

Decision On
The Establishment of National Support Group of National Accountability Working Group

- Referring to Royal Kram No.0806/355 dated 18 August 2006 promulgating the establishment National Committee for the Management of Decentralization and Deconcentration Reform (NCDD);
- Referring to sub-degree No.94 dated 20 September 2006 on the establishment of working groups of National Committee for the Management of Decentralization and Deconcentration Reform;
- Referring to the Decision No 012 dated on 23 December 2008 by NCDD on the establishment of National Accountability Working Group;

It is decided

Article 1.

To establish the National Support Group (NSG) of National Accountability Working Group to serve as secretary in assisting the implementation of day-to-day activities under the National Accountability Working Group (NAWG) Annual Work Plan and Budget.

Article 2.

The NSG consists of the following members:

1- Mr. Yin Malyna	Director of Local Administration Department of Local Administration Ministry of Interior	Chief
2- Mr. Sor Vorin	Chief of CS Finance Office Department of Local Administration, Ministry of Interior	Vice-Chief
3- Mr. Chet Kim Chhung	Vice Chief of Monitoring, Support and Evaluation Office, Department of Local Administration, MOI	Secretary
4- Ms. Sok Chan Souy	Officer of Monitoring, Support and Evaluation, Department of Local Administration, MOI	Member
5- Mr. Khim Ny	Officer of Finance Office, Department of Local Administration, MOI	Member
6- Miss. Choun Marina	Officer of Finance Office, Department of Local Administration, MOI	Member

Article 3.

The NSG shall perform the following tasks:

- Prepare Annual Work Plan and Budget for supporting and capacity building to Provincial/Municipal Accountability Working Groups (It is called PAWG);
- Prepare training activities related to guidelines, working procedures, roles and responsibilities of accountability mechanism;
- Monitor and evaluate the performance of Provincial/Municipal Accountability Working Groups and seek and prepare recommendations for NAWG;
- Draft procedures and guidelines concerning PAWG affairs for resolution of complaints related to utilization of all funding sources which are implemented by national and sub national level and under NCDD Annual Work Plan and Budget and the C/S Fund and the performance of Province/Municipality, District/Khan and Commune/Sangkat;
- Draft the information dissemination strategy and educational materials to all stakeholders and citizens; for instance, posters and leaflets, educational spots via TV and radio, public forums and other means;
- Monitor and evaluate the implementation of information strategies used by PAWGs to all stakeholders and citizens;

- Regularly communicate with PAWGs on the PAWG implementation processes and give feedback in order to strengthen the performance of roles and responsibilities of PAWGs in an effective manner;
- Prepare the NAWG meetings to monitor and support the implementation of PAWGs activities;
- Collect and consolidate progress reports on the PAWGs' activities implementation and submit to NAWG on a regular basis;
- Organize consultative meeting if necessary, with development partners on guideline and procedure preparation related to PAWG activities;
- Coordinate with ministries and relevant agencies to support PAWG complaint resolution processes and the application of sanctions.
- Follow the guidance and recommendations made by NAWG.

Article 4.

Chief of NSG shall manage and direct the National Support Group members to ensure the smooth implementation of tasks assigned in Article 3, above. In case he/she is absent, the Chief should delegate the right to the Vice-Chief. The Chief/NSG shall clearly assign all tasks to individual NSG members.

Article 5.

The NSG shall hire at least two staff to work full time with given incentives. These two staff shall be contracted staff who will be openly recruited through competition. The staff roles and responsibilities shall be separately stated in job description.

Article 6.

The office of NSG/NAWG shall be located in the compound of the NCDD Secretariat. The NSG office shall be equipped with enough equipment, telephones, internet and email in order to ensure that all tasks can be effectively carried out.

Article 7.

NCDD Working Groups, NAWG, NCDD Secretariat, General Department of Local Administration, NCDD/PST and all members as stated in Article 2, must effectively implement this decision which comes into effect from the date signed.

NCDD Chairman

Copy to:

- NCDD Ministry members
“ For information”
- NCDD Secretariat
- NCDD/PST
- All PAWGs
- As set forth in Article 2
“ For implementation”
- File