



Ministry of Commerce

Department of International Cooperation

Project Formulation and M & E Training of CEDEP I & II

Venue: **Empress Angkor Hotel, Siem Reap Province, 9th–10th June 2016**

Tentative Agenda

June 9, 2016 (Training Day 1)	
8:00 to 8:30 am	Registration of Participants
8:30 to 8:45 am	Welcome remarks by Director of Commerce Department of SR
8:45 to 9:00 am	Opening remarks by LCT TEKRETH Kamrang , Secretary of State and EIF Focal Point
SESSION I: Cambodia Aid-for-Trade Scene: goals, results, modalities	
9:00 to 9:45 am	<p>Brief overview of Ministry reform linked to domestic trade and possible follow up of the project which could be consider during the training and other aspect including:</p> <ul style="list-style-type: none"> • On-going strategy and future domestic trade policy • IFAD future project <p>By H.E PEN Sovicheat, General Director of General Department of Domestic Trade of MoC.</p>
9:45 to 10:15 am	<ul style="list-style-type: none"> ➤ Brief Overview of AFT, Trade SWAp and CEDEP ➤ Introduction to Project Formulation Template <p>By Mr. Sven Callebaut, Capacity Development Advisor on Trade and Development</p>
10:15 to 10:30 am	Tea Break
SESSION II: Aid for Trade programmes and projects	
10:30 to 11:20 am	<ul style="list-style-type: none"> ➤ Project Cycle and its relation to the project formulation ➤ Introduction to project formulation and step in formulation of CEDEP project <p>By Mr. Thou Panha, EIF National Project Manager.</p>
11:20 to 11:50 am	Introduction to Project Financial Management and Operation, by Mr. Kim Lydeth, DICO's Chief of Financial Officer.
11:50 to 12: 00 am	Question and Answer session for all of the above topics.
12:00 to 1:00 pm	Lunch Break

SESSION III: CEDEP Stocktaking and the way forward	
1:00 to 1:30 pm	CEDEP project feasibility study, by Sven Callebaut
1:30 to 2:10 pm	Group work 1: Project Background and Justification (initial project ideas) <ul style="list-style-type: none"> ➤ CEDEP project component design, what works, what does not work (1 group = 1 component)
2:10 to 3:15 pm	Presentation of group work results to plenary
3:10 to 3:30 pm	Tea Break
3:30 to 4:10 pm	Group work 2: Project Description (strategic plan for CEDEP programme).
4:10 to 5:15 pm	Presentation of group work results to plenary
5:15 to 5:30 pm	Wrap up and conclusions of Day 1, By Mr. Sven Callebaut , Capacity Development Advisor on Trade and Development.
June 10, 2016 (Training Day 2)	
8:00 to 8:30 am	Registration of participants
8:30 to 8:40 am	Summary of Day 1 and introduction of Day 2 activities, By Mr. Sven Callebaut , Capacity Development Advisor on Trade and Development.
SESSION IV: Preparing project concept note	
8:40 to 9:10 am	SWAp Framework: <ul style="list-style-type: none"> ➤ Overview of SWAp Monitoring and Evaluation Framework, by Dr. Renato Lee, International M & E Expert.
9:10 to 9:30 am	CEDEP I M & E experience and current situation, by Ms. Mao Kannha , M & E National Consultant of CEDEP I.
9:30 to 9:45 am	Tea Break
9:45 to 10:05 am	CEDEP II M & E experience and current situation, by Mr. Bun Vuthy , M & E National Consultants of CEDEP II.
10:05 to 11:00 am	Group work 3: Project M & E and Activities (resources requested from EIF and other sources).
11:00 to 12:00	Presentation of group work results to plenary
12:00 to 1:00 pm	Lunch Break
1:00 to 2:00 pm	Group work 4: Project Rationale and Sustainability
2:00 to 3:00 pm	Presentation of group work results to plenary
3:00 to 3:15 pm	Tea Break
3:15 to 4:00 pm	Group work 5: Project concept note finalization.
4:00 to 5:00 pm	Presentation of final project concept to plenary
5:00 to 5:15 pm	Wrap-up, next steps and conclusions, By Mr. Sven Callebaut , Capacity Development Advisor on Trade and Development.

***Note:** This provisional agenda is subject to change.*