



Royal Government of Cambodia
National Committee for Sub-National Democratic
Development

MANUAL
on
Roles, Duties, and Working Process
of
Women's and Children's Consultative Committees at
Capital and Provincial Councils

September 2011

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Preface

According to the law on administrative management of capital, province, municipality, district/Khan and Prakas on organization and execution of Women's and Children's Consultative Committees (WCCC) of capital / provincial / municipal, district/Khan councils N0. 4275 PRK, dated 30th December 2009, the councils are obliged to establish the WCCC to provide opinions and recommendations to the councils, Boards of Governors, Governors and other councils' committees on issues related to gender equity, issues related to women, youth and children, and vulnerable people that are within the council's area of authority, functions, and duties.

To provide basic knowledge and facilitate the implementation of WCCC's functions, NCDD has prepared this manual on roles, duties, and working process of the Women's and Children's Consultative Committees.

This manual describes key basic essences for WCCC to implement as indicated below:

- Women's and Children's Consultative Committees
- Committee meetings
- Support for development activities related to women, youth and children
- Support mechanisms to the functions of the committee

1. About the WCCC

1.1. Purpose of establishment of the Committee

The Women's and Children's Consultative Committee, "WCCC", was established by the Phnom Penh Capital council/provincial councils. The WCCC provides opinions and recommendations to the councils, boards of governors, governors, and other committees of the councils on issues related to gender equity, issues of women, youth, children and vulnerable people within the authority, functions, and duties of the councils.

1.2. Rights and duties of the Committee

- The WCCC can request to the councils to establish sub-committees or working groups required by laws or legal framework to assist the committee in conducting research studies or providing comments on problems related to its duties.
- To participate in meetings of the council, committees, and board of governors except the confidential meetings.
- The assigned representatives of the committee (maximum 2 people) shall have the same rights as other members of the council to contribute ideas in the meeting and if representatives are the council members, they are entitled to vote in the council meeting but they have no rights to vote in the board of governors meeting. In this meeting the WCCC has rights to receive agenda and documents for the meeting in the same manner as other members of the meeting.

Note:

- ☞ The councils shall provide secretariat support and other kinds of support to the WCCC*
- ☞ The council, board of governors and committees of its councils shall pay attention to recommendations of its WCCC to take measures within jurisdiction of the councils*
- ☞ The councils shall integrate the action plan and budget plan of WCCC into the council's.*
- ☞ The councils and board of governors shall encourage WCCC to participate in development activities and meetings of the councils and board of governors.*

1.3. Specific duties of the Committee:

- Participate in creating strategic vision for development in the councils' area of authority and achieve gender equity and other services related to gender equity, women, youth, children and vulnerable people.
- Collect and analyse information and data related to gender and needs for women, youth, children and vulnerable people in order to include this information in the five-year development plan and annual three-year rolling investment programme of the councils.
- Prepare its annual work plan and budget to include in the council's action plan and budget.
- Participate in organizing, monitoring, and evaluating the annual action plan and budget plan implementation of the councils related to promoting and addressing issues of gender equity, women, youth, children and vulnerable people.
- Seek support from councils, Boards of Governors, and other committees of the councils to plan activities for addressing issues of gender equity, women, youth, children and vulnerable people within their council's area of authority.
- Collaborate and provide support to WCCCs of other types of councils in addressing or proposing or requesting various requests that the committees of these other types of councils cannot address in order to fulfil their functions.
- Raise proposals and provide opinions to councils or Boards of Governors about appropriate measures to promote participation from concerned authorities and people to address and protect any issues taking place related to women, youth, and children and vulnerable people.
- Seek and receive all information related to the works of

the committees.

- Encourage understanding on laws and various policies related to gender equity, women, youth, children and vulnerable people to communities within their council's area of authority.
- Encourage collection of community information about what regularly happens related to gender equity, women, youth, children and vulnerable people and have measures to address.
- Seek support to promote women's participation in making decisions related to development work within their council's area of authority.
- Raise opinions and provide recommendations about strengthening relationships, co-operation and facilitation between other types of councils, departments, concerned units, service providers, non-governmental organizations, volunteer groups, and communities to ensure that all activities are implemented to support women, youth, children and vulnerable people.
- Review the policy implementation on gender equity and situation of women, youth, children and vulnerable people, especially to determine other disparities in receiving services and to propose recommendations to address these issues.
- Report to councils on issues related to gender equity, build capacity of women, and issues of youth, children and vulnerable people .
- Support all efforts to mobilize funds for gender equity, women's, youths', children's and vulnerable people's issues within their council's area of authority.
- Fulfil other duties assigned by the councils.

1.4 Composition and Duties of the Committee

The Women's and Children's Consultative Committee of the Capital and provincial council has the following composition:

- A female councillor selected by the council Chairperson
- A councillor selected by the council Vice chairperson
- A female deputy governor Vice chairperson
- Director or deputy director of Department of Social Affairs, Veterans, and Youth Rehabilitation Vice chairperson
- Director or deputy director of Department of Women Affairs Permanent Vice chairperson
- A deputy director of Administration Member
- Director or deputy Director of Department of Planning Member
- Director or deputy Director of Department of Health Member
- Director or deputy director of Department of Rural Development Member
- Director or deputy director of Department of Education, Youths and Sport Member
- Director or deputy director of Department of Labour and Vocational Training Member
- Director or Deputy Director of Department of Agricultural Member
- Commissioners or representative commissioner of police Member
- Chief or deputy Chief of Inter-sectoral Division Member
- Chairperson or deputy Chairperson of Association For Commune/Sangkat Councils of capital/ province Member
- Representatives from other institutions or units as required Member

Note:

- ☞ *The council has to make a decision to establish its WCCC. This decision needs to be signed by the council chairperson. The decision has to be made through the council quorum.*
- ☞ *In case there is no female member, the council will select a female deputy governor to be the chairperson. The council shall make the effort to have a gender balance in the committee.*

1.5. Roles and duties of the Committee Members

A. The Chairperson

The Chairperson of the committee has roles and duties as follows:

- Chairing all meetings of the committee. If the chairperson is absent, the chairperson shall assign any one of the deputy chairs of the committee to preside over the meeting;
- Overseeing the integration of gender equality and women's, youths' children's and vulnerable people's needs into the Five (05) Year Development Plan and the Three (03) Year Rolling Investment Program of the council;
- Ensuring that suggestions and recommendations of the committee raised in committee meetings and its tasks are included in the council work plans and budgets;
- Advocating and motivating the councils to ensure that appropriate levels of funding are allocated in the investment fund of the council to support social services and economic development projects in the areas under the council jurisdictions;

- Encouraging and motivating other committee members in overseeing and monitoring of the committee activities taking place within the council jurisdiction; and
- Assisting the council to mobilize resources to respond to the promotion of gender equality and the needs of women, youth, children and vulnerable people as raised in the Council Five (05) Year Development Plans and Three (05) Year Rolling Investment Programs.

B. The Vice Chairperson

The Vice chairpersons of the committee shall have the following roles and duties:

- Participate in meetings of the committee;
- Act in the interim when the chairperson is absent and through the delegation of the chairperson;
- Cooperate and support the permanent vice chairperson of the committee to promote the activities set forth for the whole committee to ensure the effective implementation of the committee tasks;
- Provide advisory assistance and relevant technical expertise to the chairperson and permanent vice chairperson, concerning the committee activities;
- Review reports of the committee before submitting to the committee meeting; and
- Fulfil other tasks as assigned by the chairperson.

C. The Permanent Vice Chairperson

The permanent vice chairperson of the committee has the following roles and duties:

- Coordinating the day-to-day administration and preparation of the committee meetings;

- Conducting studies, research and providing suggestions to the WCCC on promotion of gender equality and needs of the women, youth, children and vulnerable people in the Five (05) Year Development Plans and Three (03) Year Rolling Investment Programs of the council;
- Assisting, coordinating and contributing to ensure that gender equality and women's, youths', children's and vulnerable people's needs are well-integrated into the annual work plan and budget of the council;
- Assisting committee members in monitoring and evaluating the implementation of activities with regard to gender equality and women's, youths' and children's issues within the jurisdiction of the council, and preparing activity reports on these activities for the committee;
- Collaborating and coordinating with other committee members and relevant units to ensure the effective implementation of the decisions of the committee as approved by the council;
- Participating and coordinating to enable collection and analysis of information and data related to gender equality and women's, youths', children's and vulnerable people's needs in order to include it as part of the committee affairs; and
- Performing other duties as assigned by the chairperson.

D. Roles and duties of members

The members of the committee have the following roles and duties:

- Participate in meetings of the committee;
- Provide suggestions and recommendations on establishing, promoting and sustaining democratic

- development related to gender equality and women's, youths', children's and vulnerable people's issues;
- Participate in the collection and analysis of information and data related to gender equality and women's, youths', children's and vulnerable people's issues and their inclusion in the committee affairs;
 - Coordinate and advocate for the integration of gender equality and women's, youths', children's and vulnerable people's needs related to individual sectors into the Council Five (05) Year Development Plan and the Three (03) Year Rolling Investment Program;
 - Participate in monitoring the implementation of conformity with international conventions, such as the Convention of the Elimination of All Forms of Discrimination Against Women (CEDAW), the Convention of the Rights of the Child (CRC), and the Protocol to Prevent, Suppress and Punish Trafficking of Persons in order to promote gender equality and needs of women, youth, children and vulnerable people within the jurisdiction of the council;
 - Participate in the review, discussion, and adoption process relating to the draft quarterly, semester and annual work plans of the committee and report on their implementation as related to the individual sectors of the council; and
 - Participate in preparing the activity reports of the council.

2. Meetings of the Committee

2.1. Working order of the Committee

To ensure effective suggestions and recommendations of WCCC the committee shall have a number of working

orders as follows:

It shall organize a meeting before raising opinions on any or a number of issues to the council or/and board of governors.

It shall organize monthly/quarterly/semi-annual/ and annual meetings regularly with agenda and related documents.

In case of emergency WCCC may organize an extraordinary meeting with:

- An invitation from the chairperson or
- At the request of the council or the board of governors or
- At the request of the committee members from one third of total committee members.

All committee meetings are valid only if more than half of the total committee members are present in the meeting. A committee decision shall be valid only if more than half of the total committee members vote for it. In the event that the number of votes is equal, the vote of the chairperson will decide the outcome (superiority).

All WCCC meetings shall be conducted publicly except when it is necessary to be confidential such as when there is rape or woman/child molestation case, etc. where the protection of individual reputation and safety is of the utmost importance.

All WCCC meetings shall have minutes.

Through the council, WCCC has the right to invite the chairperson or representative of other committees of capital, provincial, municipal, district, khan, commune and sangkat councils, departments, offices, units, youth groups,

children and vulnerable people or other concerned agencies to attend the meetings so they can provide relevant information to the committee.

2.2 Ordinary Meetings of the Committee

Ordinary meetings of the committee include monthly, quarterly, semi-annual and annual meetings. The ordinary meetings shall be conducted publicly and regularly.

a. Purpose

An ordinary meeting of WCCC has the following purposes:

- Review and adopt its monthly, quarterly, semester and annual work plans;
- Discuss the process and challenges related to the goals of the work plan and propose recommendations for solutions to impediments;
- Discuss the next steps for implementing the work plans of the committee; and
- Review and discuss the reports or minutes of the committee meeting before submitting them to the council.

b. Organizing the Meetings

To make an ordinary meeting go well, WCCC shall organize the following tasks:

- **Participants:** People who participate in WCCC meetings are all members of WCCC. In some circumstances agencies doing work related to women, youth, children and vulnerable people are also invited to attend. Local people in the community are encouraged to attend the meeting also.

- **Venue:** At capital/provincial office
- **Duration:** Length of time of each WCCC meeting depends on duration of items on the agenda
- **Chairperson of the Meeting:** Chairperson or acting chairperson of WCCC who will act as the chairperson in the meeting and lead the meeting
- **Minute Taker:** Permanent vice chairperson
- **Invitation Letter:** The permanent vice chairperson shall help WCCC chairperson prepare invitation letter (Form1) attaching the meeting agenda (Form2) and other relevant documents if necessary. The invitation letter shall be sent to WCCC members at least 3 working days before the date of the meeting.
- **Meeting Agenda:** The permanent vice chairperson shall help WCCC chairperson prepare meeting agenda by discussing with vice chairpersons of other WCCCs and a numbers of WCCC members if necessary. The meeting agenda shall be submitted to WCCC chairperson to read and decide. Agenda of an ordinary meeting shall focus on a number of items as follows:
 - Review minutes of the last meeting and report work outcome of WCCC. Also discuss challenges and solutions.
 - Report and discuss women's, youth's, children's and vulnerable people's situation related to education, health, clean water and hygiene, food security, social work, child labor, gender equality, public order & security, etc.

- Other issues: Other reports and discussions related to women, youth, children and vulnerable people of other WCCCs and concerned agencies including:
 - Outcome from follow-up, monitoring and evaluation of WCCC
 - Reinforcing the practice of WCCC functions
 - Support of other kinds of WCCC and Commune/ Sangkat Administration & Committee for Women and Children (CCWC)
 -etc
- Discuss and decide to raise opinions and recommendations for submitting to the council or board of governors
- Discuss the next steps for implementation of action plan of WCCC
- **Preparation of Meeting Documents:** Permanent vice chairperson shall help the chairperson of WCCC facilitate with members of WCCC or relevant agencies in preparing reports or relevant documents for the meeting. Those reports and relevant documents include:
 - Report of WCCC work outcome (Form18)
 - Progress report on women, youth, children and vulnerable people related to education, health, water sanitation & hygiene, food security, social work, child labor, gender equality, public order & security etc. (Form 4)

- Plan of action and budget plan of WCCC
 - Meeting minutes
 - Reports of relevant people or members of other WCCCs
 - Reports of Commune/Sangkat Council Association
 - Reports on outcome of monitoring and evaluation
 -etc
- **Dissemination of Information:** Schedule of the meeting shall be written on the noticeboard of the capital/provincial office and spread through other ways to make sure the public receive it and they can contact and attend the meeting.

C. Meeting Process



To make an ordinary meeting go well WCCC shall take the following steps:

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- **Opening the Meeting:** Chairperson of the meeting expresses remarks to welcome the meeting, shows the meeting purposes and agenda etc.
- **Checking Attendance of Participants:** After opening the meeting the chairperson shall check meeting quorum. If the number of participants cannot make up a quorum, the meeting needs to be moved to the next day. The permanent vice chairperson shall help prepare and check participant attendance (Form 3) before the meeting starts.
- **Checking the Meeting Agenda:** After that the chairperson of the meeting asks the participants to check the agenda to see whether they need to correct, add or remove any points before the meeting starts.

- **Reporting and discussing:** After the meeting agenda is approved, the chairperson shall lead the meeting as follows:
 - The chairperson of the meeting asks all members of the meeting to check minutes of the previous meeting and adopt them for submitting to the council and board of governors.
 - Then the chairperson reports outcomes of WCCC activity implementation. The report shall also cover activities that failed to be implemented. In this case the meeting chairperson can ask the WCCC member who is responsible for the activity to clarify causes which prevented the activity from being implemented or why they could not do it as planned. In case there are challenges, the chairperson shall lead the discussion to find solutions.
 - WCCC members from departments, divisions report on issues related to women, youth, children and vulnerable people. Those departments/divisions include:
 - Department of Health reports health situation of mothers, babies, children and youth. Then the chairperson leads discussion on main problems and their solutions.
 - Department of Rural Development reports about situation of water sanitation and hygiene. After this report finishes the chairperson leads discussion about main issues and solutions.
 - Department of Agriculture reports on situation of food safety. Then the chairperson leads the discussion to

main problems and solutions.

- Department of Social Affairs reports about situation of social work. After that the meeting chairperson leads the discussion to main problems and solutions.
- Department of Labor and Vocational Training reports on situation of labor and child labor etc. Then the chairperson leads discussion to main issues and solutions.
- Department of Women's Affairs reports on situation of gender equality. After that the chairperson leads discussion about main problems and solutions.
- Police commissariat reports on situation of public order and security. Then the meeting chairperson leads the discussion to main problems and solutions.
- Members of other WCCCs including council members, capital/provincial vice governors, chairpersons/vice chairpersons of commune/sangkat council associations, directors/vice directors of inter-sectoral divisions etc, may report and discuss about issues related to women, youth, children and vulnerable people.
- **Discussion of the Next Activities:** Near the end of the discussion the chairperson leads the meeting to identify:
 - Date, topic,...etc of the next meeting
 - Opinions or recommendations for submitting to the council or board of governors
 - Action plans for the future

–etc.

- **Meeting Summary:** A summary is an essential part of a WCCC meeting. After the discussion finishes the meeting chairperson shall summarize the discussion focussing on:

- Solutions as opinions /recommendations for submitting to the council or board of governors

- Activities of next plan implementations and persons responsible

- Agenda of the next meeting (topics and time)

-etc.

- **Closing the Meeting:** The chairperson expresses remarks to close the meeting by saying thanks to participants and saying some words to members of the meeting.

D. Organizing things and Implementing the Meeting Outcome

After the meeting finishes WCCC shall organize things and implement the meeting outcome as follows:

- **Writing Minutes:** After the meeting, the permanent vice chairperson shall help the chairperson write minutes of the ordinary meeting (Form 5) as soon as possible. The minutes shall include important issues discussed and approved in the meeting. If necessary, relevant reports and documents shall be attached with the minutes. Other vice chairpersons of WCCC shall review the minutes before keeping it for the next meeting and before

submitting it to the chairperson to sign.

- **Writing Opinions and Recommendations:** The permanent vice chairperson shall help WCCC chairperson write opinions and recommendations (Form 6) for submitting to the council or board of governors. Other vice chairpersons of WCCC shall help review those opinions and recommendations before submitting them to WCCC chairperson to sign before submitting to the council or board of governors no more than 5 working days after the meeting.
- **Implementing the Meeting Outcome:** After the council and board of governors see and approve the opinions and recommendations, WCCC shall include activities, which the council or board of governors have provided, in its action plans. WCCC shall facilitate with departments, institutions and units in charge to take measures to deal with the problems.
- **Follow-up of The Meeting Outcome Implementation:** WCCC permanent vice chairperson and members who are from the Department of Planning shall help WCCC chairperson encourage members of other WCCCs to cooperate with departments, institutions and units who are in charge of implementing those tasks in monitoring and writing Activities Implementation Outcome Reports. The permanent vice chairperson shall summarize those reports. Other WCCC vice chairpersons shall help check the summary before submitting to WCCC chairperson and before keeping it for the meeting. This report shall be presented in WCCC meeting.

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Note:

- ☞ In the first meeting of WCCC all participants need to introduce themselves
- ☞ In case there is a participant from concerned agencies, the meeting chairperson shall introduce him/her and purpose of their presence at the meeting.
- ☞ If there are a number of issues which WCCC cannot solve, WCCC can ask the council to invite the concerned agencies or people with relevant expertise for discussion and their opinions.
- ☞ Deputy Director of administration shall help vice chairperson with admin work and other tasks of WCCC to ensure effective implementation of WCCC roles and duties.

- ☞ It is best that WCCC meetings are conducted before the meeting of the council/board of governors so that the council/board of governors can check and approve opinions and recommendations on time.

- ☞ WCCC shall make clear decisions about which opinions and recommendations will be submitted to the board of governors. The opinions and recommendations shall be copied to the council and board of governors.

Sample of Form 1

Capital/Provincial Administration:.....

Kingdom of Cambodia

Women and Children Consultative Committee

Nation Religion

Number:.....

King

Invitation Letter

- We would like to invite** : Ms. Thavy, Member of
WCCC from Department of
Agriculture
- To attend** : WCCC meeting
- Date** : Monday 25th April, 2011 at
8:00 am
- Venue** : Meeting room of Provincial
Office
- Reply to** : 012 123 456, email:
wccc.kth@gmail.com
- Documents to bring** :
- Agenda of March meeting
- March Work Outcome
Report
- Minutes of previous
meeting
- Draft of May Action Plan

20th March 2011

Chairperson of the Committee

Sample of Form 2

Capital/Provincial Administration:.....

Kingdom of Cambodia

Women and Children Consultative Committee

Nation Religion

King

Agenda of March Meeting

25th March 2011

| Time | Activities | Person Responsible |
|-------------|--|---------------------------|
| 7:30-7:40 | Participant Registration | |
| 7:40-7:50 | Opening Meeting Remarks and Quorum Checking | Ms Chea Navy |
| 7:50- 8:10 | Checking minutes and March Meeting Outcome Implementation | Ms Chea Navy |
| 8:10-8:30 | Report and discuss situation of education | Mr Chan Dara |
| 8:30-9:20 | Report and discuss situation of health | Ms Mon Ra |
| 9:20-9:40 | Report and discuss situation of water sanitation and hygiene | Mr Prak Chin |
| 9:40-9:55 | Snack break | |
| 9:55-10:15 | Report and discuss situation of child labor | Mr Sok Chea |
| 10:15-10:35 | Report and discuss situation of gender equality | Ms Kan Vy |
| 10:35-10:55 | Report and discuss situation of security and order | Mr Sok Vannak |
| 10:55-11:05 | Other | Ms Chea Navy |
| 11:05-11:15 | Plan for next activities | Ms Chea Navy |
| 11:15-11:25 | Summary of the meeting outcome | Ms Chea Navy |
| 11:25-11:30 | Remarks for closing the meeting | Ms Chea Navy |
| | | |

Sample of Form 3

Capital/Provincial Administration:.....

Kingdom of Cambodia

Women and Children Consultative Committee

Nation Religion

King

March Meeting Attendance List

25th March 2011

| No | Name | Sex | Role | Unit | Contact | Sign |
|----|------------|-----|------------------------------|-------------------------|-----------|------|
| 1 | Chea Navy | F | Council Member | Council | 011123450 | |
| 2 | Kan Vanna | M | Council Member | Council | 011123451 | |
| 3 | Chan Tha | F | Vice Governor | Board of Governors | 011123452 | |
| 4 | Mean Mon | M | Dept Manager | Dept of Social Work | 011123453 | |
| 5 | Kan Vy | F | Dept Manager | Dept of Women Affr | 011123454 | |
| 6 | Chea Dara | M | Dept Manager | Admin Dpty Director | 011123455 | |
| 7 | Sam Vannak | M | Dept Manager | Dept of Planning | 011123456 | |
| 8 | Mon RA | F | Dept Manager | Dept of Health | 011123457 | |
| 9 | Prak Chin | M | Dept Manager | Dept of Rurl Devpt | 011123458 | |
| 10 | Chan Dara | F | Dept Manager | Dept of Education | 011123459 | |
| 11 | Sok Chea | M | Dept Manager | Dept of Labor | 012123999 | |
| 12 | Tha Vy | F | Dept Manager | Dept of Agriculture | 012123998 | |
| 13 | Sok Vannak | M | Commissioner | Police Commissariat | 012123997 | |
| 14 | Kan Veasna | F | Division Manager | Inter-Sectoral Division | 012123996 | |
| 15 | Kon Sambat | M | Association Mgr | Council Association | 012123995 | |
| 16 | Mean Mon | M | Civil Society Representative | Friendship Organization | 012123991 | |

Sample of Form 18

Capital/Provincial Administration:.....

Kingdom of Cambodia

Women and Children Consultative Committee

Nation Religion

King

Report on WCCC Work Outcome in March 2011

1. Activities and Work Outcome

- WCCC discussed with Department of Education, Youth and Sport one time to encourage Office of Education, Youth and Sport to strengthen primary schools. As a result, the Department of Education, Youth and Sport had a meeting one time with people from 2 offices and directors from 12 schools attended.
- WCCC discussed with Department of Health one time to strengthen health care centre to make pregnant women come to health care centre for pregnancy check-up and delivery. As a result the Department of Health has cooperated Health Office of Operational District and health care centre to disseminate information one time with participation of 50 people.
- Cooperated with Department of Education, Youth and Sport to visit and monitor activities of a preschool at community one time.

2. Difficulties and Challenges

- Participation of people at local level in information disseminating activities is still low.
- Village health network and committee of pupil parents are still weak.

3. Opinions and Recommendations

- Local authority pays attention in encouraging people to participate in disseminating activities and implementing activities of upholding child education and health education.
- District Health Office, health care centre and local authority should pay attention and keep strengthening village health network.

Date.....

Chairperson of the Committee

Sample of Form 4

Capital/Provincial Administration:.....

Kingdom of Cambodia

Women and Children Consultative Committee

Nation Religion

King

Progress Report on Education in May 2011

1. Education Situation

| No | Problem Description | Problem Magnitude | | Solution Outcome | Other |
|----|----------------------|-------------------|----------|------------------|-------|
| | | Unit | Quantity | | |
| 1 | Dropping from school | Pupils | 150 | 50 | |
| 2 | Community preschool | Classes | 10 | 5 | |

2. Difficulties and Challenges

- Not enough participation from pupil's parents in monitoring and encouraging their children to go to school

3. Opinions and Recommendations

- Strengthen Pupil Parent Committee and encourage this committee to motivate people to monitor and encourage their children to go to school regularly.

Date.....

Prepared by.....

Sample of Form 4

Capital/Provincial Administration:.....
Kingdom of Cambodia
Women and Children Consultative Committee
Nation Religion

King

Progress Report on Mothers' & Babies' Health in May 2011

1. Health Situation of Mothers and Babies

| No | Problem Description | Problem Magnitude | | Solution Outcome | Other |
|----|----------------------------------|-------------------|----------|------------------|-------|
| | | Unit | Quantity | | |
| 1 | Women to check their pregnancies | Women | 100 | 50 | |
| 2 | Children to receive vaccination | Children | 150 | 70 | |

2. Difficulties and Challenges

- Not enough understanding on the care of mothers' health and safe delivery
- Activities of Village Health Network are still at low level

3. Opinions and Recommendations

- Encourage Village Health Agents to visit, educate and spread information to pregnant women in their homes.
- Build capacity and strengthen village health network agents

Date.....

Prepared by.....

Sample of Form 5

Capital/Provincial Administration:.....
Kingdom of Cambodia
Women and Children Consultative Committee
Nation Religion

King

Minutes of WCCC Meeting in April 2011

On 25th April 2011, 7:00 am at Provincial Office of
province, the Women and Children Consultative Committee
conducted its April ordinary meeting. The meeting was presided over
by Ms. Chea Navy, the WCCC chairperson.

A. Participants

There were 15 WCCC members out of the total 18 members of
WCCC who attended the meeting. This number made a quorum to
run the meeting.

Aside from this there were ladies and gentlemen from departments
representing civil society organizations and other people who
attended the meeting. (For more information see attendance list
attached)

B. Agenda

The meeting approved the following agenda items:

- Check minutes and work outcomes in April
- Report and discuss situation of education
- Report and discuss situation of mothers' and babies' health
- Action plan and budget plan for May

C. Outcome of Activities Implementation

The meeting chairperson presented the outcome of activities
implementation of WCCC in April with the following content:

- WCCC conducted its ordinary meeting for April
- WCCC made an action plan for May
- WCCC had a discussion with the Department of Education, Youth,

and Sport about strengthening the Pupil Parent Committee. As a result the Department has conducted a meeting to strengthen the Pupil Parent Committee which 5 committees attended.

- WCCC had a discussion with the Department of Health to strengthen the health care centre to make pregnant women come to health care centre for pregnancy check-up and delivery. As a result, the Department of Health has cooperated with the Health Office of Operational District and health care centre to disseminate information to one group of 50 people.
- WCCC cooperated with the Department of Health to visit, monitor and spread information about pregnancy check-ups and delivery at health care centres.
- WCCC cooperated with the Department of Education, Youth and Sport to visit and monitor activities of one preschool in the community.

D. Report and Discussion about the situation of Women, Youth and Children

1. Situation of Education:

Ms. Chan Dara, WCCC member from Department of Education, Youth and Sport reported about education in March as follows:

- 150 students dropped out of school and the Department cooperated with the education office and school principals and village chiefs to encourage their parents to send their children back to school. As a result, 50 pupils have come back to school. The others continue to stay away from school due to the Pupil Parent Committee not working.
- Community preschools are not working in the whole province. There are 10 preschools. The Department of Education, Youth and Sport has discussed with offices, village chiefs and people how to solve the problem and as a result, 5 preschools have resumed. The rest are still shut down due to some preschool teachers resigning and no new recruitments to replace them yet.

Regarding these issues, the meeting discussed the following:

- Ms. Kon Sambat, WCCC member from Commune/Sangkat Council Association raised her opinion that the Department of

Education, Youth and Sport shall help strengthen Pupil Parent Committees and each commune shall visit and explain to any families whose children have dropped out of school.

- Ms. Chan Dara, WCCC member from the Department of Education, Youth and Sport, voiced her opinion that any communes lacking preschool teachers should recruit new teachers. The Department will cooperate with Offices of Education, Youth and Sport to educate and train new teachers.

After the discussion, the meeting came to the following agreements and decisions:

- The Department of Education, Youth and Sport shall help strengthen Pupil Parent Committees
- Each commune shall visit and explain to any families whose children have dropped out of school.
- The Department of Education, Youth and Sport will help educate and train new preschool teachers in any communes who have recruited new teachers.

2. Situation of Mothers' and Babies' Health:

Ms. Mon Ra, WCCC member from Department of Health, reported on situation of mothers' and babies' health as follows:

- Among 100 pregnant women in the whole province, 50 of them went for pregnancy check-ups, while the other 50 did not because they do not understand the importance of pregnancy check-ups and some of them live far away from health care centres.
- Among 150 children who need vaccination, 100 of them received vaccination injection. The rest of them did not go to get the injection due to their parents not understanding the importance of vaccination. Also, some families live far away from the health care centres.

Regarding these issues, the meeting discussed the following:

- Ms. Mon Ra, WCCC member from the Department of Health, expressed her opinion that each commune shall disseminate information and motivate any families with pregnant women in

their commune to have pregnancy check-ups and to encourage any families with children who have not received vaccination to go to health care centres to get the injection.

- Ms. Kon Sambat, WCCC member from Commune/Sangkat Council Association, raised her opinion that the Department of Health should arrange a campaign to launch activities of visiting and checking up pregnancies of women in their homes, providing vaccination to children in their villages, and strengthening village health networks.

Based on the above mentioned opinions and discussions the meeting came to the following agreement and decisions:

- Department of Health will arrange a campaign for providing pregnancy check-ups to women in their homes and vaccination to children in their villages

E. Opinions and Recommendations

WCCC decided and recommended solutions as opinions for submitting to the council and board of governors to check and approve as follows:

- Provide training to new preschool teachers at any communes with recruitment of new teachers
- Arrange a campaign for providing pregnancy check-ups to women in their own homes
- Arrange a campaign for providing vaccination to children in their villages

F. More Action Plans

WCCC discussed and agreed with action plans for May as follows:

1. Meeting:

- Meeting for May will be held on 26th of May 2011
- The discussion will be on:
 - Outcome of work implementation for May
 - Situation of education
 - Situation of mothers' and babies' health
 - Situation of sanitation and hygiene

2. Activity Implementation

- Provide training to preschool teachers

- Arrange a campaign for providing pregnancy check-ups to women in their own homes
- Arrange a campaign for providing vaccination to children in their villages
- Visit and monitor activities of training preschool teachers
- Visit and monitor activities of providing vaccination injections to children in their villages.

The meeting closed at 11:30 am on the above mentioned date in a happy and friendly atmosphere.

Checked and approved

Minutes prepared by

Date.....

.....
Meeting chairperson

Sample of Form 6

Capital/Provincial Administration:.....

Kingdom of Cambodia

Women and Children Consultative Committee

Nation Religion

King

**To Ek Odom Governor
of.....Province**

Re: Check and approve opinions and recommendations of Women's and Children's Consultative Committee for April.

Based on the above mentioned subject, the Women's and Children's Consultative Committee would like to inform Ek Odom that according to the results of the WCCC April meeting, on 25th April 2011 which looked at the situation of women, children, youth and vulnerable people within jurisdiction of the provincial administration, there are a number of problems needing support/ facilitation from the provincial administration including:

1. Encourage training for new preschool teachers for any communes that are recruiting new preschool teachers.

2. Encourage arrangement of campaigns for providing pregnancy check-ups to women in their homes and providing vaccination to children in their villages.

Based on these opinions/recommendations, could Ek Odom check and approve.

Copied to

Date.....

Council of.....Province

Chairperson of Committee

in order to.....

Sample of Form 10

Capital/Provincial Administration:.....
 Women and Children Consultative Committee
 Nation Religion

Kingdom of Cambodia

King

WCCC Action Plan for May 2011

| No | Activites | Expected Outcome | | Person Responsible | Implementing Units | Date | Venue |
|----|---|------------------|----------|--------------------|--------------------|-----------|----------------------|
| | | Unit | Quantity | | | | |
| 1 | Have a meeting to encourage training new preschool teachers | Time | 1 | Mr Chan Dara | Dept of Education | 2/3/11 | Meanchey District |
| 2 | Have a meeting to encourage campaign for providing pregnancy check-ups in their homes | Times | 3 | Ms Mon Ra | Dept of Health | 7-9/3/11 | Meanchey Commune |
| 3 | Have a meeting to encourage campaign for providing vaccination in their villages | Times | 3 | Ms Mon Ra | Dept of Health | 7-9/3/11 | Meanchey Commune |
| 4 | Visit and monitor activity implementations | Times | 4 | Mr Sam Vannak | WCCC | 2-14/3/11 | District and Commune |
| 5 | WCCC meeting for May | Meeting | 1 | Ms Kan Ry | WCCC | 25/3/11 | Provincial Office |
| 6 | Attend the Council meeting | Meeting | 1 | Ms Chea Navy | WCCC | 28/3/11 | Provincial Office |

Date.....

Committee Chairperson

Sample of Form14

Capital/Provincial Administration:.....
 Women and Children Consultative Committee
 King

Kingdom of Cambodia
 Nation Religion

WCCC Budget Plan for May 2011

| No | Expenses | Unit | Quantity | Unit Price | Total (Riel) |
|------------------|--|--------------|----------|------------|---------------|
| 1 | Have meeting to encourage training for new preschool teachers | | | | |
| | Snack | People/Day | 10 | 4000 | 40 000 |
| | Photocopied Handouts | meeting | 1 | 10000 | 10 000 |
| Sub Total | | | | | 50 000 |
| 2 | Have meeting to encourage campaign for providing pregnancy check-ups to women in their homes | | | | |
| | Snack | People/Day | 10 | 4000 | 40 000 |
| | Photocopied Handouts | Copies | 1 | 10 000 | 10 000 |
| Sub Total | | | | | 50 000 |
| 3 | Have meeting to encourage campaign for providing vaccination to children in their villages | | | | |
| | Snack | People/Day | 10 | 4000 | 40 000 |
| | Photocopied Handouts | Copies | 10 | 1000 | 10 000 |
| Sub Total | | | | | 50 000 |
| 4 | Visit and monitor implementation of activities | | | | |
| | Gasoline for transportation | People/Litre | 8 | 20 000 | 160 000 |
| | Photocopied Handouts | Copies | 1 | 5000 | 5000 |

| | | | | | |
|------------------|-----------------------------|------------|----|--------|----------------|
| Sub Total | | | | | 165 000 |
| 5 | WCCC meeting for May | | | | |
| | Snack | People/Day | 15 | 4000 | 60 000 |
| | Photocopied Handouts | Copies | 1 | 15 000 | 15 000 |
| Sub Total | | | | | 75 000 |
| Total | | | | | 390 000 |

Date.....2011

Committee Chairperson

2.3. Extraordinary Meeting of the Committee

When it is necessary, WCCC may organize an extraordinary meeting. The extraordinary meeting refers to an unexpected meeting without a preset date and when a quick solution is needed, for example when flood or epidemic diseases emerge which can cause problems and have a harmful impact on the livelihood of women, children and vulnerable people.

The meeting can be conducted only with:

- An invitation from the chairperson or
- At the request of the council or the board of governors or
- At the request of the committee members from one third of total committee members.

A request for an extraordinary meeting is made in writing to the WCCC chairperson. The WCCC chairperson shall

organize the meeting after having received the request. WCCC members requesting the meeting shall use the request letter format (Form 7) and attach any reference letters they may have.

A. Purpose of an Extraordinary Meeting

A WCCC extraordinary meeting is conducted to discuss any urgent problems so that opinions and recommendations can be given to the council or board of governors or other committees of the council, when the problems need to be solved immediately and cannot wait until the next ordinary meeting. Number and content of extraordinary meetings depend on emerging problems and needs.

B. Organising the Meeting

To make an extraordinary meeting go well, the WCCC shall organize a number of tasks as follows:

- **Participants:** WCCC participants consist of all WCCC members and people who request the extraordinary meeting. If necessary, concerned agencies may be invited to attend the meeting.
- **Venue:** Capital/Provincial Office
- **Duration:** The meeting length of time depends on the meeting agenda.
- **Meeting chairperson:** The chairperson or acting chairperson of WCCC is the chairperson of the meeting and the one who leads the meeting.
- **Minute Taker:** The permanent vice chairperson shall help WCCC chairperson to prepare invitation letters.

The letter shall be attached to the agenda of the meeting and other relevant documents (if necessary); and they shall be sent to WCCC members and other participants.

- **Meeting Agenda:** The permanent vice chairperson shall help the WCCC chairperson prepare the meeting agenda by discussing with vice chairpersons of other WCCCs and people who request the meeting if necessary. The meeting agenda shall be submitted to the WCCC chairperson to read and decide. The agenda of an extraordinary meeting shall focus on a number of contents as follows:
 - Problem presentation
 - Solution discussion
 - Deciding which opinions and recommendations to be submitted to the council or board of governors
- **Organizing Documents for the Meeting:** The permanent vice chairperson shall help the WCCC chairperson coordinate with the people who requested the meeting to organize relevant documents for the extraordinary meeting, if necessary.
- **Information Dissemination:** The schedule of the extraordinary meeting shall be written on the noticeboard of the capital/provincial office and distributed through other means to the public to make sure that the public receive the information so that they can make contact and attend the meeting.

C. The Meeting Process

To make an extraordinary meeting go well, WCCC shall take the following steps:

- **Opening the Meeting:** The chairperson of the meeting expresses remarks to welcome the participants, gives reasons why this extraordinary meeting has occurred and distributes the agenda. S/he welcomes participants from concerned agencies if they come.
- **Checking Attendance of Participants:** After opening the meeting, the chairperson shall check meeting quorum. If the number of participants cannot make up a quorum, the meeting needs to be moved to the next day. The permanent vice chairperson shall help prepare and check participant attendance before the meeting starts.
- **Reporting:** Persons who requested the meeting or the WCCC chairperson present the situation, for example the problem, its cause, its impact and a number of solutions, etc.
- **Discussion:** After the presentation finishes, the meeting chairperson identifies the main problems and solutions as opinions and recommendations for submitting to the council or board of governors.
- **Meeting Summary:** At the end of the discussion, the meeting chairperson summarises the outcomes of the discussion by summarising solutions the meeting has agreed to as opinions and recommendations to be presented to the council or board of governors
- **Closing the Meeting:** The meeting chairperson expresses remarks to close the meeting by saying thanks to participants who raised problems for solutions and who provided opinions and recommendations, etc.

D. Organizing things and Implementing the Meeting Outcome

After the meeting finishes, the WCCC chairperson shall organize things and implement the meeting outcome as follows:

- **Writing Minutes:** After the meeting, the permanent vice chairperson shall write minutes of the meeting as soon as possible. Other vice chairpersons of WCCCs shall help review the minutes of the extraordinary meeting (Form 8) before keeping it for the next meeting and before submitting it to the chairperson to sign.
- **Writing Opinions and Recommendations:** The permanent vice chairperson shall help the WCCC chairperson write opinions and recommendations (Form 6). Other vice chairpersons of WCCCs shall help review those opinions and recommendations before submitting them to the WCCC chairperson to sign. The opinions and recommendations shall be submitted to the council or board of governors immediately after the meeting.
- **Implementing the Meeting Outcome:** After the council and board of governors have seen and approved the opinions and recommendations, WCCC shall take measures to implement tasks the council or board of governors have provided. Other vice chairpersons shall cooperate with the permanent vice chairperson to help the chairperson of WCCC in encouraging other members to facilitate with departments, institutions and units in charge to deal with the problems.
- **Follow-up of The Meeting Outcome Implementation:** The WCCC permanent vice chairperson and members who are from the Department of Planning shall help the WCCC chairperson to encourage members

of WCCC to cooperate with departments, institutions and units who are in charge of those tasks in following up the implementation of activities the council or board of governors have provided, and to write an Implementation Outcome Report. This report shall be presented in the WCCC meeting.

Sample of Form 7

Capital/Provincial Administration:.....
Women and Children Consultative Committee

Kingdom of Cambodia
King Nation Religion

I am Kon Sambat, female, WCCC member from Commune/Sangkat Council Association. I represent the WCCC members whose names appear in the list attached.

To: Chairperson of Women's and Children's Consultative Committee

Re: Request for an extraordinary meeting of the Women's and Children's Consultative Committee to solve an

urgent problem in Kampongreap commune.

With reference to the above mentioned subject, we would like to inform Ms Chairperson of WCCC that Kampongreap commune is affected by dengue fever which has made many children become ill. This requires an appropriate measure to be taken especially intervention from administration district and technical institutions.

For this reason, could Ms Chairperson of Women's and Children's Consultative Committee organize an extraordinary meeting to seek solutions as interventions.

Based on the above mentioned information could Ms Chairperson check and approve.

Date.....

Requested by.....

Sample of Form 8

Capital/Provincial Administration:.....
Women and Children Consultative Committee

Kingdom of Cambodia
King Nation Religion

Minutes of Extraordinary Meeting in April 2011

On the 5th of April 2011, 7:00 am at the office of province, the Women's and Children's Consultative Committee organized an extraordinary meeting. The meeting was presided over by Ms Chea Navy, WCCC chairperson.

a. Meeting composition

The meeting was attended by 15 WCCC members out of the total 16 members. This number was sufficient for a quorum to run the meeting.

District council and commune council also attended the meeting (for detailed information, see attendance list attached).

b. Agenda

Main agenda items are as below:

- Reporting situation of dengue fever at Kampongreap commune
- Discussion/opinions about solutions

c. Details of the Problem

WCCC members from Commune/Sangkat Council Association explained the situation of dengue fever disease at Kampongreap commune which has caused 15 children to become severely ill. The patients were sent to a health care centre for treatment. Based on observation, the spread of the disease was caused by lack of sanitation and the birth of thousands of mosquitos. The affected area is still unsafe. This requires an urgent appropriate preventative measure.

The meeting discussed these concerns as follows:

- Ms Mon Neang, WCCC member from Commune/Sangkate Council Association provided an opinion that the Department of Rural Development should help educate and disseminate information on sanitation and hygiene in affected villages.
- Ms Mon Ra, WCCC member from Department of Health raised an opinion that the department will cooperate with Heath Operational District Office to send staff to spray mosquito killer in the village.

Based on opinions and the discussion, the meeting reached the following agreement:

- The Department of Rural Development should educate and disseminate information on sanitation and hygiene in affected villages.
- The Department of Health should help spray mosquito killer.

d. Opinions and Recommendations

WCCC decided to recommend these solutions and opinions and submit them to the council and board of governors to check and approve as follows:

- Educate and disseminate information about sanitation and hygiene in the affected village

- Spray mosquito killer in the affected village

Seen and Approved

Date.....

The Meeting Chairperson

Minutes made by

2.4. Confidential Meeting of the Committee

WCCC may conduct a confidential meeting to protect the reputation or safety of people, for example when there is:

- A rape case
- A child abuse case where the child's honor is required to be protected
- For the safety of individuals

Note:

☞ When it is necessary, the Ministry of Interior may issue a guideline on how to organize a confidential meeting.

30



3. Supporting Development Activities Related to Women and Children

3.1. Purpose

The support of development activities of WCCC aims to help its council respond to needs and give support to Commune/Sangkat councils in dealing with issues related to the tasks of women, youth, children and vulnerable people in each commune and sangkat.

3.2. Expected Outcome

WCCC shall help the council and its board of governors achieve the goals of the development plan of the council related to issues of women, youth, children and vulnerable people in order to contribute to achievement of Cambodian millenium development goals within the council's jurisdiction.



WCCC shall help the council and board of governors achieve a number of main expected outcomes as follows:

- **Education:** All children receive education at preschool (formal or informal), and all youth receive basic education for at least 9 years with quality, especially children with physical or intellectual disabilities, children with poor families and children from ethnic families.
- **Health:** All women, youth and children receive health care and preventative service equally, with quality and safety.
- **Water Sanitation and Hygiene:** All people have a source of clean water and a latrine and adhere to the habits of hygiene practice.
- **Food security:** To get rid of famine, especially for women, children, vulnerable people and those from ethnic groups.
- **Child Labor:** To get rid of all forms of heavy child labor, to contribute in upholding education for all, the development of human resources and enhancing training and increasing jobs for youth and safe labor migration.
- **Gender Equity:** To eliminate gender disparity and discrimination against women, ensuring equal rights between men and women socially and economically.
- **Public safety and order:** All people especially women, youth, children and vulnerable people are supported to live in society safely and harmoniously.

3.3. Indicators

WCCC shall determine a number of indicators for measuring the situation of women, youth, children and vulnerable people to show levels of progress and achieved outcomes versus expected outcomes. The indicators include:

a. Education:

There are a number of main indicators for measuring expected outcomes of education:

- Number/percentage of children aged 3-4 years enrolled in preschool (CPS, SPS, Home-based programmes) disaggregated by sex, ethnicity, disability
- Number/percentage of children aged 5 years enrolled in preschool disaggregated by sex, ethnicity, and disability
- Number/percentage of children aged 6 years enrolled in grade 1 disaggregated by sex, ethnicity, disability
- Number/percentage of children 0-6 years old who have received support and developmental services
- Number/percentage of children who have enrolled in primary education disaggregated by sex, ethnicity and disability
- Drop-out rate in primary education disaggregated by sex, ethnicity, and disability
- Primary completion rate disaggregated by sex, ethnicity, disability
- Number/percentage of children with HIV/AIDS who have enrolled in primary education
- Ratio of textbooks to pupils in primary and secondary education
- Number/percentage of school children receiving deworming
- Retention rate to grade 9
-etc

b. Health

There are a number of main indicators for measuring expected outcomes of health:

- Number/percentage of pregnant women delivering at a health facility (public health centre or referral hospital or private facilities)
- Number/percentage of infants under 1 year old vaccinated to prevent polio, chicken pox, tetanus, hepatitis B, bronchitis and meningitis (vaccinated with DPT-HepB-Hib3)
- Number/death rate of mothers who die during pregnancy, during delivery and after delivery
- Number/percentage of pregnant women who have pregnancy check-ups at least twice before delivery
- Number/percentage of infants who were born with low weight at health facilities
- Number of infants under 1 year old receiving measles vaccine
- Number of pregnant women going to at least two antenatal care visits
- Number of babies born in a health facility with low birth weight
- Number/percentage of children under 5 years of age receiving deworming in the last 6 months
- Number/percentage of children under 5 years of age receiving vitamin A supplementation in the last 6 months
- Number/percentage of women who use modern ways of birth control
- Number/percentage of health care centres with minimum activity component service
- Percentage of health care centres providing reproductive health services for youth
- Percentage of villages providing transport services for emergencies
- Number of health facilities providing support services to survivors of domestic violence
- Number of people with HIV/AIDS who receive care service
- Percentage of people infected/living with AIDS receiving Anti-Retroviral Treatment (ART)

- Number/percentage of children who die under 1 year of age
- Number/percentage of children who die under 5 years of age
- Number/percentage of children who have infectious diseases (diarrhea, bronchitis, malaria and dengue fever)
- Number/percentage of women age from 15-49 years old who received tetanus vaccination
- Number/percentage of people who have non-infectious diseases (diabetes, high blood pressure)
-etc

c. Water Sanitation and Hygiene

There are a number of main indicators for measuring expected outcomes of water sanitation and hygiene:

- Number/percentage of households with improved sanitation (flush/pour flush to sewerage, flush/pour flush to septic tank, pit latrine with slab, ventilated improved pit latrine) during wet season.
- Number/percentage of primary schools with improved sanitation
- Number/percentage of community preschools with improved sanitation
- Number of small entrepreneurs selling sanitation goods and services
- Number/percentage of preschools in government schools with improved sanitation
- Number of health centres with improved sanitation facilities for patients
- Number of households with no access to all kinds of sanitation, i.e. no toilets

- Number/percentage of households with improved water sources (improved rainwater tank, piped/tap water, pump / hand dug well, protected dug well) during dry season
- Number/percentage of households practising household water treatment (ceramic filter, bio-sand filter, solar disinfection, boiling, chlorination, other)
- Number of reported cases of children under 5 years olds with diarrhea
- Number/percentage of primary schools with clean water sources
- Number/percentage of primary schools with designated place for hand washing with soap
- Number/percentage of preschools with designated place for hand washing with soap
- Number/percentage of health centres with improved drinking water sources for patients
- Number/percentage of health centres with designated place for hand washing with soap for patients
- Number/percentage of health centres with designated place for hand washing with soap in consultation room
- Number of information dissemination on education about local sanitation
- Number of information dissemination on safe usage of water
-etc.

d. Food Security

There are a number of main indicators for measuring expected outcomes of food security:

- Percentage of people under poverty line

- Number of families with insufficient food for the whole year
- Number of farmer families with no land for agriculture
- Number of farmer families receiving pieces of land from social affairs department
- Size of land affected by drought
- Size of land affected by flood
- Size of pieces of land with crops destroyed by pests
-etc

e. Social Welfare

There are a number of main indicators for measuring expected outcomes of social welfare:

- Number of children with disabilities
- Number of children living in care centres
- Number of children leaving care centres to live within family care
- Number of street people, beggars, unsupported old aged people living in the centres
- Number of survivors of commercial sexual exploitation and labour exploitation receiving rehabilitation services
- Number of disabled people receiving rehabilitation service
- Number of all kinds of veterans and their families receiving social security support from government
- Number of vulnerable families receiving emergency support

- Number of children living in youth rehabilitation centres
- Number of children detained in correction centres
- Number of retired ex-civil servants
- Number or percentage of people who made unsafe migration
- Number of unemployed youth
-etc

f. Child Labor

There are a number of main indicators for measuring expected outcomes of child labor:

- Number of children living in a situation of heavy child labor
- Number of children living in situation of child labor
- Number of children prevented from heavy child labor
- Number of children having accidents due to child labor
- Number of children withdrawn from heavy child labor and sent to school
- Number of children withdrawn from heavy child labor and sent to vocational training
-etc

f. Gender Equity

There are a number of main indicators for measuring expected outcomes of gender equity:

- Number of domestic violence cases
- Number of rape cases
- Number of women and children who experienced domestic violence sent to appropriate services
- Number of women working in management level or decision making position at local level
-etc

g. Public Order and Security

There are a number of main indicators for measuring expected outcomes of public security and orders:

- Number of woman and child trafficking cases
- Number of teenagers involved in crime
- Number of violence cases caused by teenagers
- Number of thefts and robberies
- Number of brothels
- Number of cinemas playing pornography films
- Number of gambling cases
- Number of drug trafficking cases

- Number of people affected by landmines
- Number of families affected by disasters
- Number of children injured or killed by traffic accidents disaggregated by sex
- Number of children injured or killed by drowning
-etc

h. Practice of WCCC functions

There are a number of main indicators for measuring expected outcomes of the practice of WCCC functions:

- Number of annual meetings of WCCC
- Number of activities or social service projects in annual three-year rolling investment programme which have increased 20 percent compared to the past year
- Number of annual meetings of CCWC
- Number of registered newborns within the first 30 days
- Number of registered marriages (in current year)
- Number of registered deaths for newborns (less than one month)
- Number of registered deaths for infants (less than one year)
- Number of registered deaths for children (less than 18 years)
- Number of registered deaths of mother with children
- Number of registered deaths of father with children
- Number of functioning preschools

- Number of pregnant women receiving financial support from Sangkat council
- Number of families receiving support from Sangkat council for food
- Number of activities of dissemination/education of gender equality
- Number of issues related to gender equality, women, youth and children raised suggestions and opinions to the council and board of governors to take measures
-etc

Note:

- ☞ WCCC may identify indicators as needed and presenting problems at their locations
- ☞ These indicators shall be mentioned in progress reports of women, youth, children and vulnerable people.
- ☞ The chairperson of WCCC should assign WCCC members to assist in collecting information, monitoring and evaluating the indicators based on visions of their own departments, institutions and units.

3.4. Action Plans and Budget Plans

a. Action Plan

WCCC permanent vice chairperson shall help WCCC chairperson in organizing action plans of WCCC by discussing with other vice chairpersons and members of WCCC. WCCC plans of action include:

- a.** Annual action plan (form9)
- b.** Monthly action plan (form10)
- c.** Semi-annual action plan (form11)

d. Quarterly action plan (form12)

Drafts of these documents shall be submitted to WCCC chairperson to check before submitting it to WCCC meeting to check, approve and distribute responsibilities. After the meeting the permanent vice chairperson shall make correction according to the meeting decision. Other WCCC vice chairpersons shall help check it before submitting to WCCC chairperson to check and approve.

Every year WCCC shall make their annual action plan and annual budget plan. The annual action plan and budget plan shall be submitted to the council to check and approve.

b. Budget Plan

In order to ensure enough budget for the action plan the permanent vice chairperson shall make annual budget plan (form13), monthly budget plan, quarterly budget plan and semi-annual budget plan (form14).

Admin manager shall facilitate with financial direction to help the permanent vice chairperson make the budget plans. Other WCCC vice chairpersons shall help check the plans before submitting to WCCC chairperson to check and approve.

The council shall include the annual action plan and budget plan of WCCC into their own action plan and budget plan to ensure enough budget for WCCC function practice.

In case there are corrections or changes in the action plan and budget plan, WCCC shall make amendments of the plans. The amended plans shall be submitted to the council to check and approve based on management systems of capital and provincial administration.

Sample of Form9

Capital/Provincial Administration:.....
 Women and Children Consultative Committee
 Nation Religion King

Kingdom of Cambodia

WCCC Annual Action Plan for 2011

| No | Activity | Planned Outcome | | Respon- sibility | Implementing Institutions | | | | | | |
|-----|-----------------------|-----------------|----------|---------------------|---------------------------|---|---|---|--|--|--|
| | | Unit | Quantity | | | 1 | 2 | 3 | | | |
| 1 | Committee Meetings | | | | | | | | | | |
| 1.1 | Ordinary Meeting | Meetings | 12 | Chea Navy | WCCC | | | | | | |
| 1.2 | Extraordinary Meeting | Meetings | 3 | Chea Navy | WCCC | | | | | | |

| | | | | | | | | |
|------------|--|----------|---|-----------|-------------------|--|--|--|
| 1.3 | Confidential Meeting | Meetings | 2 | Chea Navy | WCCC | | | |
| 2 | Facilitation with Concerned Departments and Units | | | | | | | |
| 2.1 | Education | | | | | | | |
| 2.1.1 | Movement of People Enrolling their Children at Schools | Time | 1 | Chan Dara | Education Dept. | | | |
| 2.1.2 | Strengthening Preschool Education | Times | 5 | Chan Dara | Education Dept. | | | |
| 2.1.3 | Strengthening Education Network | Times | 6 | Chan Dara | Education Dept. | | | |
| 2.2 | Health | | | | | | | |
| 2.2.1 | Birth Delivery at Health Care Centers | Times | 4 | Man Ra | Health Department | | | |

| | | | | | | | | |
|------------|--|-------|---|-----------|--------------------|--|--|--|
| 2.2.2 | Strengthening Village Health Network | Times | 4 | Man Ra | Health Department | | | |
| 2.2.3 | Providing Vaccination for Children | Times | 4 | Man Ra | Health Department | | | |
| 2.3 | Water Sanitation and Hygiene | | | | | | | |
| 2.3.1 | Education on Using Latrines | Times | 6 | Prak Chen | Rural Devpt. Dept. | | | |
| 2.3.2 | Education on Using Safe Drinking Water | Times | 5 | Prak Chen | Rural Devpt. Dept. | | | |
| 2.4 | Food Security | | | | | | | |
| 2.4.1 | Providing Social Concession Land | Times | 6 | Thavy | Agriculture Dept. | | | |
| 2.4.2 | Emergency Rescue to Survivors | Times | 6 | Thavy | Agriculture Dept. | | | |
| 2.5 | Social Work | | | | | | | |

| | | | | | | | | |
|------------|---|----------|---|----------|--------------------|--|--|--|
| 2.5.1 | Understanding of Alternative Care for Children | Times | 4 | Mean Man | Social Work Dept. | | | |
| 2.5.2 | Gathering Beggars and Reintegrating them to Communities | Times | 4 | Mean Man | Social Work Dept. | | | |
| 2.5.3 | Preventing Drug Using | Times | 4 | Mean Man | Social Work Dept. | | | |
| 2.6 | Child Labor | | | | | | | |
| 2.6.1 | Understanding of Child Labor | Times | 6 | Sok Chea | Labor Dept. | | | |
| 2.6.2 | Preventing Heavy Form of Child Labor | Times | 6 | Sok Chea | Labor Dept. | | | |
| 2.7 | Gender Equality | | | | | | | |
| 2.7.1 | Preventing Domestic Violence | Times | 6 | Kan Vy | Women Affair Dept. | | | |
| 2.7.2 | Dissemination of Knowledge on Gender Equality | Sessions | 6 | Kan Vy | Women Affair Dept. | | | |

| | | | | | | | | |
|-------|---|-------|---|------------|---------------------|--|--|--|
| 2.8 | Public Order and Security | | | | | | | |
| 2.8.1 | Preventing Behavior of Teenaged Gangsters | Times | 6 | Kan Veasna | Police Commissariat | | | |
| 2.8.2 | Preventing Gambling | Times | 6 | Kan Veasna | Police Commissariat | | | |
| 3 | Monitoring and Evaluation | | | | | | | |
| 3.1 | Organizing Database | Time | 1 | Sam Vannak | WCCC | | | |

The Women's and Children's Consultative Committee

| | | | | | | | | |
|-----|------------------------------------|-------|----|------------|------|--|--|--|
| 3.2 | Monitoring Activity Implementation | Times | 12 | Sam Vannak | WCCC | | | |
| 3.3 | Annual Monitoring and Evaluation | Time | 1 | Sam Vannak | WCCC | | | |

Seen and Approved
Council Chairperson

Committee Chairperson

Date.....

Sample of Form13

Capital/Provincial Administration:.....

Kingdom of Cambodia

Women and Children Consultative Committee

Nation Religion King

WCCC Annual Budget Plan for 2011

| No | Expenditure | Unit | Quantity | Price per Unit | Total(Riel) |
|-----------------|----------------------------------|----------------|----------|----------------|------------------|
| 1 | Meetings of the Committee | | | | |
| 1.1 | Ordinary Meeting | | | | |
| | Snack | Person/ Day | 180 | 4000 | 720 000 |
| | Photocopying | Meeting | 12 | 40 000 | 480 000 |
| Subtotal | | | | | 1 200 000 |
| 1.2 | Extraordinary Meeting | | | | |
| | Snack | Person/ Day | 45 | 4 000 | 180 000 |
| | Photocopying | Meeting | 3 | 40 000 | 120 000 |

| | | | | | |
|------------------|--|----------------|-----|--------|------------------|
| Sub Total | | | | | 300 000 |
| 1.3 | Confidential Meeting | | | | |
| | Snack | Person/ Day | 30 | 4 000 | 120 000 |
| | Photocopying | Meeting | 2 | 40 000 | 80 000 |
| Sub Total | | | | | 200 000 |
| Total | | | | | 1 700 000 |
| 2 | Facilitation with Concerned Departments, Institutions and Units | | | | |
| 2.1 | Education | | | | |
| | Snack | Person/ Day | 120 | 4 000 | 480 000 |
| | Photocopying | Time | 12 | 10 000 | 120 000 |
| Sub Total | | | | | 600 000 |
| 2.2 | Health | | | | |

| | | | | | |
|------------------|-------------------------------------|----------------|-----|--------|----------------|
| | Snack | Person/ Day | 120 | 4 000 | 480 000 |
| | Photocopying | Time | 12 | 10 000 | 120 000 |
| Sub Total | | | | | 600 000 |
| 2.3 | Water Sanitation and Hygiene | | | | |
| | Snack | Person/ Day | 120 | 4 000 | 480 000 |
| | Photocopying | Time | 12 | 10 000 | 120 000 |
| Sub Total | | | | | 600 000 |
| 2.4 | Food Security | | | | |
| | Snack | Person/ Day | 120 | 4 000 | 480 000 |
| | Photocopying | Time | 12 | 10 000 | 120 000 |
| Sub Total | | | | | 600 000 |
| 2.5 | Social Work | | | | |

| | | | | | |
|------------------|----------------------------------|----------------|-----|--------|----------------|
| | Snack | Person/ Day | 120 | 4 000 | 480 000 |
| | Photocopying | Time | 12 | 10 000 | 120 000 |
| Sub Total | | | | | 600 000 |
| 2.6 | Child Labor | | | | |
| | Snack | Person/ Day | 120 | 4 000 | 480 000 |
| | Photocopying | Time | 12 | 10 000 | 120 000 |
| Sub Total | | | | | 600 000 |
| 2.7 | Gender Equality | | | | |
| | Snack | Person/ Day | 120 | 4 000 | 480 000 |
| | Photocopying | Time | 12 | 10 000 | 120 000 |
| Sub Total | | | | | 600 000 |
| 2.8 | Public Order and Security | | | | |

| | | | | | |
|------------------|---|------------------|-----|---------|----------------|
| | Snack | Person/ Day | 120 | 4 000 | 480 000 |
| | Photocopying | Time | 12 | 10 000 | 120 000 |
| Sub Total | | | | | 600 000 |
| Total | | | | | 4800000 |
| 3 | Monitoring and Evaluation | | | | |
| 3.1 | Organizing Database | | | | |
| | Transportation Gas | Liter/ Person | 7 | 20 000 | 140 000 |
| | Photocopying | Time | 1 | 100 000 | 100 000 |
| Sub Total | | | | | 240 000 |
| 3.2 | Monitoring Activity Implementation | | | | |
| | Transportation Gas | Month | 12 | 20 000 | 240 000 |
| | Photocopying | Time | 12 | 10 000 | 120 000 |

| | | | | | |
|----------------------|---|----------------|----|---------|----------------|
| Sub Total | | | | | 360 000 |
| 3.3 | Annual Monitoring and Evaluation | | | | |
| | Snack | Person/ Day | 30 | 4000 | 120 000 |
| | Photocopying | Time | 1 | 120 000 | 120 000 |
| Sub Total | | | | | 240 000 |
| Total | | | | | 840 000 |
| Overall Total | | | | | 7340000 |

Seen and Approved

Date.....

Council Chairperson

Committee

Chairperson

3.5 Implementation of Activities

a. Main Areas Related to Women, Youth, Children and Vulnerable People

In order to achieve expected outcome in enhancing status of women, youth, children and vulnerable people WCCC shall pay attention to a number of areas below:

- **Education:** Education for infants (preschool education, home-based education and education for their parents), child enrolment, child drop-out, strengthening quality of education, education network, illiteracy, reading habits, life skill training, etc
- **Health:** Quality of health service, reproductive and sexual health, family planning, around-birth preparation, prevention of the spread of HIV/AIDS and STDs, before-and-after birth and pregnancy check-up, child birth at health care centre by trained midwife, vaccination, nutrition, food with hygiene, etc
- **Water Sanitation and Hygiene:** Community hygiene, individual hygiene, the use of latrine and safe water, etc
- **Food Security:** Food security for people lacking agricultural land, social concession land, agricultural products affected by natural disasters (drought, flood and pests)
- **Child Labor:** Understanding child labor, policies and programs for eliminating child labor, connection of child labor and education and HR development, implementation of national laws and international conventions on child rights, and international convention on child labor, social safety network and eradication of child labor, etc
- **Social Work:** Drug withdrawal, rehabilitation, support for street people and beggars, support for lonely old aged people, alternative care for children, reintegration of street

people and beggars into communities, safe migration and immigration, vocational training, etc

- **Gender Equality:** Understanding of concepts on gender and women's rights, eradication of discrimination against women, domestic violence, registered births, marriages and deaths, rapes, implementation of national laws and international conventions on women, etc
- **Public Order and Security:** Elimination of drug trafficking, immorality, robbery, women and child trafficking, tennage crime, gambling, building knowledge of landmines and reducing traffic accidents, etc

b. Implementation of WCCC Activities

In order to help the council and board of governors uphold status of women, youth, children and vulnerable people WCCC shall implement their main activities as follows:

- Providing opinions and recommendations to the council and board of governors
- Facilitating with concerned departments, institutions and units
- Participating in supporting development activities of the council

1. *Providing Opinions and Recommendations to the Council and Board of Governors*

WCCC plays an important role in providing opinions and recommendations to their own council and board of governors. Opinions and recommendations are given through WCCC meetings. To provide opinions and recommendations effectively, WCCC shall:

- Collect information from communities on what continually happens related to the situation of women, youth, children and vulnerable people in order to

check and give opinions and decide on actions to respond to the issues.

- Accept suggestions or requests from different types of councils who cannot implement their functions related to women, youth, children and vulnerable people to give recommendations and seek support from their own, or concerned councils and board of governors.
- Organize WCCC meetings regularly to discuss and give opinions and recommendations to the councils and board of governors to:
 - Encourage participation of concerned police and people in solving and preventing problems related to women, youth, children and vulnerable people.
 - Strengthen relationship/cooperation and facilitation with other types of councils, concerned units, departments, service providers, NGOs, volunteer groups and local communities to make sure that activities really support women, youth, children and vulnerable people.
 - Monitor the implementation of policies on gender equality and status of women, youth, children and vulnerable people especially to identify disparity in accessing and using services and to raise recommendations for solving these issues.
- Report to the council on problems related to gender equality, capacity building for women and problems related to youth, children and vulnerable people.

2. *Liaising with concerned departments, institutions and units*

To uphold the status of women, youth, children and vulnerable people, WCCC shall help the council and board of governors facilitate a number of tasks as follows:

- Seek and receive information related to the work of

the committee

- Seek support from the council, board of governors and other committees of the council to raise plans for solving problems related to gender equality, issues of women, youth, children and vulnerable people within the jurisdiction of the council
- Support all efforts to raise funds for the work of gender equality, women, youth, children and vulnerable people within the jurisdiction of the council
- Facilitate with other types of councils, concerned departments, institutions and units, NGOs, volunteer groups and communities to implement activities for enhancing the status of women, youth, children and vulnerable people.

3. *Participating in supporting the development activities of the council*

To help the council and board of governors uphold the status of women, youth, children and vulnerable people, WCCC shall participate in the development activities of the council as follows:

- Gather and analyze information related to gender, women's, youth's and children's needs to include the information in the development plan and investment program of the council.
- Build strategic visions within the jurisdiction of the council and to achieve gender equality and provide service related to gender equality, women, youth and vulnerable people.
- Arrange monitoring and evaluation of the plan implementation
- Annual activities and the budget of WCCC related to enhancing and addressing gender equality, women, youth, children and vulnerable people.

3.6. Monitoring and Evaluation

Monitoring and evaluation is an important duty of WCCC in helping the council and board of governors to ensure timely and effective responses to women's, youth's, children's and vulnerable people's needs. WCCC shall monitor and evaluate a number of activities as follows:

- Monitoring WCCC meetings
 - Monitoring the implementation of WCCC activities
 - Monitoring and evaluating development work related to women, youth, children and vulnerable people
- a. *Monitoring WCCC Meetings*
To make WCCC meetings run effectively, the permanent vice chairperson shall monitor the preparation and process of WCCC meetings (form15) constantly. Monitoring the meetings focuses on:
- Monitoring preparation of things before the meetings to ensure smooth and timely schedule, reports, action plan, concerned documents, participation of WCCC members and concerned agencies, and preparation of other things.
 - Monitoring the meeting process to make sure the meeting is conducted according to schedule and its procedure, discussion and opinions shared by participants democratically.
 - Monitoring things done after the meetings to ensure timely minute making, submission of opinions, recommendations and reports to the council.
- b. *Monitoring the implementation of WCCC activities*
To strengthen the implementation of WCCC activities in helping the council and board of governors facilitate with concerned departments, institutions and units to work effectively, the permanent vice chairperson shall

collaborate with WCCC members, especially with the Department of Planning, in monitoring implementation of WCCC activities (form16). Monitoring focuses mainly on:

- Monitoring WCCC action plan to make sure the preparation is made on time, the plan is submitted in the meeting for checking and distributing responsibility.
- Monitoring WCCC facilitation with concerned departments, institutions and units to ensure timely and effective solutions.
- Collaborate with concerned departments, institutions and units to visit and monitor implementation of activities in their local environment to make sure solutions are made to respond to women's, youth's, children's and vulnerable people's needs.
- Monitoring information gathering to make work reports and to report to WCCC meeting and to submit it to the council and board of governors.

c. *Monitoring and evaluating development work related to women, youth, children and vulnerable people*

The permanent vice chairperson shall collaborate with WCCC members from Department of Planning to facilitate with other WCCC members to monitor and evaluate (form17) the outcome of development related to responding to the basic needs of women, youth, children and vulnerable people. Monitoring and evaluation of development related to women, youth, children and vulnerable people shall be made every year. To monitor and evaluate the development WCCC shall organize a number of tasks as follows:

1. Organizing Database

The database is the original and first data showing the situation of women, youth, children and vulnerable people before the development plan. Database is important data for helping monitoring and evaluation. To organize the database, WCCC shall:

- Organize the database based on expected outcome. The database shall show the situation of women, youth, children and vulnerable people at their first time. The database shall have indicators to measure and compare the situation of women, youth, children and vulnerable people before and after the time of development.
- Determine main indicators according to each area. The indicators shall show information about an amount. For example, number, percentage, rate which may be used to measure the situation and the rate of responses to the women's, youth's, children's and vulnerable people's needs.
- Organize the database format so it is easy to make comparisons, enter data for monitoring and evaluation. To make it easy to use, the format shall be formed as tables, for example:

| No | Description | Situation at the First Time (2010) | |
|-----|--|------------------------------------|----------|
| | | Unit | Quantity |
| 1 | Education | | |
| 1.1 | D Rate of Children Enrolled for Education | percent | 87 |
| 1.2 | Rate of Children Dropped Out | percent | 2 |
| 1.3 | Children under 5 Years of Age Attended Preschool Education | percent | 40 |

2. Gathering Information

The permanent vice chairperson and WCCC members from Department of Planning shall liaise with other WCCC members to collect information related to problems of women, youth, children and vulnerable people for using as the database. Information gathering may be done through a number of methods below:

- Collecting relevant existing information such as:
 - Data on the situation at capital, provinces,

municipalities, districts, Khan, communes, Sangkat

- Progress reports of women, youth, children and vulnerable people
- Data and reports of concerned technical departments
-etc
- Facilitate and collaborate with concerned departments, institutions and units. Visit and collect relevant information in their local environment if needed.
- Update information related to those indicators every year for making comparisons on the annual progress of enhancing the status of women, youth, children and vulnerable people within the jurisdiction of the council.

3. Using Outcome of Monitoring and Evaluation

To ensure effective progress of responses to women's, youth's, children's and vulnerable people's needs, WCCC shall use the outcomes of monitoring and evaluation for:

- Checking the rate of responses and solutions to problems of women, youth, children and vulnerable people in the development plan and investment program of the council.
- Determine strategies in solving problems of women, youth, children and vulnerable people and

cooperation between capital, provinces and concerned departments, institutions, units, service providers, NGOs and volunteer groups.

- Monitor implementation of gender equality policy and the situation of women, youth, children and vulnerable people, especially to indentify disparities in accessing and using services for making recommendations to solve the problems.
- Monitor the implementation of international conventions including conventions on eradication of all forms of discrimination against women, child rights conventions within the jurisdiction of the council.

Note:

- ☞ Outcomes of monitoring shall be included in the agenda of quarterly, semi-annual and annual meetings to reflect and improve the implementation of WCCC activities.
- ☞ Information from monitoring and evaluation is important information for organizing WCCC work reports.
- ☞ At the start of each year, WCCC shall organize a database on situations of women, youth, children and vulnerable people to use as a basis for monitoring and evaluating outcomes of development of women, youth, children and vulnerable people

Sample of Form15

Capital/Provincial Administration:.....
 Kingdom of Cambodia
 Women and Children Consultative Committee

Nation

Religion King

WCCC Meeting Monitoring Table for 2011

| No | WCCC Meetings | Number of Participants (person) | | | | |
|------|-----------------------------------|---------------------------------|--------------------|--------|-------|------|
| | | WCCC | Concerned Agencies | Others | Total | |
| | | | | | Women | Men |
| 1 | Meeting for January | 15 | 1 | 2 | 8 | 18 |
| 2 | Extraordinary Meeting in February | 14 | 2 | 3 | 8 | 19 |
| 3 | Meeting for February | 14 | 2 | 3 | 8 | 19 |
| 4 | Meeting for Quarter 1 | 13 | 1 | 2 | 7 | 19 |
| | | | | | | |

Date.....

Committee Chairperson

Note:

- **Concerned agencies** are participants invited by the council for giving opinions or explanations
- **Others** are observers including people, local communities, civil society organizations, etc

Sample of Form16

Capital/Provincial Administration:.....

Kingdom of Cambodia

Women and Children Consultative Committee

Nation

Religion King

WCCC Activity Implementation Monitoring Table for 2011

| No | Activities | Expected Outcome | | Achieved | |
|-----|-----------------------|------------------|----------|----------|--|
| | | Unit | Quantity | Outcome | |
| 1 | WCCC Meeting | | | | |
| 1.1 | Ordinary Meeting | Meeting | 12 | 10 | |
| 1.2 | Extraordinary Meeting | Meeting | 3 | 1 | |

| No | Activities | Expected Outcome | | Achieved | |
|------------|---|------------------|----------|----------|--|
| | | Unit | Quantity | Outcome | |
| 1.3 | Confidential Meeting | Meeting | 2 | 0 | |
| 2 | Facilitation with Concerned Departments and Institutions | | | | |
| 2.1 | Education | | | | |
| 2.1.1 | Movement of People Taking their Children for Education Enrollment | Time | 1 | 1 | |
| 2.1.2 | Strengthening Preschool Education | Time | 5 | 4 | |
| 2.1.3 | Strengthening Education Network | Time | 6 | 5 | |
| 2.2 | Health | | | | |
| 2.2.1 | Birth Delivery at Health Care Centers | Time | 4 | 4 | |
| 2.2.2 | Strengthening Village Health Network | Time | 4 | 6 | |
| 2.2.3 | Vaccination for Children | Time | 4 | 3 | |

| No | Activities | Expected Outcome | | Achieved | |
|------------|---|------------------|----------|----------|--|
| | | Unit | Quantity | Outcome | |
| 2.3 | Water Sanitation and Hygiene | | | | |
| 2.3.1 | The Use of Latrines | Time | 6 | 8 | |
| 2.3.2 | Education on Using Safe Water | Time | 5 | 4 | |
| 2.4 | Food Safety | | | | |
| 2.4.1 | Providing Social Concession Land | Time | 6 | 1 | |
| 2.4.2 | Emergency Rescue for Vulnerable People | Time | 6 | 8 | |
| 2.5 | Social Work | | | | |
| 2.5.1 | Understanding on Alternative Care for Children | Time | 4 | 4 | |
| 2.5.2 | Gathering Beggars and Reintegrating them to Communities | Time | 4 | 3 | |
| 2.5.3 | Preventing Drug Using | Time | 4 | 6 | |
| 2.6 | Child Labor | | | | |

| No | Activities | Expected Outcome | | Achieved | |
|------------|--|------------------|----------|----------|--|
| | | Unit | Quantity | Outcome | |
| 2.6.1 | Understanding on Child Labor | Time | 6 | 5 | |
| 2.6.2 | Dissemination of Safe Migration | Time | 6 | 4 | |
| 2.7 | Gender Equality | | | | |
| 2.7.1 | Preventing Domestic Violence | Time | 6 | 5 | |
| 2.7.2 | Dissemination of Gender Equality Knowledge | Time | 6 | 5 | |
| 2.8 | Public Order and Security | | | | |
| 2.8.1 | Preventing Teenaged Gangsters | Time | 6 | 5 | |
| 2.8.2 | Preventing Gambling | Time | 6 | 5 | |
| 3 | Monitoring and Evaluation | | | | |
| 3.1 | Organizing Database | Time | 1 | 1 | |
| 3.2 | Monitoring Activity Implementation | Time | 12 | 10 | |

| No | Activities | Expected Outcome | | Achieved | |
|-----|----------------------------------|------------------|----------|----------|--|
| | | Unit | Quantity | Outcome | |
| 3.3 | Annual Monitoring and Evaluation | Time | 1 | 1 | |

Date.....

Committee Chairperson

Sample of Form17

Capital/Provincial Administration:.....

Kingdom of Cambodia

Women and Children Consultative Committee

Nation

Religion King

Monitoring & Evaluation Table for Outcome of Women, Youth & Children Development in 2011

| No | Description | Situation at the First Time(2010) | | Situation in 2011 | Opin |
|-----|---|-----------------------------------|----------|-------------------|------|
| | | Unit | Quantity | | |
| 1 | Education | | | | |
| 1.1 | Rate of Children Enrolled for Education | percent | 87 | 88 | |
| 1.2 | Rate of Children Drop-Out | percent | 2 | 2 | |
| 1.3 | Children Under 5 Years of Aged Attended Preschool Education | percent | 40 | 42 | |
| 2 | Health | | | | |

| | | | | | |
|----------|--|---------|-----|-----|--|
| 2.1 | Pregnant Women Used Pregnancy Check-Up | percent | 70 | 72 | |
| 2.2 | Pregnant Women Delivered at Health Care Centers | percent | 70 | 72 | |
| 2.3 | Children Vaccinated According to Health Standard | percent | 70 | 72 | |
| 3 | Water Sanitation and Hygiene | | | | |
| 3.1 | Families Using Latrines | percent | 40 | 40 | |
| 3.2 | Families Using Safe Water | percent | 80 | 80 | |
| 4 | Food Security | | | | |
| 4.1 | People under Poverty Line | percent | 30 | 29 | |
| 4.2 | Families With No Enough Food to Eat | family | 50 | 48 | |
| 4.3 | Farmer Families With No Agricultural Land | family | 100 | 80 | |
| 5 | Social Work | | | | |
| 5.1 | Youth Affected by Drug Use | person | 450 | 500 | |

| | | | | | |
|----------|---|--------|-----|-----|--|
| 5.2 | Street People, Beggars and Unsupported People | person | 300 | 280 | |
| 5.3 | Orphans Received Alternative Care | person | 50 | 60 | |
| 6 | Child Labor | | | | |
| 6.1 | Children in Child Labor Situation | child | 500 | 480 | |
| 6.2 | Unemployed Youth | person | 900 | 980 | |
| 6.3 | Unsafe Migrating People | person | 50 | 40 | |
| 7 | Gender Equality | | | | |
| 7.1 | Domestic Violence Cases | cases | 50 | 45 | |
| 7.2 | Children with Birth Registration | person | 80 | 85 | |
| 7.3 | Rape Cases | cases | 20 | 25 | |
| 8 | Public Order and Security | | | | |
| 8.1 | Teenaged Gangsters | person | 50 | 40 | |

| | | | | | |
|-----|-------------------------|---------|----|----|--|
| 8.2 | Theft and Robbery Cases | cases | 50 | 35 | |
| 8.3 | Brothels | brothel | 20 | 15 | |

Date.....

Committee Chairperson

3.7 Work & Financial Reports

a. Work Report

WCCC shall make monthly, quarterly, semi-annual (form18) and annual work reports (form19). To make work reports:

- WCCC shall report and give reports on the outcome of their work to WCCC. The permanent vice chairperson shall facilitate these tasks and compile them as a report.
- The WCCC vice chairperson shall check WCCC work reports before submitting them to the WCCC chairperson and in the meetings. WCCC work reports shall be submitted to WCCC meetings to check before submitting to the council and board of governors.
- The WCCC chairperson checks and submits monthly, quarterly, semi-annual and annual work reports to the council and board of governors.
- The WCCC chairperson shall directly report issues about women, youth, children and vulnerable people to the council and board of governors at the request of the council or board of governors.
- The annual work report shall provide information about:
 - Overview of participation of women in enhancing democratic development and the situation of children within jurisdiction of the council
 - Achievements and challenges of the committee and recommendations for strengthening the committee

- Recommendations for improving women's participation in enhancing democratic development

b. Financial Report

Every expense for WCCC activity implementation shall be recorded in verification documents and financial reports in line with the management system and financial policy and procedure.

