

2009 Workplan of OWSO/DO Project

No.	Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Notes
1	Review and approve by inter-ministerial TAG, NCDD: Prakas on establishment, structure, roles/ responsibilities and functions of OWSOs and DOs													
2	Recruitment of additional staffs													
3	Translate OWSO-DO proposal into Khmer													
4	Website and logo of OWSO preparation and design													
5	Standard format discussed and agreed by TAG													
6	Review and design OWSO building plan													
7	Baseline study (procurement and completion)													
8	Procurement and construction/renovation of OWSO/DO started and completed													
9	Inaugurate OWSO/DOs and fully functions													
10	Recruitment and Contracting staff to work at PST and ExCom													
11	Select and appoint staff/officials for OWSO													
12	Contracts between NCDDDS and ExCom signed and effective													
13	Procurement : 2 Vehicles													
14	Procurement : 27 motorcycles													
15	Review the existing facilities and provide office facilities equipment, furniture and operational support for DST													
16	Review the existing facilities and provide office facilities equipment, furniture and operational support for old and new OWSO/DO													
17	Procurement : 53 desktops and other equipments			Some										
18	Facilitate the survey for updating roles and functions delegated by technical ministries													
19	Roles and functions delegated by technical ministries approved													
20	Design and review the new election system for the DO													
21	Training on DO election procedures													
22	Election of DOs for 7 new provinces													
23	Prepare and testing training manual for OWSO staff at district level													
24	Approve training manual for OWSO staff at district level													
25	Training and facilitate the Technical Training to OWSO staff													

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26	Facilitate the Study tours to BAT and SRP													
27	Facilitate the Internship for OWSO chief and DO for 5 days													
28	Regular meeting													
29	Short video													
30	DST monitors project implementation and backstopping regularly													Eps. New OWSO
31	Produce posters, leaflets, stickers													
32	Conduct dissemination campaign to raise the public awareness about OWSO/DOs													9 times for 9 districts
33	Study on potential OWSO model for Phnom Penh													
34	Study on potential OWSO model for Rural Districts													
35	Facilitate the organizing public forum in the districts													9 times for 9 districts
36	Organizing of Semi-Annual Public forum													
37	National workshop													
38	Collect data for OWSO/DO website													
39	Radio Talkback Program													Partner with RNK
40	Staff development													