

(Unofficial translation)

Calendar

Main Activities for Implementation of the Law on Administrative Management of Capital, Provinces, Municipalities, Districts and Khans December 2008-December 2009

Activities	Timeframe	Responsible Agencies
1. NCDD Establishment 1.1 NCDD meeting to approve draft royal decree on the establishment and functioning of the NCDD and preliminary implementation framework	18 December 2008 At 8:30	- NCDD - NCDDS
Prepare formality for requesting to Samdech Prime Minister on the draft royal decree on the establishment and functioning of the NCDD	19-24 December 2008	- NCDDS
Submit to the King for signature on the royal decree	25-30 December 2008	- NCDDS
1.2 Draft internal rules of the NCDD, sub-decrees on establishment and functioning of the NCDD sub-committees and NCDD secretariat	01-30 December 2008	- NCDDS
Conduct first meeting of the NCDD to approve the internal rules and sub-decrees on the establishment and functioning of the NCDD sub-committees and NCDD secretariat	14 January 2009 At 8:30	- NCDD - NCDDS
NCDD ministries send names of leaders and senior officials for establishment of the NCDD sub-committees and secretariat	15-30 January 2009	- NCDDS
Conduct first meeting of the NCDD sub-committees and secretariat	20-30 January 2009	- NCDD ministries - NCDDS - Sub-committees
2. Change from municipalities to provinces, provincial town districts to municipalities and review of a number of administrative boundaries: 2.1 Request for decision from the Samdech Prime Minister on the change of 3 municipalities to provinces	01-20 December 2008	- MOI - NCDDS
Submit to the King for signature on the royal decree on the change of 3 municipalities to provinces	20-30 December 2008	- MOI - NCDDS
2.2 Request for decision from Samdech Prime Minister on sub-decree on change from provincial town districts to municipalities (For the provincial town districts whose boundary does not require to be reviewed)	15-25 December 2008	- MOI - NCDDS
2.3 Request for decision from Samdech Prime Minister on sub-decrees on creation of new districts, Khans and municipalities and change of provincial town districts to municipalities (For the provincial town districts whose boundary need to be reviewed)	15-30 December 2008	- MOI - NCDDS
3. Prakas on number of councilors	20 December 2008-05	- MOI

Activities	Timeframe	Responsible Agencies
3.1 Draft number of councilors and board of governors for discussion with provinces and municipalities	January 2009	- NCDDDS
3.2 Request for decision from the Royal Government on sub-decree on the number of the councilors	05-11 January 2009	- MOI - NCDDDS
4. Dissemination of the Organic Law and Public Education before Elections 4.1 Prepare contents for disseminating to the members of the Royal Government	20 December 2008-15 January 2009	- MOI - SSCS - NCDDDS
4.2 Conduct dissemination of the Organic Law to the members of the Royal Government	15-20 January 2009	Request Excellency Deputy Prime Minister, Minister of MOI to present experience in the formulation of the Organic Law
4.3 Prepare contents of the Organic Law for disseminating to senior officials ranking from department directors and above at national level and provincial/municipal and district/Khan leaders who have not received the dissemination	01-30 January 2009	- MOI - SSCS - NCDDDS
4.4 Conduct dissemination of the Organic Law for senior officials at national level and provincial/municipal and district/khan leaders	01-28 February 2009	- MOI - SSCS - Sub-Committee on Subnational Administrative Personnel - NCDDDS
4.5 Discuss with development partners and NGOs for preparing round table forum and produce spots for the public education	01 January-end of 2009	- Sub-Committee on Subnational Administrative Personnel - NCCDS
5. Preparation for transfer of authority and responsibilities to the new councils: 5.1 Establish a national working group for preparing the transfer of authority and responsibilities	15-30 January 2009	- MOI - Sub-Committee on Functions and Resources - NCDDDS
5.2 Establish working groups in the Capital and Provinces	01-15 February 2009	- MOI - Sub-Committee on Functions and Resources - NCDDDS
5.3 Dissemination of workplan, prepare list of works, budget, personnel and properties	15-28 February 2009	- MOI - Sub-Committee on Functions and Resources - NCDDDS
5.4 Finalize list of works, budget, personnel, resources and properties	30 April 2009	- MOI - Sub-Committee on Functions and

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		Resources - NCDDDS
5.5 Prepare report to NCDD on the transfer of works, budget, personnel, resources and properties	01-15 May 2009	- Sub-Committee on Functions and Resources - NCDDDS
6. Prepare legal instruments for implementing the Organic Law before elections: 6.1 Law on subnational finances and properties	From now until April 2009	- MEF - Sub-Committee on Financial and Fiscal Affairs - NCDDDS
6.2 Sub-decree on subnational development planning and investment programming processes	From now until April 2009	- Sub-Committee on Development Plans - Sub-Committee on Financial and Fiscal Affairs - NCDDDS
6.3 Sub-decree on salaries of the subnational councilors	From now until April 2009	- MEF - Sub-Committee on Functions and Resources - NCDDDS
6.4 Inter-ministerial Prakas of MOI and MEF on functioning of the procurement committee of the councils	From now until April 2009	- MEF - Sub-Committee on Functions and Resources - NCDDDS
6.5 Sub-decree on functioning of the committee on women and children affairs of the councils	From now until April 2009	- MWA - MOI - Sub-Committee on Functions and Resources - NCDDDS
6.6 Sub-decree on functioning of the technical coordination committee of the councils	From now until April 2009	- MOI - Sub-Committee on Functions and Resources - NCDDDS
6.7 Prakas of MOI on model of internal rules of the councils	From now until April 2009	- MOI - Sub-Committee on Functions and Resources - NCDDDS
6.8 Sub-decree on role, duties and relationship of works between the Capital council with Khan and Sangkat councils	From now until April 2009	- MOI - Sub-Committee on Functions and Resources - NCDDDS
6.9 Sub-decree working relationship between the provincial council with municipal, district, commune and Sangkat councils in the province	From now until April 2009	- MOI - Sub-Committee on Functions and Resources

Activities	Timeframe	Responsible Agencies
		- NCDDS
6.10 Sub-decree on number of board of governors	From now until April 2009	- SSCS - MOI - Sub-Committee on Functions and Resources - NCDDS
7. Training after the elections: 7.1 Preparation for establishment of training system and plan	From now until April 2009	- MOI - Sub-committee on subnational administration personnel - NCDDS
7.2 Preparation of training documents and materials	From now until April 2009	- MOI - Sub-committee on subnational administration personnel - NCDDS
7.3 Training for master trainers and trainers	04 April-09 May 2009	- MOI - Sub-committee on subnational administration personnel - NCDDS
7.4 Orientation training to capital, provincial, municipal, district and Khan councilors and board of governors	15-30 June 2009	- MOI - Sub-committee on subnational administration personnel - NCDDS
7.5 Training development planning and investment programming to subnational councils	20 June-04 July 2009	- MOI - Sub-committee on development plans - Sub-committee on financial and fiscal affairs - NCDDS
8. Elections (taken from NEC calendar): 8.1 Vote registration and certification on voter lists according to hierarchy	16 February-09 March 2009	- NEC
8.2 Validation of voter list	12 April 2009	- NEC
8.3 Registration of political parties and candidates	26 February-02 March 2009	-NEC
8.4 Finalise political party registration and lucky drawing of ordering number of political parties on ballots	27 March 2009	-NEC
8.5 Election campaign	01-15 May 2009	- NEC
8.6 Conduct elections, ballot counting and display of temporary result of the elections	17 May 2009	- NEC
8.7 Complaining and resolution of complaints regarding the temporary results of the elections	18-25 May 2009	- NEC

Activities	Timeframe	Responsible Agencies
8.8 Re-elections if any	15 June 2009	- NEC
8.9 Official announcement on results of the elections (in case no re-elections)	29 May 2009	- NEC
9. Taking the office of the Councils: 9.1 MOI Prakas on composition of the councils of capital, provinces, municipalities, districts and Khans	29 May-02 June 2009	- MOI - NCDDDS
9.2 Assigning MOI leaders to participate and preside over the meeting on taking office of the capital, provincial and municipal councils	02-12 June 2009	- MOI - NCDDDS
9.3 Assigning capital and provincial leaders to participate and preside over the meeting on taking office on municipal, district and Khan councils of the capital and provinces	02-12 June 2009	- MOI - NCDDDS
10. Appointment of the board of governors: 10.1 Appointing board of governors of capital, provinces, municipalities, districts and Khans	30 May-02 June 2009	- MOI
10.2 Assigning MOI leaders to participate and preside over the meeting on taking office of the capital and provincial board of governors	02-12 June 2009	- MOI - NCDDDS
10.3 Assigning capital and provincial leaders to participate and preside over the meeting on taking office on municipal, district and Khan board of governors	02-12 June 2009	- MOI - NCDDDS
11. Commencement of work by the councils: 11.1 First ordinary meeting of the councils in order to: - Review and finalise internal rules - Other businesses	13-27 June 2009	- MOI - Sub-committee on functions and resources
11.2 Second meeting of the councils: - Approving internal rules - Establishment of sub-committees of the councils - Continue implementing workplan and budget until end of fiscal year 2009	27 June-06 July 2009	- MOI - NCDD Sub-committees
12. Support and development planning and investment programming processes of the councils: 12.1 Internal discussion in the Royal Government to estimate resource allocations to subnational administrations in 2010	March-April 2009	- MEF - Sub-committee on development plans - Sub-committee on financial and fiscal affairs - NCDDDS
12.2 Discussion with development partners to estimate resources support by development partners in 2010	April-May 2009	- MEF - Sub-committee on development plans - Sub-committee on financial and fiscal affairs - NCDDDS
12.3 Conduct workshop on formulation of development plan and investment program	14 July-10 August 2009	- NCDD - Sub-committee on development plans

Activities	Timeframe	Responsible Agencies
		- NCDDS
12.4 Formulating development plans and investment programs	11 August-15 November 2009	- Sub-committee on development plans - Subnational administrations - NCDDS - MOP
12.5 NCDD approves development plan and investment program 2010	16 November-15 December 2009	- NCDD - NCDDS - Sub-committee on development plans
13. Design national program on democratic development at subnational level: 13.1 Internal discussion in the Royal Government on basic functions	From now until end of June 2009	- National program design team - NCDDS
13.2 Discussion with development partners on basis functions	17 December 2009	- National program design team - NCDDS
13.3 Internal discussion in the Royal Government on local finances	13 January 2009	- National program design team - NCDDS
13.4 Discussion with development partners on local finances	20 January 2009	- National program design team - NCDDS
13.5 Discussion in the Royal Government on accountability	19 February 2009	- National program design team - NCDDS
13.6 Discussion with development partners on accountability	26 February 2009	- National program design team - NCDDS
13.7 Discussion in the Royal Government on local administrations	05 March 2009	- National program design team - NCDDS
13.8 Discussion with development partners on local administrations	12 March 2009	- National program design team - NCDDS
13.9 Get approval from NCDD on the first draft of the national program (framework and goals)	04 February 2009	- NCDD - NCDDS
13.10 Get approval from NCDD on second draft of the national program (Overall framework, implementation and supporting framework for development)	01 April 2009	- NCDD - NCDDS
13.11 Get approval from NCDD on third draft of the national program (overall framework, implementation, budget support framework of the monitoring and evaluation system)	06 May 2009	- NCDD - NCDDS
13.12 Final draft of the national program (overall framework, implementation of assistance framework, budget plan of monitoring and evaluation system and risks)	10 June 2009	- NCDD - NCDDS
13.13 Request for approval from the Royal Government on 10-year national program	15-25 June 2009	- NCDDS

Activities	Timeframe	Responsible Agencies
14. Study on supporting system on decentralization and deconcentration for capital, provincial, municipal, district and Khan administrations 14.1 Study on system of the executive committee	January-June 2009	- A special working group of NCDD - NCDDS
14.2 Check report and recommendations from the above study	June-October 2009	- NCDD - A special working group of NCDD - NCCDS
14.3 Decision and implementation of supporting system of capital, provinces, municipalities, districts, Khans, communes and Sangkats	01 January 2010	- NCDD - NCDDS
15. Structure of the Councils and Administrations: 15.1 Study on structure, system and works of cabinet, capital, provincial, municipal, district and Khan Governor's office	June-October 2009	- Sub-committee on functions and resources - Sub-committee on subnational administration personnel - NCDDS
15.2 Present result of the study and recommendations	October-November 2009	- Sub-committee on functions and resources - Sub-committee on subnational administration personnel
15.3 Implement the structure and working system in the cabinet, capital, provincial Governor office, municipal Governor office, district Governor office and Khan Governor office	January 2010	- Sub-committee on functions and resources - Sub-committee on subnational administration personnel
16. Meeting to consolidate the administrative reform process at subnational level in 2009 and formulate workplan for 2010:	December 2009- January 2010	- NCDD - NCDDS

Notes: the activities and timeframe in this calendar shall be reviewed and can be adjusted or added/deducted as necessary in accordance with requirements of the reform.