Learning on communication networking in each level.
- c. Facilitation skill on nutrition and WASH.
- d. How to make a relationship with government partner, and contribute to each other's activities.
- e. Coordination skill.
- f. Writing report for government, etc...

A full list can be found in the annex to this report.

4. Member support: All participants shared what they contributed to others during 2019-2020 and made notes about support they can offer to other members and the Alliance generally. Some key suggestions include:

- a. Join SUN CSA activities (Meeting, training, workshop...)
- b. Include other SUN CSA member organisation staff in trainings conducted by the organization.
- c. Offer great connections with Provincial Health Department.



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- d. Share lesson learned, Resources, Technical, Expertise, etc...

A full list of offered support and priority can be found in the annex to this report.

5. Member Activity calendar

All participants shared their key events in coming months (approximately 50 activities). A full list can be found in the annex to this report.

6. SUN CSA Annual Planning

Below are SUN CSA key activities in 2020-21

DATE (month)	Activity/event title	Lead organization
27 th August 2020	SUN CSA Advocacy Workshop	SUN CSA AWG
29-30 September 2020	Provincial Nutrition Stakeholders' Learning Workshop in Savannakhet	ARMI, CB4N/Plan
1 st -2 nd October 2020	Provincial Nutrition Stakeholders' Learning Workshop in Saravanh	CHias, CB4N/Plan
December 2020	National Nutrition Forum 2020	NNC, MoH
February 2020	SUN CSA Advocacy Workshop	SUN CSA AWG
September 2020 - March 2021	National Nutrition Action Plan (NPAN) 2021-2025	NNC
April 2020	SUN CSA AGM	SUN CSA

SUN CSA Management Committee Election

The SUN CSA by-laws identify the role and responsibility of the Management Committee. The MC should comprise representatives from 7 organisations, with a balance of NPA and INGO members (3/4 or 4/3).

There were two vacancies announced on the SUN CSA Management Committee. Two members from the previous committee stepped down from their positions before the AGM. SUN CSA would like to thank them for their service and support. The withdrawing members included:

1. Dr. Chansy Phimpachanh (Promoting Family Health Association)
2. Mrs. Nila Douansouvanh (Learning Development Association)

In the AGM, there was an election for 2 new NPA representatives. There were 8 nominees. The results of the voting were a draw for the second position and so a second vote occurred for this position. In the end there were two new members elected.

The new Management Committee for 2020 includes the following members:

1. Mdm. Kelly Khamphouxay (Save The Children) MC Chair
2. Mdm. Ketsadasack Kiettisack (Plan International)
3. Mrs. Irene Lorete (World Vision International)
4. Mr. Suraj Shretha (Adventist Development and Relief Agency)
5. Mdm. Chanthalangsy Sisouvanh (Rural Development Agency)
6. Mdm. Phetsamone Manola (Friends of PhaTadKe Association) – (new representative)



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7. Mr. Chantha Ouanthavongsi (Association for Preservation Natural Resources Environment and the Development of the Community) – (new representative)

SUN CSA wishes to thank all members who nominated for the election and to warmly welcome the new MC members.



AGM Closing

The AGM was officially closed by the SUN CSA Management Committee at 4:30pm. The Management Committee thanked all the members for their participation and welcomed the new MC members again. The Chair also thanked the SUN CSA Secretariate for their hard work over the past year.

Annexes

All annexes from the AGM (except Annex 1 and 2) can be found on the SUN CSA webpage: <https://www.suncsalaos.org/> and [Here](#)

Annex 1: AGM Attendance List

Annex 2: AGM MC list

Annex 3: SUN CSA AGM Minutes from 2019

Annex 4: Annual Progress Update of SUN CSA

Annex 5: Presentation by **MCNV**-New Nutrition Research under the LEARN project.

Annex 6: Presentation by **WVI**-Saving for Nutrition.

Annex 7: **RDA**-Assessment findings of WASH in the school & school vegetable garden and Scaling up convergent programme to improve food and nutrition security in the northern uplands, SUPA project, Case study from Phongsaly province.



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Annex 8: **CHias**-Hygiene in remote communities.

Annex 9: **CARE**-Develop a Strategy on How to Best Involve Private Sector Actors to Ensure that Healthy Food Is Available in Peri-urban Areas.

Annex 10: Presentation by **National Nutrition Center**-Organization and activities and mechanisms on nutrition coordination in Lao PDR

Annex 11: Presentation by **World Food Programme**-Nutrition Dense Food.

Annex 12: List of members working locations by Province.

Annex 13: List of learning and advocacy goal.

Annex 14: List of member support offers.

Annex 15: Members' key events in coming months