



Lesson Learned Workshop Group Activity (Photo: LRC)

LAO PDR DREF | MDRLA011 LESSONS LEARNED WORKSHOP REPORT

4 -5 February 2026 | Vang Vieng, Lao PDR

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Background

Between 21–30 July 2025, Tropical Depression Wipha caused severe flooding, flash floods, and landslides across northern and central Lao PDR, affecting multiple provinces and triggering elevated Mekong River levels and flood warnings. More than 172,000 people in 571 villages across 46 districts were affected, resulting in 9 deaths, 4 missing persons, widespread displacement, and extensive damage to housing, infrastructure, agriculture, and livelihoods, with total losses exceeding USD 13 million.

Emergency response operations were activated to support the most vulnerable communities. With funding from the International Federation of Red Cross and Red Crescent Societies (IFRC) Disaster Response Emergency Fund (DREF), the Lao Red Cross (LRC), guided by the National Disaster Management Committee and informed by rapid needs assessments, assisted 2,094 households (10,619 people) in Houaphanh, Xieng Khouang, and Vientiane provinces. The response prioritised severely affected and vulnerable households, including older persons, people with disabilities, female-headed households, and families with young children. The project was implemented from September 2025 to 28 February 2026 with a total DREF budget of CHF 262,888, targeting communities in Houaphanh Province (Kuan and Xam Tai districts), Xieng Khouang Province (Kham and Nong Haed districts), and Vientiane Province (Kasy District). In parallel, the Swiss Red Cross (SRC) provided bilateral support using similar operational modalities in Sayabuli, Luang Prabang, and Borikhamxay provinces.

As the operation moved toward closure, the LRC convened a joint lesson learned workshop under IFRC DREF and SRC funding to review achievements and good practices, consolidate challenges, document key lessons, align approaches across funding streams, and identify recommendations to strengthen future disaster preparedness and response capacity.

Refer to [Annexe 1](#) for [Workshop Concept Note](#).

Objective

The Lao PDR Lessons Learned Workshop held from 4-5 February 2026 in Vang Vieng province was intended to review the recent flood response supported by DREF and SRC. The process identified good practices, key lessons learned, and operational challenges, and developed practical solutions and recommendations to strengthen future LRC preparedness and operational implementation. The workshop brought together approximately 60 participants from LRC headquarters and branch staff, IFRC Secretariat, and SRC. Drawing on operational evidence and implementation experience, the findings is determined to inform more effective and efficient disaster preparedness and response in Lao PDR and to support LRC in strengthening the quality and impact of its emergency preparedness and response services.

Refer to [Annexe 2](#) for [Workshop Agenda](#).

Methodology

The workshop was conducted over two days as an in-person, facilitated event with approximately 60 participants, including selected LRC headquarters and branch staff, IFRC Secretariat representatives (3), and SRC representatives (3). It was led by LRC representatives directly involved in coordinating the flood response, with facilitation support from IFRC staff from the Country Cluster Delegation (CCD) office in Bangkok and the Asia Pacific Regional Office (APRO), the IFRC Country Representative, providing translation support as needed, and co-facilitation from SRC and LRC representatives. At the closure of the workshop, a Workshop Evaluation Survey was sent to participants for feedback of the workshop proceedings and for input, if any.

Refer to Annexe 3 for Workshop Participant List.

Workshop Proceedings

Session 1 | PDM tool review and Presentation of Laos floods operation

The workshop opened with a session led by the LRC Disaster Management team on the Post-Distribution Monitoring (PDM) process and questionnaire. Participants reviewed the questionnaire's content and length and generally agreed it was appropriate, while noting it could be more concise. Participants also highlighted that limited enumerator familiarity with the questions affected efficiency, and agreed that additional sensitisation and training on the questionnaire should be conducted ahead of the next monsoon season. Subsequently, a presentation on the overall operation of the IFRC DREF and SRC was shared with participants, providing an overview of the activities implemented and the targets achieved.

It was also agreed that the PDM tools (questionnaires) and needs assessment questionnaires should be properly introduced and explained to Lao Red Cross (LRC) personnel prior to community-level implementation. LRC plans to conduct in-depth training for branch and district staff to strengthen their familiarity with the questionnaires and enhance their ability to adapt and simplify the tools to ensure they are appropriate and easily understood within the local community context.

Session 2 | Key Findings of Operation Strengths & Weaknesses

Participants were organised into five thematic working groups based on key operational focus areas identified by LRC namely (i) Cash and Voucher Assistance (CVA) and Need Assessment; (ii) Protection, Gender, and Inclusion (PGI) and Community Engagement and Accountability (CEA); (iii) Coordination and Communication across different levels (i.e. IFRC, LRC headquarters and branches, district level, government, and Partner National Societies (PNSs)); (iv) finance and administration; and (v) PMER, documentation, and PDM.

The review aimed to identify good practices and gaps across key areas of the operation, including assessment, targeting, coordination, implementation, response planning, and monitoring, as well as reporting processes such as financial reports, weekly updates, and the final report. It examined what worked well and the bottlenecks that emerged, highlighting both effective practices and persistent challenges. The assessment also considered operational, financial, coordination, and reporting challenges, as well as community engagement in assessments. In particular, it evaluated how LRC HQ and branches engaged in flood preparedness, response, and recovery activities, and assessed the effectiveness of the feedback mechanisms currently in place.

Each group was led by LRC and supported by two facilitators from IFRC and SRC, who guided discussions and provided prompts to assist participants. Using a World Café approach, participants rotated between groups every 20 minutes, allowing them to supplement or add to the inputs of their peers and share experiences or issues from their operational level. This rotation continued until all participants had contributed to all five thematic areas. At the end of the session, each group facilitator presented a brief summary highlighting key discussion points, challenges, and recommendations. Below are summarized points of **key achievements and challenges** by thematic groups.

Achievements

CVA and Need Assessment

- Delivered training and capacity building for staff on data collection and cash assistance operations.
- Appointed and coordinated teams from central to local levels for effective program implementation.
- Prepared tools, equipment, and operational plans to support disaster response.
- Identified target groups at risk and ensured community engagement and cooperation.
- Coordinated information flow and field data collection, including verification and analysis.
- Planned budgets, developed donor assistance requests, and reported to authorities and donors.
- Organized orientation sessions and provided timely cash assistance to affected populations.

PGI/CEA

- Brief PGI and CEA training was provided to provincial, district, and village-level teams in selected high-risk areas during the DREF kick-off meeting. Coverage was limited to certain locations only. During cash distributions, opportunities for PGI and CEA promotion were limited, and informational materials (such as posters) were not seen on display.
- Appointed responsible teams to implement assistance programs.
- Developed plans and established priority points to support vulnerable groups, ensuring they received assistance first.
- Coordinated with multiple stakeholders and facilitated community-led mutual support.
- Delivered essential relief items and, where needed, provided psychosocial support.
- Used available resources, including vehicles, to assist those unable to support themselves.

Communication and Coordination

- Established disaster management committees at provincial and district levels and appointed a central-level responsible committee.
- Set up coordination offices and digital platforms (e.g., WhatsApp groups) to ensure timely communication.
- Organized joint planning meetings and facilitated collaboration between central, provincial, and district levels.
- Coordinated resource mobilization from international partners, government, private sector, and donors.
- Collected, analyzed, and reported data on affected villages and urgent needs, with sequential reporting to stakeholders.
- Maintained regular communication with donors and relevant stakeholders, sending invitations for assistance and funding requests.

Finance and Administration

- Efforts were made to mobilize and manage funding from government sources, partner Red Cross societies, and public donations. However, no dedicated emergency response funding was available. LRC has an emergency fund decree in place, which can be activated and applied at both headquarters and branch levels.
- Prepared and monitored budgets in compliance with regulations, ensuring timely approvals and proper utilization.

- Coordinated technical support from partners and implemented cash distribution based on verified data.
- Established transparent reporting, summarizing budget implementation results and maintaining sufficient balances.
- Conducted field-level coordination with relevant departments for efficient relief operations.

PMER and PDM

- Conducted advance planning with clear objectives, work plans, staffing plans, and financial plans at central, provincial, district, and village levels.
- Developed and followed systematic guidelines, manuals, and IFRC tools for planning, monitoring, evaluation, and reporting.
- Ensured strong coordination and collaboration between central, provincial, district, and local authorities.
- Engaged communities actively to provide information and support smooth implementation of assistance to flood-affected populations.
- Provided guidance and leadership from Lao Red Cross, ensuring adherence to plans and accurate reporting.

Challenges

CVA and Need Assessment

- Use of the Kobo program remains challenging; organizing refresher or capacity-building training sessions is recommended.
- Training implementation faced difficulties due to overlapping schedules and transfer of trained personnel.
- Coordination gaps persist between central and local levels, affecting smooth operations.
- Challenges in engaging and collecting information from local ethnic communities.
- Cash assistance requires verified, accurate information from the district level; lack of such data prevents provision of support.
- Delays in data collection due to insufficient equipment.
- Data analysis processes are unclear and need strengthening.
- Some households did not initially provide information but later requested assistance during distribution activities.
- Certain households were uncooperative, creating additional challenges in implementation.

PGI/CEA

- No practical PGI & CEA guideline/manual is available for field implementation.
- Local authorities and communities in some areas do not fully understand or recognize the importance of PGI & CEA work.
- Women and other vulnerable groups have limited access to information.
- Communication and awareness-raising tools are largely unavailable.
- Lack of budget allocated for community-level communication and awareness activities.
- Community beliefs and norms restrict participation of vulnerable groups.
- Language differences in some areas hinder coordination.
- Some local authorities still lack understanding of PGI & CEA principles.
- Information dissemination is mainly through word-of-mouth due to absence of communication tools.
- Male and female zones in shelters are not separated in some locations.

- Transportation is limited due to insufficient vehicles and personnel.
- Timely coordination is challenging due to poor phone signals and remote, difficult-to-access areas.
- Limited knowledge exists in managing PGI & CEA activities (e.g., zoning, needs identification).
- Sanitation systems are inadequate or inappropriate for all population groups.
- A modest budget exists for PGI and CEA activities, and additional funding is required to strengthen them. Also, LRC lacks a CEA focal point, and the PGI officer was minimally involved in the operations.
- No designated focal persons responsible for PGI & CEA at the community level.
- Continuous communication activities are lacking; communication materials and trained personnel at the community level are insufficient.
- Discrepancy in capacity: trained personnel did not implement activities, while untrained personnel carried out activities.

Communication and Coordination

- No legal framework exists for resource mobilization; the emergency fund decree has not yet been implemented.
- Coordination processes are delayed, causing inefficiencies.
- Information at district and village levels is often unclear and frequently changes.
- Communication is hampered by poor phone signals and limited road access.
- Lack of essential coordination equipment (phones, vehicles, computers, etc.).
- Roles and responsibilities are not consistently or effectively executed.
- Lessons learned review meetings have not been conducted by responsible committees in some provinces.
- Official notification letters between central and local levels lack sufficient detail.
- Coordination with relevant line departments is weak, and many coordination mechanisms are not systematic.
- Inter-agency coordination is irregular and not conducted in a systematic manner.
- Information received from the ground is often unclear, causing planning delays.

Finance and Administration

- Project approval processes are delayed, causing compressed implementation timelines (e.g., donor funding approved in July but implementation only started in October due to delays in approval processes).
- Provinces have limited understanding of DREF financial procedures.
- Budget approval processes are slow and involve too many steps.
- Staff have limited understanding of budget utilization regulations; staffing levels are insufficient.
- Budget planning is frequently delayed.
- Lao Red Cross lacks financial management guidelines/manuals.
- Constant time pressure exists to process financial matters and release funds to implementing partners.
- No emergency fund is available for rapid response.
- Carrying cash involves security risks, and local access to cash withdrawal facilities is limited (some districts lack banks or service units).
- Timeframes for implementing activities are short.
- Cash assistance lacks standardized calculation criteria to ensure appropriateness for affected households.
- Travel cost support for beneficiaries in remote villages is insufficient.

- No budget allocated for provincial authorities to conduct monitoring visits.
- Delays in account reconciliation resulted in missed opportunities to use remaining budget funds.
- Settlement of activity advances is delayed due to late submission of reconciliations by advance holders.

PMER and PDM

- Management responsibilities among central, provincial, and district levels are not clearly defined.
- Access to some remote and hard-to-reach villages is difficult, complicating field activities.
- Coordination between district and village levels faces significant challenges.
- Local levels lack capacity in data collection and rely on externally validated data (e.g., Labour and Social Welfare sector).
- Difficulties exist in implementing coordination tasks at all levels.
- Field data collection is often delayed due to limited human and financial resources.
- Village-level data collection budgets are insufficient.
- Assistance should be based on actual conditions of disaster-affected households to prevent comparisons and tensions.
- Human resources are limited, and advance planning is often not conducted.
- No centralized or clear database exists; information remains unclear.
- Emphasis during data collection should be on genuinely affected households.
- Some households did not receive assistance despite remaining funds.
- Planning and evaluation skills are lacking; implementation has relied heavily on the central level.
- Activities were implemented according to plan but occasionally deviated in numbers, timing, or location.
- Local staff lack training in planning, monitoring, evaluation, and reporting, as these tasks were historically centralized.
- Limited understanding exists on how to request funds from DREF.
- Frequent adjustments to approaches and methods are needed to suit actual field conditions.

Session 3 | Presentation of Key Recommendations

Below is a summary of **key recommendations** provided by the thematic groups, consolidated and organized under three main areas: i) Cash, Disbursement & Financial Management, ii) Human Resources, Coordination & Reporting, and iii) Community Engagement, Communication & Data Collection.

The exercise aimed to identify key lessons learned from the operation, building on findings from previous review sessions. Each group was tasked with developing outcomes and recommendations from their discussions and preparing a presentation for leadership. The focus was on formulating practical and actionable recommendations, including solutions and mitigation measures, and translating these lessons into clear strategic and operational guidance, supported by a realistic implementation roadmap.

Recommendations

i) Cash, Disbursement & Financial Issues

- Diversify financial service providers beyond commercial banks to reach remote areas. LRC has SOPs for Cash without FSP
- Strengthen coordination with banks and establish MoAs to ensure efficient cash distribution.
- Standardize CVA procedures, per-capita calculations, and assistance SOPs.
- Improve budget planning, preparation, and allocation timelines; harmonize IFRC–SRC fund management.
- Ensure advance planning and timely cash withdrawal and settlement procedures.
- Budget for beneficiary travel costs and local authority monitoring visits.
- Use financial service providers for distributions where possible, with clear alternatives when unavailable.
- Strengthen security measures for cash transport, including security personnel and safe team movement.
- Operationalize and strengthen emergency fund mechanisms. LRC has Emergency fund decree, adopted in 2022 or 2023
- Advocate with donors for financial and equipment support related to cash and assistance delivery.

ii) HR, Coordination & Reporting Issues

- Strengthen legal and policy frameworks for resource mobilization and fundraising.
- Clarify roles, responsibilities, and coordination mechanisms from central to local levels.
- Ensure regular disaster management committee meetings and stronger inter-agency coordination.
- Build staff capacity through training across CVA, PGI, CEA, PMER, and financial management. DREF funding to cover at least six months of staff costs
- Ensure adequate staffing at distribution points and during field activities.
- Standardize financial management systems and manuals from national to local levels.
- Accelerate administrative and approval processes, including Ministry of Foreign Affairs procedures.
- Strengthen leadership and guidance in planning and implementation.
- Improve donor accountability through regular financial, implementation, and progress reporting.
- Advocate for Lao Red Cross HQ inclusion in the National Disaster Management Committee.

iii) Community Engagement, Communication & Data Collection Issues

- Institutionalize PGI & CEA through legal frameworks, guidelines, and dedicated budgets.
- Strengthen community engagement, awareness-raising, and accountability mechanisms at all levels.
- Develop inclusive communication tools (images, audio, video, ethnic languages, Lao, Braille).
- Establish and support PGI & CEA volunteers at community level.
- Strengthen coordination with communities during assessments, implementation, and monitoring.
- Develop unified, modern data collection and management systems/databases.
- Improve assessment and interview tools to be simple, inclusive, and community-friendly.
- Train staff and volunteers in data collection, PMER tools, and PDM before field deployment.
- Allocate sufficient time and budgets for quality data collection at provincial and district levels.
- Promote good practices such as training drivers and local staff in data collection tools.

LRC's summary of areas for improvement

The workshop concluded with the participation of the LRC President, who was presented with a consolidated set of priority areas for improvement for further consideration. LRC Management will need to prioritize the most practical and urgent actions—particularly those feasible before the upcoming monsoon season. The key recommendations are outlined below:

- Relying only on commercial banks does not reach all areas; most remote areas have only the Agriculture Promotion Bank and the Lao Development Bank;
- Each area is different; joint planning is required;
- Service vehicles should be rented with standard quality;
- There is a risk in carrying cash, especially regarding safes; try not to split the team for safety;
- Work closely with banks for efficient cash distribution;
- Ensure security personnel accompany distribution teams at distribution points;
- At distribution points, there should be at least two staff to increase speed and reduce crowding;
- Develop PGI & CEA guidelines and provide them to provinces, districts, and villages;
- Establish and regularly update databases related to vulnerable groups;
- Allocate a dedicated budget to strengthen PGI & CEA work;
- Allocate budget to procure equipment to support people who can still support themselves during disasters;
- Improve staff capacity through training to understand PGI & CEA;
- Establish a modern and unified data collection system (software, hardware);
- Speed up preparation and approval of documents required by the Ministry of Foreign Affairs;
- Engage authorities at each level (central–local) to clarify their roles and responsibilities;
- Regularly report implementation progress to donors (financial reports, implementation updates, project progress, etc.);
- Propose for LRC headquarters to be included in the national disaster management committee;
- Develop an SOP for assistance;
- Have an MoA with banks;
- Relevant offices should finalize activity plans within 3–5 days and submit to finance to prepare cash withdrawals on time; establish reference documents for per-person calculation standards;
- Provide a travel budget for beneficiaries coming to collect cash, especially those living far away;
- Distribute through financial service units;
- Provide budget for local leadership monitoring;
- Improve detailed coordination and communication with communities and people among province–district–village levels;
- Improve interview tools to be shorter, concise, and easy for people to understand;
- Plan for systematic monitoring and verification from start to end of the project;
- Establish a systematic database for data collection;
- Provide training for staff before data collection;
- If possible, provide provinces with a budget for initial data collection;
- Increase time for data collection to prevent missing information;
- Vehicle rental should preferably be arranged within the province; drivers must know technical vehicle operation to ensure safety.

Next Steps

Below are consolidated proposed next steps for LRC and IFRC to enhance institutional capacity and operational processes for improved future emergency response implementation:

For LRC:

- Develop and formalize SOPs for disaster response, needs assessment, and cash assistance programming
- Strengthen staff capacity at headquarters and branch levels in cash programming, PGI, PMER, and data management
- Improve coordination and communication mechanisms between headquarters, provinces, districts, and communities
- Strengthen community engagement and accountability mechanisms
- Improve financial planning, fund disbursement timelines, and coordination with financial service providers
- Establish financial service provider (FSP)
- Organize pre-disaster meeting within LRC and PNS, LRC should approach to donor to request for funding support on this pre-disaster meeting

For IFRC:

- Continue providing technical support to LRC in strengthening disaster preparedness and response capacity
- Support development of SOPs, operational tools, and guidance related to cash assistance and emergency response
- Support capacity strengthening of LRC staff in PMER, cash programming, and operational readiness
- Continue strengthening coordination with LRC and partners to improve effectiveness of future DREF operations

Annexe

ANNEXE 1 | Concept Note

LAO PDR DREF | MDRLA011 LESSONS LEARNED WORKSHOP

Concept Note

1. SUMMARY

Workshop Title	DREF Lessons Learned Workshop
Implementing Organization(s)	Lao Red Cross Society (LRC), supported by the the International Federation of Red Cross and Red Crescent Societies (IFRC) secretariat Bangkok country cluster delegation (CCD), and Bilateral supported by the Swiss Red Cross (SRC)
Location	Vang Vieng, Lao PDR
Duration	2-day workshop + 0.5 day Post-Distribution Monitoring (PDM) questionnaire discussion; and reporting
Dates	4 – 6 February 2026
Total Budget (Indicative)	CHF9350
Target Participants	LRC headquarters and branch staff and volunteers, LRC management, IFRC Country Representative, IFRC Secretariat – Bangkok CCD, Regional Office, and SRC representatives
Workshop Purpose	To jointly reflect on the implementation of recent DREF operations, identify key lessons learned, good practices, and challenges, and agree on practical recommendations to strengthen future DREF/Response operation and preparedness, implementation, and reporting for the LRC.

2. BACKGROUND

Between 21–30 July 2025, Tropical Depression Wipha caused severe flooding, flash floods, and landslides across northern and central Lao PDR, affecting multiple provinces and triggering rising Mekong River levels and flood warnings. More than 172,000 people in 571 villages across 46 districts were affected, resulting in 9 deaths, 4 missing persons, widespread displacement, and extensive damage to homes, infrastructure, agriculture, and livelihoods, with total losses exceeding USD 13 million. Emergency response efforts were activated focusing on supporting vulnerable communities. With the International Federation of Red Cross and Red Crescent Societies' (IFRC) Disaster Response Emergency Fund (DREF) support, the Lao Red Cross (LRC) assisted 2,094 households (10,619 people) in Houaphan, Xiengkhouang, and Vientiane, guided by the National Disaster Management Committee's (NDMC) direction and rapid needs assessments. The response prioritised severely flood-affected and vulnerable households, including older persons, people with disabilities, female-headed households, and families with young children. The Swiss Red Cross (SRC) provided a bilateral support with similar operational modalities in three provinces Sayabuli, Luang Prabang and Borikhamxay. As the operation transitions toward closure, it is a timely opportunity to review achievements and good practices, consolidate challenges and to document lessons learned, strengthening future LRC and IFRC disaster preparedness and response. LRC proposed a joint lesson learned workshop under IFRC DREF and SRC funding to reflect collectively on achievements and challenges across both funding streams, align approaches, and strengthen LRC's preparedness and response capacity for future emergencies.

3. Purpose, Objectives and Scope

Purpose

The purpose of the Lao PDR Lessons Learned Workshop is to review the recent Floods operation, supported under DREF and SRC, highlight good practices, capture key lessons learned and identify

challenges. The workshop aims to generate practical solutions and recommendations to strengthen the LRC's preparedness and operational implementation, enhancing the effectiveness of future disaster response.

Scope

Participants include estimated 60 participants of LRC headquarters and branch staff and volunteers directly involved in the DREF operation, IFRC secretariat staff, as well as SRC representatives. Drawing on operational evidence and implementation experience, the workshop findings will inform more effective and efficient disaster preparedness and response in Lao PDR, helping LRC strengthen the quality and impact of its emergency preparedness and response services.

4. Methodology

Workshop Design

- Duration: 2.5 days
- Participants: estimated 60 pax consisting of selected LRC branch/headquarters staff and volunteers (54 pax), IFRC secretariat representatives (3 pax), and SRC representatives (3 pax).
- Format: In-person facilitated workshop led by representatives from LRC directly involved in coordinating the operations.
 - Two IFRC representatives will support workshop facilitation: one from the CCD office in Bangkok and one from the Asia Pacific Regional Office (APRO). One IFRC Country Representative will provide additional support, including translation assistance as needed. In addition, one SRC representative and one LRC representative will support the workshop as co-facilitators.

Agenda

Dates: 4–6 February 2026 | **Location:** Vang Vieng, Lao PDR

Day 1 – Wednesday, 4 February 2026: Technical Preparation & PDM Review

- Morning -Travel to Vang Vieng
- Afternoon - Review of PDM questionnaire, Identification of gaps, clarity issues, and data usability, Revision and validation of PDM tools to ensure alignment with DREF objectives and accountability standards

Day 2 – Thursday, 5 February 2026: DREF Lessons Learned Workshop

- **Session 1: Opening and Objectives**
 - Welcome remarks and workshop objectives
 - Overview of recent DREF operations and key timelines
- **Session 2: What Worked Well**
 - Good practices in assessment, targeting, coordination, implementation, and reporting
- **Session 3: What Needs Improvement**
 - Operational, financial, coordination, and reporting challenges and bottlenecks
- **Session 4: Accountability, CEA, and PDM**
 - Effectiveness of community engagement, feedback mechanisms, and monitoring
- **Session 5: Coordination and Support**
 - Internal coordination within LRC
 - Coordination with IFRC and partners
- **Session 6: Key Lessons and Recommendations**
 - Identification of priority lessons learned
 - Practical, priority recommendations to determine *what will we do differently* to improve future operations responses

Day 3 – Friday, 6 February 2026

- **Validation and Way Forward**
 - Presentation of consolidated workshop outputs and key recommendations
 - Leadership feedback and discussion on proposed solutions

- Agreement on next steps, responsibilities, and follow-up actions and Closing

5. Outputs

A concise workshop report highlighting key achievements and challenges, and presents lessons learned with practical, priority recommendations supported by senior management, to improve future operation responses.

6. Timeline

Phase	Timeline	
Concept Note approvals and budget finalisation	January 2026	Week 1-2
Preparation and planning		Week 3-4
Workshop		Week 1
Workshop report writing	February 2026	Week 2-3
Final report with recommendations finalised for approval		Week 4

7. Budget

IFRC Budget Item	Indicative Cost (CHF)
Workshop venue & basic logistics (60 pax)	2,000
Participant travel, accommodation & per diem (xx pax)	3,500
Facilitator travel, accommodation & per diem (2 pax)	2,500
Workshop materials & communication	500
Contingency (approx. 10%)	850
TOTAL	CHF 9,350

Note: Cost of the LLW will be approximately CHF9350 which will be co-funded by IFRC and SRC.

LAO PDR DREF | MDRLA011
LESSONS LEARNED WORKSHOP

Agenda

Dates : Wednesday 4 to Thursday 5 February 2026

Venue : Vilayvong Hotel and Thavisouk Hotel, Vang Vieng District, Vientiane Province, Lao PDR

TIME	SESSION	OBJECTIVE	RESOURCE
Tuesday, 3 February 2026 (afternoon) Travel from VTE to Vangvieng			LRC, IFRC, SRC
DAY 1 Wednesday , 4 February 2026			
8.00–8.30 am	Registration		LRC
8.30–9.00 am	Purpose speech and process the agenda		Ms. Aikham Sor-Inxay
9.00–10.00 am	Post-Distribution Monitoring (PDM) tool review	To identify gaps, clarity issues, and data usability, and to suggest improvements to the tool.	LRC
10.00–10.15 am	Coffee Break		
10.15–11.15 am	Validation of the PDM tool	To draft a revised PDM tool in alignment with DREF/Flood operation objectives and accountability standards.	LRC
11.15–12.00 am	<u>Session 1: Presentation of Laos floods operation (IFRC and SRC funding)</u> • Presentation on timeline and key accomplishments of the operation	Set the stage for productive discussion and collaboration and share key activities carried out during the operation.	LRC
12.00–13.30 pm	LUNCH		
13.30–15.00 pm	<u>Session 2: Operation Strengths & Weaknesses</u> - Cash intervention and need assessment - PGI & CEA - Coordination and communication in different level (IFRC, LRC HQ and branches, district level, Government and PNS) - Finance and administrative - PMER and documentation - Others	[Group work] -Identify good practices and gaps across key areas of the operation, including assessment, targeting, coordination, implementation, response planning, monitoring, and reporting (financial reports, weekly updates, and the final report). -Review what worked well and what bottlenecks emerged, highlighting effective practices and persistent challenges. -Assess challenges and gaps encountered in operations, finance, coordination, and reporting processes. - Examine community engagement in assessments; how LRC HQ and branches engage in flood preparedness, response, and recovery; and the feedback mechanisms currently used. Evaluate whether these mechanisms function effectively.	IFRC, SRC, LRC

15.00–15.15 pm	Break		
15.15–17.00	<u>Session 3: Preparation for the result presentation</u> Key Lessons and Recommendations Identification of priority lessons learned	[Group work] -Identify key lessons learned from the operation, drawing on findings from previous sessions. Each group will develop outcomes and recommendations from the discussion and prepare a presentation for leadership. -Develop practical and actionable recommendations, including solutions and mitigation measures, and translate the lessons learned into clear strategic and operational guidance supported by a realistic roadmap.	
DAY 2 Thursday, 5 February 2026			
8.00–8.30 am	Registration		LRC
8.30–8.45 am	-Welcome Guests and LRC Agreement for workshop		Head of LRC Cabinet
8.45–9.15 am	Opening, remarks		LRC President
9.15–9.25 am	General Comments		- SRC
9.25–9.35 am	General Comments		- IFRC
9.35–9.50 am	Group Photo		All Participants
9.50–10.15 am	Coffee Break		
10.15–10.45 pm	Share DREF Workshop Results Operation in Laos from the beginning up to now		Rommanee IFRC
10.45–12.00 am	Present: Results of the previous discussion from the review meeting on achievement, challenges, and lessons learned and suggested recommendations by participants and <i>what will we do differently</i> under the DREF supported by IFRC and under SRC flood response		LRC (Project Manager)
12.00–1.30 pm	LUNCH		
13.30–15.00 pm	Recommendation input, and Leadership feedback and discussion on proposed solutions	Agreement on next steps, responsibilities and follow up actions	All participants
14.45–15.00	Coffee Break		
15.00–15.15 pm	Conclusion of the two-day workshop		Head of LRC Cabinet
15.15–16.00 pm	Remark and closing		LRC President

ANNEXE 3 | Participant List

Participants on 4 February 2026: 24 People / 9 females

ໃບລົງທະບຽນ					
ກອງປະຊຸມສະໜັບສະໜູນຖອດຖອນບົດຮຽນການຈັດຕັ້ງປະຕິບັດການຊ່ວຍເຫຼືອບັນເທົາທຸກສຸກເສີນໃຫ້ແກ່ຜູ້ປະສົບໄພນຳຖ້ວມ 6 ແຂວງ, ຫຼວງພະບາງ, ໄຊຍະບູລີ, ຫົວພັນ, ຊຽງຂວາງ, ວຽງຈັນ ແລະ ບໍລິຄຳໄຊ ທີ່ ເມືອງວັງວຽງ ແຂວງ ວຽງຈັນ ວັນທີ 04/02/2026 (IFRC)					
ລຳດັບ	ຊື່ ແລະ ນາມສະກຸນ	ຕຳແໜ່ງ	ພາກສ່ວນ	ເບີໂທລະສັບ	ລາຍເຊັນ
1	ທ່ານ ເຂັມເພັດ ສີວິຣະວົງ	ຫົວໜ້າຫ້ອງການ	ຫ້ອງການ ຫສຊ		
2	ທ່ານ ຄຳມີ ຈັນສະໝອນ	ຮອງຫົວໜ້າຫ້ອງການ	ຫ້ອງການ ກດລ	55886830	
3	ທ່ານ ນາງ ໄອຄຳ ສິອິນໄຊ	ຮອງຫົວໜ້າຫ້ອງການ	ຫ້ອງການ ຫຂຊ	96080066	
4	ທ່ານ ບຸນຍົງ ພິມມະຈັກ	ຮອງຫົວໜ້າຫ້ອງການ	ຫ້ອງການ ຫຂຊ		
5	ທ່ານ ຄຳຫລົ່າ ພິມມິກດີ	ຫົວໜ້າພະແນກໂຄສະນາຂົນຂວາຍແຫ່ງທຶນ	ຫ້ອງການ ຫຂຊ	202217417	
6	ທ່ານ ວິໄລສັກ ບຸດສະຍາ	ຮອງຫົວໜ້າພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	28266701	
7	ທ່ານ ທິນນະກອນ ຄຳພິກດີ	ຮອງຫົວໜ້າພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	020 95668339	
8	ທ່ານ ສຸກສະຫວັນ ຈັນທະວົງ	ວິຊາການ ພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	08115299	
9	ທ່ານ ມາຍ ພິມວິຊຽນ	ວິຊາການ ພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	76667275	
10	ທ່ານ ສຸວິວັນ ກິມມະວົງ	ວິຊາການ ພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	55535939	
11	ນາງ ເມກອາລຸນ ແສນສຸຂະວົງ	ວິຊາການພະແນກແຜນການ-ການເງິນ	ຫ້ອງການ ກດລ	010 54276762	
12	ນາງ ປາດຖະໜາ ເມືອງປາກ	ວິຊາການພະແນກບໍລິຫານພົວພັນຮ່ວມສາກົນ	ຫ້ອງການ ກດລ		
13	ທ່ານ ນາງ ໂຮມານີ ແກ້ວທະນົງ	Secretary Disaster Preparedness and Res.	IFRC	+66870093553	
14	ທ່ານ ນາງ ໂຣຮິນີ (Rohini)		IFRC	+60129134941	
15	ທ່ານ ນາງ ມາລາພອນ ອິນທິລາດ	ຜູ້ປະສານງານ	IFRC	9880343	
16	ທ່ານ ສິມປະສິດ ຍາແກ້ວພາວັນ	ຜູ້ຊ່ວຍໂຄງການ	LRC	020 91826211	
17	ທ່ານ ປິດລຽນ ພອນຄຳມາ	ຮັກສາການຫົວໜ້າອົງການກາແດງ	ແຂວງ ຫົວພັນ	020 38094888	
18	ທ່ານ ກິມມັນ ປິດແພງ	ຮອງຫົວໜ້າຂະແໜງ ຂຊ	ແຂວງ ຫົວພັນ	56836950	
19	ທ່ານ ສິມພອນ ພິມມະວົງສີ	ຮອງຫົວໜ້າອົງການກາແດງ	ແຂວງ ຊຽງຂວາງ	56785549	
20	ທ່ານ ນ. ຄຳຖິ້ຍ ສາຍສິດາວົງ	ຮອງຫົວໜ້າຂະແໜງ ຂຊ	ແຂວງ ຊຽງຂວາງ	22040693	
21	ທ່ານ ມຸນຮັກ ຈັນທະວິສຸກ	ວິຊາການ ຂຊ	ແຂວງ ຊຽງຂວາງ	58555655	
22	ທ່ານ ສິມລິດ ຄຳພິງໄຊ	ຮອງຫົວໜ້າອົງການກາແດງ	ແຂວງ ວຽງຈັນ	28957911	
23	ນາງ ພຸວຽງ ສອນໄຊ	ຫົວໜ້າຂະແໜງ ຂຊ	ແຂວງ ວຽງຈັນ	5197 4554	
24	ນາງ ແສງດາວ ສຸວັນນາ	ວິຊາການ ຂະແໜງ ຂຊ	ແຂວງ ວຽງຈັນ	55803861	

Participants on 5 February 2026: 39 People / 10 females

ໃບລົງທະບຽນ					
ກອງປະຊຸມສະໜັບສະໜູນຖອດຖອນບົດຮຽນການຈັດຕັ້ງປະຕິບັດການຊ່ວຍເຫຼືອບັນເທົາທຸກສຸກເສີນໃຫ້ແກ່ຜູ້ປະສົບໄພນຳຖ້ວມ 6 ແຂວງ, ຫຼວງພະບາງ, ໄຊຍະບູລີ, ຫົວພັນ, ຊຽງຂວາງ, ວຽງຈັນ ແລະ ບໍລິຄຳໄຊ ທີ່ ເມືອງວັງວຽງ ແຂວງ ວຽງຈັນ ວັນທີ 05/02/2026 (IFRC)					
ລຳດັບ	ຊື່ ແລະ ນາມສະກຸນ	ຕຳແໜ່ງ	ພາກສ່ວນ	ເບີໂທລະສັບ	ລາຍເຊັນ
1	ທ່ານ ເຂັມເພັດ ສີວິຣະວົງ	ຫົວໜ້າຫ້ອງການ	ຫ້ອງການ ຫສຊ		
2	ທ່ານ ຄຳມີ ຈັນສະໝອນ	ຮອງຫົວໜ້າຫ້ອງການ	ຫ້ອງການ ກດລ	55886830	
3	ທ່ານ ນາງ ໄອຄຳ ສິອິນໄຊ	ຮອງຫົວໜ້າຫ້ອງການ	ຫ້ອງການ ຫຂຊ	96080066	
4	ທ່ານ ບຸນຍົງ ພິມມະຈັກ	ຮອງຫົວໜ້າຫ້ອງການ	ຫ້ອງການ ຫຂຊ		
5	ທ່ານ ຄຳຫລົ່າ ພິມມິກດີ	ຫົວໜ້າພະແນກໂຄສະນາຂົນຂວາຍແຫ່ງທຶນ	ຫ້ອງການ ຫຂຊ	22217417	
6	ທ່ານ ວິໄລສັກ ບຸດສະຍາ	ຮອງຫົວໜ້າພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	28266701	
7	ທ່ານ ທິນນະກອນ ຄຳພິກດີ	ຮອງຫົວໜ້າພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	35351821	
8	ທ່ານ ສຸກສະຫວັນ ຈັນທະວົງ	ວິຊາການ ພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	956688339	
9	ທ່ານ ມາຍ ພິມວິຊຽນ	ວິຊາການ ພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	08115299	
10	ທ່ານ ສຸວິວັນ ກິມມະວົງ	ວິຊາການ ພະແນກບັນເທົາທຸກ	ຫ້ອງການ ຫຂຊ	76667275	
11	ນາງ ເມກອາລຸນ ແສນສຸຂະວົງ	ວິຊາການພະແນກແຜນການ-ການເງິນ	ຫ້ອງການ ກດລ	55535939	
12	ນາງ ປາດຖະໜາ ເມືອງປາກ	ວິຊາການພະແນກບໍລິຫານພົວພັນຮ່ວມສາກົນ	ຫ້ອງການ ກດລ	54276762	
13	ທ່ານ ນາງ ໂຮມານີ ແກ້ວທະນົງ	IFRC	IFRC	+66870093553	
14	ທ່ານ ນາງ ໂຣຮິນີ (Rohini)	IFRC	IFRC	+60129134941	
15	ທ່ານ ນາງ ມາລາພອນ ອິນທິລາດ	ຜູ້ປະສານງານ	IFRC	9880343	
16	ທ່ານ ສິມປະສິດ ຍາແກ້ວພາວັນ	ຜູ້ຊ່ວຍໂຄງການ	LRC	020 91826211	
17	ທ່ານ ປິດລຽນ ພອນຄຳມາ	ຮັກສາການຫົວໜ້າອົງການກາແດງ	ແຂວງ ຫົວພັນ	020 38094888	
18	ທ່ານ ກິມມັນ ປິດແພງ	ຮອງຫົວໜ້າຂະແໜງ ຂຊ	ແຂວງ ຫົວພັນ	56836950	

19	ທ່ານ ສິມພອນ ພັນທະລິງສີ	ຮອງຫົວໜ້າອົງການກາແດງ	ແຂວງ ຊຽງຂວາງ	56785549	
20	ທ່ານ ນ. ຄຳຕຸ້ຍ ສາຍສິດາວົງ	ຮອງຫົວໜ້າຂະແໜງ ຂຊ	ແຂວງ ຊຽງຂວາງ	82340693	
21	ທ່ານ ມຸນຮັກ ຈັນທະວິສຸກ	ວິຊາການ ຂຊ	ແຂວງ ຊຽງຂວາງ	58555655	
22	ທ່ານ ສິມລິດ ຄຳຝັງໄຊ	ຮອງຫົວໜ້າອົງການກາແດງ	ແຂວງ ວຽງຈັນ	18357711	
23	ນາງ ມຸ່ງວຽງ ສອນໄຊ	ຫົວໜ້າຂະແໜງ ຂຊ	ແຂວງ ວຽງຈັນ	52874554	
24	ນາງ ແສງດາວ ສຸວັນນາ	ວິຊາການ ຂະແໜງ ຂຊ	ແຂວງ ວຽງຈັນ	55803861	
25	ທ່ານ ເພັດໄຊ ວິໄລທອງ	ປະທານຄະນະກຳມະການປົກຄອງເມືອງ ຊຳໃຕ້	ແຂວງ ຫົວພັນ	55882218	
26	ທ່ານ ມອນເພັດ ສອນລະວັນ	ຫົວໜ້າ ຫ້ອງການ ກາແດງເມືອງ ຊຳໃຕ້	ແຂວງ ຫົວພັນ	55346263	
27	ທ່ານ ຄວນເກີວ ວົງວິດາ	ຮອງປະທານຄະນະກຳມະການປົກຄອງເມືອງກວນ	ແຂວງ ຫົວພັນ	56111200	
28	ທ່ານ ມະໄລທອງ ມຸນອ່ອນໄຊ	ຫົວໜ້າຫ້ອງການກາແດງເມືອງກວນ	ແຂວງ ຫົວພັນ	23843500	
29	ທ່ານ ຄຳແສງ ໄທລະທິມ	ຮອງປະທານຄະນະກຳມະການປົກຄອງເມືອງຄຳ	ແຂວງ ຊຽງຂວາງ	29542341	
30	ທ່ານ ສອນໄຊ ມິລາກອນ	ຫົວໜ້າ ກາແດງເມືອງຄຳ	ແຂວງ ຊຽງຂວາງ	94301417	
31	ທ່ານ ຫໍ່ເຢັ່ງ ຕິ່ງເຢີເຍເກົ້າ	ປະທານຄະນະກຳມະການປົກຄອງເມືອງໜອງແຄດ	ແຂວງ ຊຽງຂວາງ	56915554	
32	ທ່ານ ສາຍຄຳ ສິລິມຸ	ຜູ້ປະສານງານຂັ້ນເມືອງໜອງແຄດ	ແຂວງ ຊຽງຂວາງ	26660002	
33	ທ່ານ ວັນດີ ວົງລະຈັນ	ຮອງປະທານຄະນະກຳມະການປົກຄອງ ເມືອງກາສີ	ແຂວງ ວຽງຈັນ	55936994	
34	ທ່ານ ວັນທອງ ນ້ອຍສິນລະລັກ	ຫົວໜ້າ ຫ້ອງການກາແດງ ເມືອງກາສີ	ແຂວງ ວຽງຈັນ	56449499	
35	ທ່ານ ພົມມະສິດ ພົມມະສິດ	ພະນັກງານຂັບລົດການນຳເມືອງ ກາສີ	ແຂວງ ວຽງຈັນ		
36	ທ່ານ ປະທຸມ ປະທຸມ	ພະນັກງານຂັບລົດການນຳເມືອງ ໜອງແຄດ	ແຂວງຊຽງຂວາງ	58537488	
37	ທ່ານ ພົມມະສິດ ພົມມະສິດ	ພະນັກງານຂັບລົດການນຳເມືອງ ຄຳ	ແຂວງຊຽງຂວາງ	29898928	
38	ທ່ານ ພົມມະສິດ ພົມມະສິດ	ຮອງຫົວໜ້າ ພະແນກ, ກົມອົງການຈັດຕັ້ງກົມ	ກະຖຳມະຫາວິທະຍາໄລ	55919898	
39	ທ່ານ ພົມມະສິດ ພົມມະສິດ	ວິຊາການ, ກົມອົງການຈັດຕັ້ງກົມ	ກະຖຳມະຫາວິທະຍາໄລ	56009966	



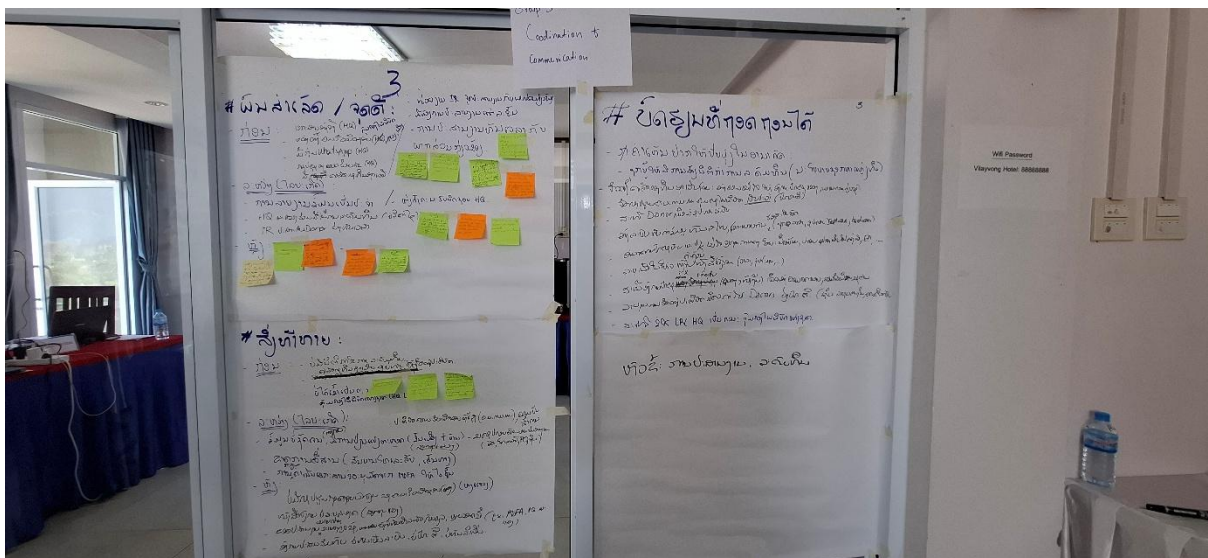
Pre-workshop discussion with LRC, IFRC, SRC



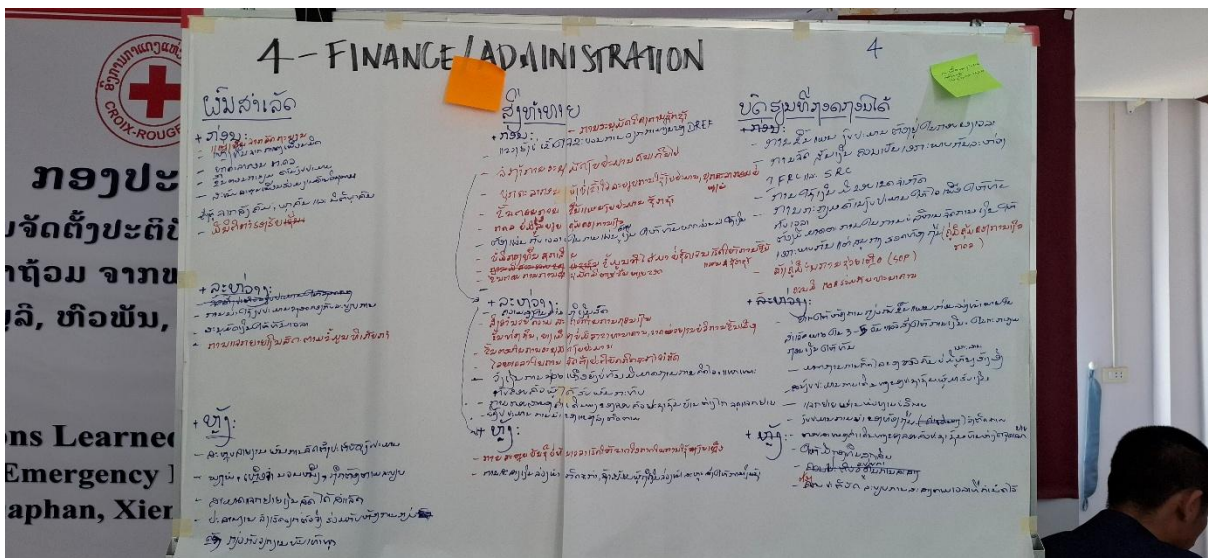
Group 1 discussion sheet



Group 2 discussion sheet



Group 3 discussion sheet



Group 4 discussion sheet



Group 5 discussion sheet



Workshop Participants Group Photo (Photo: LRC)

Photos of workshop participants in action (Photo: LRC)

