



Ministry of Commerce
Department of International Cooperation

**Proposed Training Workshops on
Trade and Development, Monitoring & Evaluation and Communication**

Venue: Siem Reap Province

Date: 14-17/ January/ 2015

TENTATIVE AGENDA

14-Jan-2015	Departure from Phnom Penh to Siem Reap (7 am)
Day 1: 15-Jan-2015	
8:00 - 8:30 am	Registration of participants
8:30 - 8:40 am	Welcome Remarks by LCT Tekreth Kamrang, Secretary of State
8:40 - 9:20 am	Brief Overview of Trade SWAp, TDSP and EIF, by Mr. Chhieng Pich, Director of the Department of International Cooperation (DICO)
9:20 - 9:50 am	Essentials of Trade and Development and SWAp contribution to trade sector development by Mr. Sven Callebaut, Capacity Development Adviser
9:50 - 10:10 am	Coffee Break
10:10 - 10:25 am	Pre-evaluation of the training by Mr. Chey Tech, M&E National consultant
10:25 - 10:50 am	Introduction to Project Cycle Management by Mr. Prak Tepvichet, National Project Implementation Advisor
10:50 - 11:10 am	Fundamental of Monitoring and Evaluation by Mr. Chey Tech, National M&E Consultant
11:10 - 11:50 pm	Open Forum: Questions and Answers
12:00 - 1:30 pm	Lunch Break
1:30 - 2:00 pm	Trade SWAp, TDSP, and EIF Monitoring by Dr. Renato Lee, International M&E Advisor
2:00 - 2:20 pm	Setting Indicators: Output, Outcome, and Impact by Dr. Renato Lee, International M&E Advisor
2:20 - 2:40 pm	Introduction to the Logical Framework Approach by Ms. Mao Kanha, National M&E Consultant for CEDEP I
2:40 - 3:00 pm	Group Activity; - Groups 1 and 2: Setting indicators (Facilitator: Tech and Dr. Lee) - Groups 3 and 4: Preparing the logical framework (Facilitator: Ms. Kanha and Mr. Panha)
3:00 - 3:15 pm	Coffee Break
3:15 - 4:30 pm	Presentation of Group Activity Results (Moderator: Mr. Prak Tepvichet, National Project Implementation Advisor) and finishing of first day training

Note: This provisional agenda is subject to change.



Welcome dinner will start at 6:30pm, venue to be announced on the day	
Day 2: 16-Jan-2015	
8:00 - 8:30 am	Registration of participants
8:30 - 8:50 am	Preparation of Project Implementation Work Plan by Mr. Thou Panha, National EIF Program Manager
8:50 - 9:10 am	Preparation of Project Progress Report and Project Completion Report for EIF Program by Mr. Sven Callebaut, Int. CD Advisor
9:10 - 9:30 am	Dissemination of Project Results and Project Communication by Mr. El Chuon National Communication Consultants for EIF
9:30 - 9:45 am	Coffee Break
9:45 - 10:00 pm	Writing feature stories and Writing Press Releases by Ms. You Porny, Nat. Communication Consultant for TDSP
10:00 - 10:30 pm	Group Activity: <ul style="list-style-type: none">- Group1 and 2: Writing Feature Story- Group3 and 4: Writing Press Release
10:30 - 11:30 pm	Presentation of Group's Results: Group 1 and 2: Moderator: Mr. El Chuon, Nat. Communication Consultant for EIF Group 3 and 4: Moderator: Ms. You Porny, Nat. Communication Consultant for TDSP
12:00 - 1:30 pm	Lunch Break
1:30 - 2:00 pm	Post-Evaluation by Mr. Chey Tech, National M& E Advisor
2:00 - 2:30 pm	Quiz and Prize Competition
2:30 - 2:50 pm	Wrap up session for the training followed by closing ceremonies by Mr. Chhieng Pich, DICO director
2:50 - 3:00 pm	Coffee Break
Day 3: 17-Jan-2015	
Departure from Siem Reap to Phnom Penh at 7 am	

Note: This provisional agenda is subject to change.