



Plenary Session on EIF Programme

2015 Annual DICO Retreat

Sihanoukville, 13-14 August 2015

Contents

1

EIF Project Administration

2

Challenges and Suggestions

Finance

KEY OPERATION

1. Budget Plans (budget revision, training & workshops etc.)
2. Procedures (cash advance request for training & workshop etc.)
3. Financial Reports
4. EIF Financial Management

KEY CHALLENGES

1. Participations?
2. Internal Arrangements?
3. Sharing of financial report?
4. Difference in account codes, categories, and bank accounts under EIF Programme

SUGGESTIONS

1. All relevant units & staff should be participated?
2. A clear instruction and/or arrangement should be set up?
3. Is it possible to share the monthly financial report?
4. In future, donor should streamline the accounting codes to be in line with the RGC's Chart of Accounts

Monitoring and Evaluation

KEY OPERATIONS

1. Annual Narrative Reports (ANRs) Tier 1 and Tier 2 (CEDEP I & CEDEP II M&E Components)
2. Participation of core team members in gathering project related information from their ministries and MIEs to contribute to regular M&E reports compiled by DICO

KEY CHALLENGES

1. The M&E of Tier 1, CEDEP I and CEDEP II is not yet linked up with the Trade SWAp Result Framework and its key performance indicators
2. The participation of some Core Team members in this specific area is still limited.

SUGGESTIONS

1. The M&E Program Results Framework of both EIF Tier 1 and Tier 2 have to be updated and linked up with the Trade SWAp Result Framework.
2. Further efforts should be made by all relevant stakeholders (DICO, MIEs and core team members).

Procurement

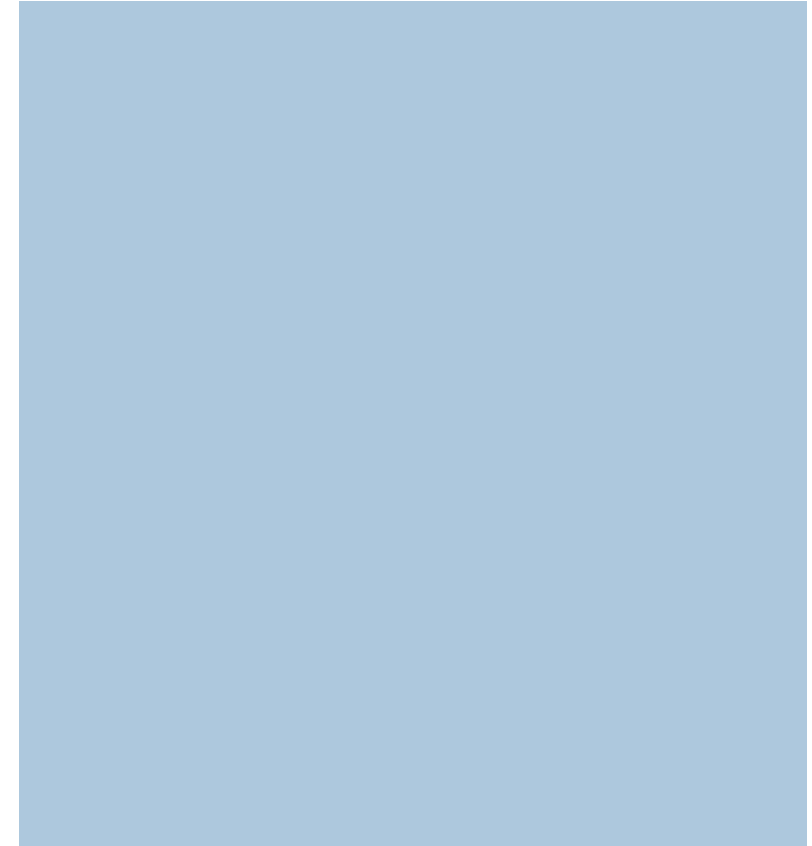
KEY OPERATIONS



KEY CHALLENGES

- There's no major concern for EIF Programme.

SUGGESTIONS



Project Coordination & Collaboration

KEY OPERATION

1. Project Coordination and Operations

2. Building Good Relationships and Communication

3. Capacity Building and Skill Transfer Development

KEY CHALLENGES

1. Needs Further Improvement?

2. Needs Further Improvement?

3. Needs Further Improvement?

SUGGESTIONS

- Mechanism
- Regulations
- Responsibility & Accountability

- Promote a culture of participation, discussion, working together, joint creation, building trust, mutual respects, accountability, and sharing project related information.

- Share professional knowledge and experience to DICO staff
- A refresh capacity building program for DICO staff should be organized regularly

Communication & Dissemination

KEY OPERATION

- Upgrade Trade SWAp website and Facebook
- Produce Trade SWAp Newsletter (EIF&TDSP)
- Disseminate & share information kits: Trade SWAp progress
- Produce & share achievement of Trade SWAp (EIF) report
- improve internally official communication progress
- Deliver on-job training
- Carry out private sector awareness (IC, SSC, etc.)
- Conduct media awareness and press events
- Disseminate best practice, experiences and lesson learnt
- Organize effective communication training workshop

KEY CHALLENGES

- No payment for social media service, numbers of “like” still very low (682).
- Limited access to information (MIEs), texts are not covered by all CEDEP projects.
- Late printing process (due to revised Khmer version), failed to disseminate at some key events.
- No standard report (training in M&E, Capacity building), mostly for internal use, can not be shared to the public.
- Information shared through some channels, but DICO staff’s non-attention is a big concern.
- No officials assigned, since no respective Unit
- Not all key audience, beyond SSC, IC, MoC staff
- No budget reserved for reporters, Trade SWAp is not covered by all recognized media agencies.
- Success stories are disseminated, meanwhile best practice, experiences and lesson learnt are not available.
- A couple of communication training conducted, but the accurate skill is not applied due to the time constrain of participants for practicing.

SUGGESTIONS

- Improve website – audio, video, google map to identify project location (CEDEP II). Provide space for comment and suggestion.
- The issue should be raised at the IC, SSC and board meeting level to get more attention.
- From previous 3 volumes, management needs to trust communication unit in order to speed up the publication.
- The report must be illuminated with basic information need and standard (SWOT analysis), in response to the project designed. A clear format should be applicable or introduced. This is for M&E team.
- Draw more attention and strong participation of DICO staff in sharing information (social media).
- Establishment of Comm. Unit and assigned staff (provide opportunity to learn on theory and on job)
- Initiate different events with participation of different audience
- Payment to media is not allowed, more media coverage is to consider.
- Initiate series of learning opportunities among project beneficiaries, MIEs, and core team. Produce a publication to highlight experience, best practice and lesson learnt for future projects.
- provide learning opportunity to assigned staff (local and international training). The staff must be a person who eagers to learn.

Communication & Dissemination

KEY OPERATION

1. Produce Trade SWAp Newsletter (EIF&TDSP)
2. Disseminate & share information kits: Trade SWAp progress
3. To take stock of project results, good practices and success stories

KEY CHALLENGES

1. Lack of information and communication
2. Failed to disseminate some project related information and key events
3. The involvement and participation of the project staff on this specific issue are still limited.

SUGGESTIONS

- 1 & 2. Both EIF and TDSP Communication consultants have to work together closely to collect and share project related information for the next newsletter publication.
3. The communication and M&E teams of EIF, in collaboration with relevant MIEs should organize a meeting to discuss how to develop this important documents.

Administration to be covered under TDSP