



Royal Government of Cambodia
National Committee for the Management of
Decentralization and Deconcentration Reform

THE FUNCTIONING
OF COMMUNE COMMITTEE
FOR WOMEN AND CHILDREN

August, 2008

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Preface

In order to improve the functioning of Commune Committee for Women and Children to respond to the indicator of grants, National Committee for the Management of Decentralization and Deconcentration Reform develop this hip pocket which is mentioning on the following contents:

- The establishment of Commune Committee for Women and Children
- The grant
- The role and responsibility of Commune Committee for Women and Children
- The supporting mechanism

The National Committee for the Management of Decentralization and Deconcentration Reform (NCDD) will accept to all of your feedback to improve this hip pocket.

1. The Commune Committee for Women and Children

CCWCs in 422 communes, in 6 provinces have been piloted under the support of UNICEF Seth Koma Programme since 2004. Based on positive experiences, on 08th August 2007, NCDD issued guideline on preparation and establishment of CCWC for expansion of CCWC to all CS in country.

1.1. Committee composition

The Commune/Sangkat Committee for Women and Children has the following composition:

• C/S Chief	Chairperson
• Second Deputy-Chief of C/S	Vice-chairperson
• C/S Focal Point for Women and Children	Permanent member
• C/S Clerk	Member
• A Chief or Deputy C/S Police	Member
• A Director of school or a Representative	Member
• A Director of Health Centre or a Representative	Member
• A Village Chief or Deputy from all villages	Member

The members of the Committee may vary according to number of villages in the C/S. In order to promote the participation of women, the Committee should comprise of at least 40 percent women members.

In the case that the C/S Chief or Second deputy chief of C/S is a woman and as C/S focal point for women and children, and therefore, she shall select a C/S council member who has capacity to responsible as permanence member of CCWC.

1.2. Roles and Responsibilities of the Committee

The major roles and responsibilities of the C/S Committee for Women and Children are as follow:

- Prepare an annual work plan and budget for the Committee and submit to the C/S Council for approval;
- Provide advice and assist the C/S Council and the C/S chief on the tasks related to women and children in C/S;
- Raise awareness on laws and other policies related to women and children's rights to the people in the C/S and to mobilize the respective communities on health, education, protection and child development including registration of newborn babies and children;
- Advocate for women to participate in decision making relating to the development of the C/S;
- Increase and strengthen communication, collaboration and coordination among C/S Councils, service providers and villagers that implement activities to help women and children in the C/S;
- Assist C/S Councils to collect, analyze information and data related to issues and needs of women and children and integrate this information into the CDP and the CIP;
- Participate in the implementation, monitoring and evaluation of the C/S work plan related to women and children;
- Monitor the situation of women and children in the C/S and report regularly to the C/S Council and include this information in the C/S reports.

The C/S Chief, who is the Chairperson of the Committee, is responsible to C/S Council. The Committee shall coordinate and collaborate closely with social service providers, village volunteers, and the communities in C/S to fulfil the above roles and responsibilities effectively.

1.3. Roles and Responsibilities of Committee Members

1.3.1. The Chairperson is responsible for:

- The overall tasks of the Committee. If a Chairperson is absent, s/he shall delegate the responsibility to the Vice-chairperson and if the Vice-chairperson is absent, s/he shall delegate the responsibility to the Permanent Member;
- Chairing all meetings of the Committee;
- Inviting the Committee members to all regular meetings of the Committee;
- Leading and participating with other Committee members to implement activities of the Committee at village level;
- Mobilizing resources to respond to the needs of women and children as raised in the C/S Development Plan and C/S Investment Programme;
- Ensuring the Committee has a work plan and budget, and to integrate it to the C/S work plan and budget;
- Advocating and motivating C/S Councils to allocate the C/S investment fund to support social service projects in the C/S;
- Mobilizing the people to register their civil registration, in particular register birth of newborn babies within a required period;
- Supporting the initiatives of Committee members and providing appreciation to those who do make

accomplishment in promoting the interests of women and children;

- Ensuring that regular reports on the works of the Committee for C/S Council are completed and are included in the C/S report.

1.3.2. The Vice Chairperson is responsible for:

- Assuming responsibility on behalf of the Chairperson when s/he is absent;
- Participating in the Committee meetings;
- Cooperating with and supporting the Permanent Member to implement activities to ensure the effective implementation of the Committee tasks;
- Fulfilling any additional tasks as requested by the Chairperson.

1.3.3. The Permanent Member is responsible for:

- Preparing the annual work plan and budget of the Committee;
- Monitoring the implementation of activities and preparing activity reports for the Committee;
- Organizing and assisting in managing the monthly, semester and annual meetings of the Committee;
- Collaborating and coordinating with other Committee members to ensure the effective implementation of the Committee tasks;
- Participating in collecting, analyzing information and data related to women and children issues and the C/S Profile;
- Coordinating and proposing the integration of women and children needs into the C/S Development Plan and C/S Investment Programme;

- Monitoring and evaluating activities in early childhood education, i.e. community pre-school and parenting education;
- Collaborating with other Committee members, especially village chiefs and/or deputies, to mobilize villagers, in particular women and youth, to participate in the C/S development and local governance;
- Collaborating and assisting C/S clerk to prepare budget plans and reports for the Committee. The roles and responsibilities of the Permanent Member will assist her to fulfil her role as the C/S Focal Point for Women and Children.

1.3.4. The Committee Members are responsible for:

- Participating in the review, discussion, and adoption process relating to the draft annual work plan and budget of the Committee and report on its implementation as related to their individual sector;
- Participating in collecting, analyzing information and data related to women and children issues and the C/S Profile;
- Paying attention to the prevention and mitigation of domestic violence cases, abuses, trafficking, sexual and labour exportations of women and children in C/S;
- Participating in monthly meetings of the Committee and providing information related to child protection, education, and health of women and children regularly to the Committee;
- Mobilizing and encouraging villagers to participate in the activities related to women and children in their village and C/S;

☞ **Village chiefs or deputies, who are also a member of the Committee, are additionally responsible for:**

- Participating in the meetings and providing advice to the Committee on the situation and constraints faced by women and children in his/her respective village;
- Ensuring that information from the Committee and C/S Council relating to his/her respective village to the villagers is communicated;
- Monitoring and evaluating the situation of women and children in his/her village and reporting this regularly to the Committee;

☞ **The C/S Clerk is additionally responsible for** assisting the Chairperson to prepare budget plans and reports of the Committee and to integrate activity reports of the Committee into C/S reports.

2. THE CCWC GRANT

2.1. Purpose of grant

To get better functioning of CCWC, PST/NCDD and PSDD initiative to mobilize additional fund for supporting functioning of CCWC in 1,199 C/S outside the target C/S supported UNICEF Seth Koma program. The purpose of grants is to:

- Ensure all pregnant women receive antenatal care
- Ensure pregnant women deliver at health facility
- Decrease mother mortality rate during pregnancy, delivery and after delivery
- Ensure all children under one year receive measles immunization
- Decrease under 5-year child mortality rate
- Ensure all babies get birth certificate within 30days
- Ensure all children aged 6-11 years old are enrolled in primary school
- Decrease number of children aged 6-11 years old who are absent from school more than 15 consecutive days.
- Solve social orders problems related to women and children in C/S.

2.2. Recipient of grant

To get grant support, each C/S shall have completed the following condition:

- Fully form CCWC
- Committed to the purpose of grant
- Committed to provide regular progress report against the core indicator of grant.

2.3. Grant Indicator

The indicator of measuring the effectiveness of grant for CCWC as following:

- Percentage of pregnant women who have accessed antenatal care
- Percentage of pregnant women delivered at health facility
- Percentage of children under one year received measles immunization
- Percentage of babies go birth registered within 30 days
- Percentage of children aged 6-11 years old enrolled in primary school
- Percentage of children aged 6-11 years old who are absent from school more than 15 consecutive days.

Note: CCWC shall set their own target for each of the above indicators that will be able to achieve at the end of each year based on the situation of their own C/S.

2.4. Financial procedure

Each CCWC has an allocated annual budget of 200USD equally for their functioning. This budget is included into C/S budget on **code 74.02.20** “Contribution from other international organization and association”. This budget will use for:

- Refreshment and photocopying for monthly meetings
- Travelling costs for committee member to attend monthly, semester and annual meeting at C/S office and quarterly meeting at District/Khan office.
- Office stationary

Code	Item	Unit	Amount	Cost/unit	Total(\$)
61.07	Meeting	Meeting	12	4	48
61.06	Office stationary	month	12	4	48
61.04	Travelling cost	lum-sum	1	104	104
Grand total					200

The process of expending the 200USD is to use petty cash by following the financial procedure mentioned on the guideline on C/S financial system management.

Note: Any surplus should be used as budget for CCWC functioning for the following year.

3. The Functioning

3.1. Committee Meeting

The CCWC shall have its meeting as stated in Chapter 9 of the C/S internal regulation, as relating to the C/S Assistance Committee. According to the meeting procedure, the CCWC shall organize its own regular monthly, semester, annual meetings. Besides its regular meeting, CCWC can also hold extra-ordinary meeting in respond to urgent situation in C/S.

3.1.1. Monthly meeting

a). Purpose of meeting: Committee shall conduct monthly meeting to review the progress and solve the problems related to women and children in C/S.

b). Participants: The committee members who shall participate in the monthly meeting are:

- Chairperson,
- Vice-chairperson,
- Permanent Member,
- C/S Clerk,
- A chief or Deputy C/S Police,
- A school Director or a representative, and
- A health Centre Director or a representative.

If possible, chairperson of committee should invite other CCWC members from village level i.e. village chief or vice chief to attend this monthly meeting.

c). Chair of meeting: Chair person or acting chair person of committee will be the chair of committee meeting

d). Minute taker: C/S clerk or C/S focal point for women and children.

e). Duration: half day (AM or PM)

f). Agenda: monthly meeting should focus on the following agenda:

- Review previous monthly meeting minute
- Reporting and discussing on health service
- Reporting and discussing on education
- Reporting and discussing on birth registration
- Reporting and sharing main issues related to women and children in C/S
- Reporting and discussing on security and social order in C/S
- Reporting on CCWC financial situation
- Others

g). Process: CCWC monthly meeting should follow the below process:

- C/S chief who is chair person of committee will
 - Opening speech
 - Read the issues raised and action plan agreed in previous meeting and review the progress
 - Confirming the existing issues and agree on action plan
- Chief or representative of health centre in C/S and related health centre representative who are the members of CCWC report on following information based on health centre report:
 - Number of pregnant women
 - Number of pregnant women who had accessed antenatal care

- Number of pregnant women who delivered their babies
 - Number of pregnant women who delivered their babies at health facility.
 - Number of pregnancy women who delivered their babies with skill midwife at home
 - Number of pregnant women who delivered their babies with traditional birth attendant at home
 - Number of women who dies during pregnancy, delivery or after delivery
 - Total number of children under one year old
 - Number of children under one year who received measles vaccination
 - Total number of children under 5 years old
 - Number of children under 5 years old who have died during last month.
- School director or school representative who is the CCWC members report of the following information based on school monthly report:
 - Number of children aged from 6-11 years in C/S
 - Number of children aged from 6-11 years enrolled in primary school
 - Number of enrolled children aged 6-11 who are absent from school more than 15 consecutive days
 - C/S clerk report on the following information based on monthly report on birth registration and CCWC budget implementation:
 - Number of babies delivered in the month
 - Number of babies got birth registered
 - Percentage of babies received birth certificate
 - The implementation of budget of CCWC

- C/S focal point for women and children report on the information of community main events or activities related to women and children in C/S such as awareness session, training, forum, study/evaluation etc. happened in C/S.
- C/S police chief or representative who is the member of CCWC report based on the monthly report on C/S security and social order. Below are the examples of information to be reported.
 - Robbery case
 - Gang
 - Violence
 - Traffics accident
 - Gambling
 - Cheating
 - ...etc.
- After reporting and discussing, chair of meeting give opportunity to all participants raise others issues, summary the meeting outcome and confirm the action plan.

Note: After each member reporting, chair of meeting should lead the discussion to identify resolution and action plan for implementing the identified resolution.

3.1.2. Semester and annual meeting

- a). Purpose of meeting:** The purpose of semester and annual meeting of CCWC is to review:
- Implementation of functioning and tasks of CCWC
 - On how the outcome respond to the grant indicators
 - Budget implementation.
- b). Participants:** all committee members are invited to attend these meeting.

- c). Chair of meeting:** Chair person or acting chair person of committee will be the chair of committee meeting
- d). Minute taker:** C/S clerk or C/S focal point for women and children.
- e). Duration:** half day (AM or PM)
- f). Agenda:** semester and annual meeting should focus on the following agenda:
- Sum up the outcome of CCWC functioning by comparing to the grant indicators
 - Identify the possible resolution and develop action plan
 - Budget implementation for supporting CCWC.

3.1.3. Extra-ordinary meeting

The Committee may be able to conduct an extra-ordinary meeting at anytime base on the invitation from the Chairperson of the Committee. The Chairperson will decide which Committee members will participate in such a meeting.

3.2. Report and minute format

3.2.1. Health report

Chief or representative of health centre in coordination with village chief, village health volunteer and other relevance should encourage:

- Pregnancy women who receive antenatal care
- Pregnancy women who delivered at health facility
- Children under one year old get immunization on 7-preventable disease

Chief or representative of the health centre should use the below report format.

**Kingdom of Cambodia
Nation Religion King**

P/M :

D/K :

C/S :

**Report from Health Centre.....
Month..... Year.....**

No	Description	Amount	%
1	Number of pregnancy women (by this month)		
2	Number of pregnancy women who have accessed to antenatal care		
3	Number of pregnancy women delivered babies		
4	Number of pregnancy women delivered at health facility		
5	Number of pregnancy women delivered with skilled midwife at home		
6	Number of pregnancy women delivered with traditional birth attendant at home		
7	Number of women died during pregnancy, delivery or after delivery.		
8	Number of children under 1 year		
9	Number of children under 1 years who receive measles vaccination.		
10	Number of children under 5 years		
11	Number of children under 5 years have died during last month.		

..... Date.....

Signature

3.2.2. Education Report

Through annual census on children in C/S and in coordination with village chief, parents association, and other relevance persons, school director or representatives who are the members of CCWC should encourage all children who have school age to enrol the primary school and keep ongoing to presence at school. The school director or representative should report on the education information by using the below reporting format.

**Kingdom of Cambodia
Nation Religion King**

P/M :

D/K :

C/S :

**Report from school
Month..... Year.....**

No	Description	Number of children		
		Female	Male	Total
1	Children aged 6-11 yrs			
2	Children aged 6-11 yrs enrolled in school			
3	Children aged 6-11 yrs who are absent from school more than 15 consecutive days			
4	% of enrolled children aged 6-11 yrs who are absent from school more than 15 consecutive days			

..... Date.....

Signature

3.2.3. Birth registration report

C/S clerk in coordination with village chief should encourage all parents of none-birth registered children to get birth registered for their children. C/S clerk reports on this information by using below reporting format.

**Kingdom of Cambodia
Nation Religion King**

P/M :
D/K :
C/S :

**Birth Registration Report
Month..... Year.....**

No	Description	Male	Female	Total
1	Number of babies delivered in C/S (in this month)			
2	Number of babies got birth registered (in this month)			
3	Percentage of babies got birth registered (in this month)			

..... Date.....

Signature

3.2.4. Report on key activities related to women and children in C/S

C/S focal point for women and children should coordinate with C/S chief, C/S clerk, village chief, and relevance persons to attend and report on the events or activities related to women and children in C/S, as well as report on the challenging issue by using following reporting format.

**Kingdom of Cambodia
Nation Religion King**

P/M :
D/K :
C/S :

**Report on
Activities related to women and children in C/S
Month..... Year.....**

No	Event or Activities	location	Time	Issue
1				
2				
3				
4				
5				
6				
....				

..... Date.....

Signature

3.2.5. Report on C/S security and social order

C/S administrative police chief or representative who is the member of CCWC should collaborate with C/S chief, C/S focal point for women and children, village chief, and other relevance persons to encourage and ensure the security and social order in C/S. S/he should report on the C/S security and social order by using the following format.

**Kingdom of Cambodia
Nation Religion King**

P/M :
D/K :
C/S :

**Report on C/S security and social order
Month..... Year.....**

No	Problems	Description	Others

..... Date.....
Signature

3.2.6. Report on CCWC budget implementation

C/S clerk who is the C/S cashier should report on the implementation of CCWC budget by using the below report format.

**Kingdom of Cambodia
Nation Religion King**

P/M :
D/K :
C/S :

Report on CCWC budget implementation

Month..... Year.....

No	Description	Total budget	Expend			Balance
			Previous	This month	Total	
1	Meeting					
2	Office stationary					
3	Travelling cost					
Total						

..... Date.....
Signature

3.2.7. The meeting minute format

C/S clerk or C/S focal point for women and children have to prepare report for monthly, semester and annual meeting of CCWC by using below report format.

**Kingdom of Cambodia
Nation Religion King**

P/M :
D/K :
C/S :

CCWC Meeting Minute
Month....., Year.....

Year..... Month..... day..... Time..... (it should be written in word) at....., CCWC conducts its monthly meeting for month of chaired by, CCWC chairperson.

I. Participants

There are..... of..... CCWC members participate in this meeting of whom..... are women.

II. Agenda:

The meeting agenda is:

1. Review previous monthly meeting minute
2. Reporting and discussing on health service
3. Reporting and discussing on education
4. Reporting and discussing on birth registration
5. Reporting and sharing main issues related to women and children in C/S
6. Reporting and discussing on security and social order in C/S
7. Reporting on CCWC financial situation
8. Others

III. Outcome of meeting

1. Review previous minute
2. Health

Action plan

-
-
-

3. Education

Action plan

-
-
-

4. Birth registration

Action plan

-
-
-

5. The key events or activities related to women and children in C/S

Action plan

-
-
-

6. Security and social order in C/S

Action plan

-
-
-

7. CCWC budget implementation

8. Others

Minute taker

Date.....

Chair of meeting

Note: Reports from each member must be attached with meeting minute.

3.2.8. CCWC progress report

C/S clerk or C/S focal point for women and children should prepare CCWC progress report in quarterly (in March, June, September, and December) by using below reporting format.

**Kingdom of Cambodia
Nation Religion King**

P/M :
D/K :
C/S :

CCWC Progress Report
 Month..... to Month..... Year.....

1. The outcome of implementation

No	Description	% achieved
1	Pregnant women who have accessed antenatal care	
2	Pregnant women who delivered their babies at health facility	
3	Pregnant women who delivered their babies with skill midwife at home.	
4	Pregnant women who delivered their babies with traditional attendant at home.	
5	Women who dies during pregnancy, delivery or after delivery	
6	Children under one year got immunization on measles	
7	Children under 5 years have died last month	
8	babies got birth registered within 30days	
9	children aged from 6-11 enrolled in primary school	
10	Children aged from 6-11 who absent from school more than 15 consecutive days	

2. The budget implementation

No	Description	Total budget	Total expend	Balance
1	Meeting			
2	Office stationary			
3	Travelling cost			
Total				

3. Others

.....

Date.....
 Date.....

Reported by

C/S Chief

4. THE SUPPORT MECHANISM

4.1. Provincial Local Administration Unit (PLAU)

PLAU has the function to assist the provincial/ municipal governor in the implementation of the Law on Administration and Management of C/S and of the decentralized policy in its respective province/municipality, has roles and responsibilities to support the CCWC as follows:

- To coordinate and collaborate with PDoWA, departments, and relevant agencies to educate and build capacity to CCWC.
- To communicate and collaborate with the provincial/ municipal department of education youth and sport, health, rural development, women affairs, social affairs, police commissioner, and provincial/ municipality relevant sectors related to the issues and needs of women and children;
- To strengthen relationships between CCWC and C/S Councils, relevant service providers and the communities;
- To disseminate laws and government policies related to women and children to C/S Councils, CCWC, and the provincial/municipality and district/khan facilitator teams (PFTs/DFTs);
- To ensure that PFTs/DFTs participate and provide advice to C/S council and CCWC to promote health, education, protection, and early childhood development;
- To ensure that C/S Councils include women and children issues on its agendas and in its reports;
- To monitor and evaluate the implementation of the Committee tasks;
- To prepare C/S reports which clearly specify the situation of women and children as required.

4.2. Provincial line department

4.2.1. Provincial Department of Women Affair

PDoWA will involve in building capacity of CCWC on the gender concept and gender mainstreaming and encouraging the gender balance in C/S.

4.2.2. Provincial Department of Education Youth and Sport

PDoEYS will provide technical support to school director or representative who is the member of CCWC to get effective of their functioning.

4.2.3. Provincial department of Health

PDoH will provide technical support to related chief or representative of health centre who is a member of CCWC to get effective of their functioning.

4.2.4. Police commissioner

Provincial police commissioner will provide technical support to chief or representative of C/S police who is a member of CCWC to get effective of their functioning.

4.3. District/Khan office

District/Khan office has role and responsibility to support CCWC in improving its functioning. Role and responsibility of district/khan is to coordinate in quarterly meeting of CCWC at district/khan level.

4.3.1. Quarterly meeting at District/Khan level

a). Meeting purpose: The purpose of this meeting is to review the functioning of CCWC and provide support.

b). Participants: The persons who will participate this meeting are following:

- D/K governor
- Chief or vice chief of PLAU
- Director or representative of PDoWA
- Chairperson of CCWC
- Permanence member of CCWC
- Chief or representative district line offices

c). Chair of meeting: District/Khan governor will chair of this meeting.

d). Minute taker: Chair of meeting will assign one participants to be a minute taker.

e). Duration: This meeting will take around half day (AM or PM)

f). Agenda: agenda of this meeting will focus on the following points:

- Reviewing previous meeting minute
- Reporting and discussing on the implementation of CCWC function in each C/S in D/K and main issues which are required for supporting from D/K and P/M.
- Dissemination of guideline, or procedure related to the functioning of CCWC (if have)
- Summary on key agreed points and develop action plan.
- Others.

g). Meeting process

- Chair of meeting review the previous meeting minute point by point
- Chairperson of CCWC of each C/S in D/K report on the progressive of their functioning
- Dissemination of guideline, or procedure related to the functioning of CCWC (if have)
- Chair of meeting lead in discussion, summary the key agreed points and develop action plan.

4.3.2. Quarterly meeting minute format

**Kingdom of Cambodia
Nation Religion King**

P/M :

D/K :

Minute of CCWC Quarterly Meeting at D/K level Quarterly..... Year.....

Year..... Month..... day..... Time..... (it should be written in word) at....., CCWC conducts its quarterly meeting chaired by....., district/Khan governor.

I. Participants

There are..... of whom..... are women participate in CCWC quarterly meeting at D/K level (attendance list attached).

II. Agenda:

The meeting agenda is:

1. Review previous quarterly meeting
2. Dissemination of guideline, or procedure related to the functioning of CCWC (if have)
3. Report on implementation of CCWC function in each C/S in D/K

- 4. Discuss on issues and its resolution
- 5. Summary the agreed points and develop action plan
- 6. Others

III. Outcome of meeting

3.1. Outcome of functioning

No	Description	% achieved
1	Pregnant women who have accessed antenatal care	
2	Pregnant women who delivered their babies at health facility	
3	Pregnant women who delivered their babies with skill midwife at home.	
4	Pregnant women who delivered their babies with traditional attendant at home.	
5	Women who dies during pregnancy, delivery or after delivery	
6	Children under one year got immunization on measles	
7	Children under 5 years have died last month	
8	babies got birth registered within 30days	
9	children aged from 6-11 enrolled in primary school	
10	Children aged from 6-11 who absent from school more than 15 consecutive days	

3.2. Action plan

-
-
-

Minute taker

Date.....

Chair of meeting

Note: CCWC reports from each C/S must be attached with this meeting minute.

4.3.3. Budget for CCWC quarterly meeting at D/K level

Expending for CCWC quarterly meeting should use budget of Ex-Com/PRDC in local administration part. For 2008, each D/K has **300USD** for supporting CCWC quarterly meeting as following:

- Refreshment (0.5\$/person/day)
- Materials for meeting
- Photocopy

Note: The travel cost of participants is responsible by their own CCWC.