

ACTION PLAN

My Organization and Country.

Lao Disabled People Association

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II. Title of Plan

PUBLIC EMPLOYMENT CENTER

For persons with physical disabilities

Introduction of the plan

Vientiane is the capital city of Laos it is the trade and labour market center for Lao people, therefore there are many young men and women from other provinces moved for working in the capital. At the same time there are many persons with disabilities also need work, but they have no opportunity in employment, this can mean that persons with disabilities are negative in employment, they are also often patronized by other people and not given the same access to the full range of social services and work. Therefore, the purpose of this action plan is to focus on the employment promotion for persons with physical disabilities who need the job or who hope to work in private enterprises, companies, state companies and government sectors.

The following is a plan of action that will define and set out the performance to promote the rights, equalities and positive image of persons with physical disabilities or to develop their potential by job promotion center service.

III. Knowledge or experience acquired during the training in Japan.

By the course of vocational rehabilitation and employment promotion of persons with disabilities. I have learned a lot by lectures and visiting the national level, prefecture governments, companies and shelters. through out the course, I have gained new knowledge and new skills about providing the better system for daily living of persons

with disabilities such as barrier free, special education, social activity skills, vocational training services, and employments promotion for persons with disabilities in Japan as I have recognized are below:

1. Medical service, Special education, social skill and vocational rehabilitation in Chiba and Oita prefecture
2. Public employment security organization in Chiba and Oita prefecture
3. Employment of persons with disabilities in Japan Sun Industry and YUKOGAWA Electronic Corporation.
4. Facilitation skills and problems solving.

It was very fruitful system that Japanese government have been providing for Japanese people with all type of disabilities, and it is very great experience I have obtained in Japan provide by JICA. From this experience I have found that it is very meaningful and very important to adopt to my work and to distribute to other people who are concerning the implementation and development daily living right of persons with disabilities in my country.

IV. Background (Issues, Direction of policies etc)

1. Issued and policy for persons with disabilities.

Currently Ministry of labour and socil welfare and **Lao Disabled People Association** are researching through nothern and southern part of Laos for drafting the decree of protectng the rights and equalities of persons with disabilities and will submit to the government by the end of this year 2007.

In Laos there are three vocational training center that many persons with physical disabilities have obtained certificate from the course of:

- Information technology.
- Accounting/Secretary
- Electronic
- Repair Motor bike, Radio, Tape, TV, CD/DVD player
- Cooking
- Sewing and designing
- Beauty
- English language
- Wood work

2. Obstacles of persons with disabilities .

Because Laos has no specific law, no policy. There is no kind of accessibility, no barrier free and other facilitaty support. Therefore After graduated from school or

Vocational training. They are unemployed. They feel lonely, They have hopeless for self-help live.

3. How this project is the solution for these problems.

In order to solve the problems mentioned above. This project will collect the information from business work places and persons with disabilities in Vientiane capital with the following quality:

Quality of Persons with disabilities

- Good health at age 18 – 40 living in Vientiane capital and seeking for job.
- Graduated high school or vocational training or some professional skills.

Quality of work place

- Willing to provide PWDs on job training before employed, if necessary.
- Wage is equality
- With out discrimination.

Why the project is necessary.

They will be employed, they in the work place through the request letters, visiting and asking for job opportunities by public employment officers with other companies below:

1. State companies.
2. Private companies.
3. Schools / Colleges / Universities.
4. Factories.
5. Enterprises.
6. Stores/warehouses
7. Markets
8. Restaurants
9. NGO and workshop
10. International organization.

Where to start

First this project will start at my office LDPA

Lao Disabled People Association is a national agency of persons with disabilities located in Vientiane capital. I am a staff member of LDPA responsible for database of members with disabilities and responsible for provincial branches coordinator. According to my responsibility it is relating to the data or personal informations of persons with disabilities it is much helpful to carry out this project to be success the aims within the period of this project.

How to do/ How long.

This project divide into three phases.

Phase 1. Aug 07 – Jan 08

Phase 2. Feb 07 – Jul 08

Phase 3. Aug 08 – Jan 09

Total 18 Months

At the beginning of August 2007 this project will be start and gathering the team work and set meeting as a group discussion in meeting room of LDPA by invitation of some LDPA's staffs, short term volunteers and staffs from vocational training centers in Vientiane capital to prepare and arrange the positive procedure on practical action as detail below:

Phase 1. (From Aug07 – Jan08)

1.1. Set up meeting

The first meeting will be held at LDPA meeting room for discussion the possibility of this project, and invitation letters will be sent to participants as below:

- LDPA
- Sikert Vocational Training Center for PWDs
- Lao – Korean Vocational Training Center
- Labour and Skill Development Center
- Lao Women Development Center

**1.2. Recruit one project manager (myself and phase one volunteer)
Job description.**

1. Collect data of persons with disabilities by LDPA database system now we have 1,218 members living in Vientiane capital, and I will collect specific information for employment such as:
 - Personal data: name, Age, Address, **Married or Single**.
 - Type of physical disability.
 - Education, Ability skill and experience.
 - Unemployed and seeking for job.
 - **Family economic status**.
2. Meeting two times a week with public employment officers for verification the procedure and clarify the problem.
3. Visit business work place and PWDs some times.
4. Manage the project procedure and seek out the donor.
5. Summary and report the progressive of the project.

1.3. Recruit two Volunteers (Phase one volunteer).

By interview and test the hand writing, computer and management skill

These two volunteers. At first 6 months is on practical training to be the **Public Employment Officer** (no wage).

The job description of PEO

1. To research the business work places by telephone call, visiting and provide format form for collecting information and follow up information in order to have employment opportunity.
2. Visit business work place if the job is available and suitable for PWDs.
3. Provide suitable job for persons with disabilities and follow up monthly.
4. Follow up closely, if PWDs have been on the job training or trial employment to make sure that PWDs is able to work or not.
5. Monitoring the working of PWDs at the work place.
6. Monthly report to the meeting.

Phase 2. (Feb08 – Jul08)

2.1 Budget is need at this period.

This period is the main part of providing employment for PWDs, therefore the budget should be provide for project cost such as:

1. Staffs salary
2. Office supplies
3. Office utilities,
4. Computer, Printer
5. Table, chairs

2.2 Coordination with Vocational training Centers and work places.

PEO have to follow up and visit the work place to request for the employment of PWDs and start provide suitable job for employment or on job training before employment PWDs. And visit PWDs at vocational training center for provide the qualified PWDs for employment in the work places.

2.3 Recruit the project secretary.

Recruit the project secretary for office management such kind of

- Reception.
- Computer, Fax/Tel operator
- Financial management

Phase 3. (Aug08 – Jan09)

- Providing job placement or employment for persons with disabilities.
- Final monitoring and evaluation for persons with disabilities before and after employment.
- Final summarize and final report to partners, LDPA, JICA both in Laos and Japan.

V. Pre-Condition and possible obstacles to this action plan.

Employment promotion for persons with disabilities, it is a great work and it is the first plan for our team work. At the same time we have to work with many people in many different organizations, therefore it might be face the problems as below:

1. The persons with disabilities might not be enjoy with the job they have been employed and always asking for replace new work.
2. We do not have office and no other facilitations to run this project.
3. LDPA office might not support out team for using meeting room.
4. There is no fund raising plan by this project.

VI. Overarching goals.

All the things and all staffs who are responsible for this project are aim to implement a better living condition of persons with disabilities and aim to support them to be living independently by their own abilities as the goal below:

1. Persons with disabilities will be employed
2. Equalities and independent live
3. Rights of accessibilities to social activities without discrimination.

VII. Concrete Objective.

According to the step procedures of this project from the beginning through the end of the project will be followed by this objective.

1. To recruit the qualified staffs to responsible to this project
2. To collect data of work place and PWDs
3. To provide on job training or employment

VIII. EXPECTED OUTCOMES

Expect outcomes

Along to the duration of the project procedures the quantities of work places and job seekers will be increased and some business owners will provide more available job while they are accepted the abilities of persons with disabilities as the quantities below.

Quantitative

Descriptions	Step			Total
	Phase 1	Phase 2	Phase 3	
Work place	10	20	20	50
PWDs job seekers	10	20	30	60
PWDs in employment	5	15	20	40

Exect Impact

The persons with disabilities might not satisfied and quit the job because

1. They are low level of education and work skill
2. They do not have vehicle for transportation,
3. They might faced working hard, tired, small salary or discrimination.

IX. Target audiences/Beneficiaries

All the beneficiaries achieved by this project will be obtained by **persons with physical disabilities at age of 18 – 40 in Vientiane capital city of Laos.**

Why this project is meaningful for these people.

Because of they have abilities for working, if they have employed at lease they will be improved their daily live like social skills, social activities as details below:

1. Each of them will earn incomes at lease about 45\$ per month
2. Each of them will be employed as long as they are able to work
3. The better living condition will be improved continuously.
4. The positive beliefs among the people will be increased and improved.
5. The will have warm and happy families.

X. Implementing agency and collaborative partners

Collaborative partners.

1. Lao Disabled People Association.
2. Vocational training school
3. Private companies and government sectors

XI. Budget needed and how to raise fund

This action plan including budget will be submit for fund allocate by NGOs in Laos and other others foundation in other countries.

Budget breakdown

No.	Expense	Cost	Unit	Occasion	Total
1	Employment Coordinators monthly cost	120	2	12	2,880
2	Project secretary	80	1	12	960
3	Project team leader	30	1	12	360
4	Computer + printer	1100	1	1	1,100
5	Office supplies	50	1	12	9600
6	Utilities (Fax/Tel, stationery)	60	1	12	720
7	Table + Chairs	500	1	1	500
8	Feul monthly cost	30	1	12	360
9	Miscellaneous	5	1	12	60
Total					7,540

XII. Monitoring and evaluation

In order to success as the aims and goals mentioned above monitoring and evaluation is much important and it is our priority work, therefore our team work will set meeting two times per month for solving the problems on time, during the meeting we will also check the results of monitoring and evaluation every end of month along the duration of the project to measure the progressive step by step and work by work as details below:

No.	Descriptions	Increase	Decrease	Remarks
1	Work place (format form)			
2	Pwds job seekers (format form)			
3	PWDs in employment(format form)			
4	Budget expense (audit by LDPA)			

XIII. Timetable

No.	Descriptions	Step 01				Step 02				Step 03			
		Aug07- Jan08				Feb08 - Jul08				Aug08 - Jan09			
1	Set team work	Yellow											
2	Recruit Volunteers	Yellow	Yellow	Yellow	Yellow								
3	Recruit project staffs					Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
4	Meeting	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
5	collect data PWDs & Workplace	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
6	Coordinate, visit workplace	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange
7	Computer _ Printer					Green							
8	Tabled _ chairs					Green							
9	Administration cost					Red	Red	Red	Red	Red	Red	Red	Red
10	Employed PWDs			Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
11	Follow up and advise			Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
12	Monitoring / Evaluation	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
13	Quarter report				Purple				Purple				Purple
14	Final report												Red