



Royal Government of Cambodia

**National Committee
for Sub-National Democratic Development
(NCDD)**

Technical Document

on

Dissemination and Consultative Forums

for

**Capital Council, Provincial Councils,
Municipal Councils,
District Councils and Khan Councils**

October 2012

Preface

Enforcement of decentralization and deconcentration reform is following to the constitution of Kingdom of Cambodia that was adopted in 1993. The main objective of this policy is 1). to improve governance reform at sub national administration to promote local democratic, 1). to promote local social and economic development, and 3). to alleviate poverty across country.

Based on the Law on Administrative Management of the Capital, Provinces, Municipalities, Districts and Khans which was enforced in 2008 have provided a basic principle for democratic reform at sub national level and have put in place new councils who are democratic governance body at Capital, Provinces, Municipalities, Districts and Khans through indirect election in 2009. Councils are representative of public legal entity who has to establish, promote and ensure sustainability of democratic development at sub national level. Meaning that the councils must be accountable mainly and directly to citizens in order to ensure transparency and encourage civic engagement both male and female by focusing on their needs and voices in making decision, resources allocation, public services delivery and local development.

Organizing dissemination and consultative forum is an important tool to promote accountability, transparency and civic engagement both male and female in good governance process of sub national councils. Therefore the National Committee for Sub-National Democratic Development (NCDD) has developed this Technical Document on Dissemination and Consultative Forums for the Capital council, provincial councils, municipal councils, district councils and khan

councils in order to support dissemination and consultative forums smoothly, effectively, transparently, and actively participate from female and male citizens.

This technical document is not a legal framework that requires councils at Capitals, Provinces, Municipals, Districts, and Khans to entirely implement. With this regard, when implementation the sub national councils could be flexible accordingly to real situation and needs in their administration.

This technical document has developed base on experience that implemented in Battambang province, Battambang municipal, Sangkhae district, Aek Phnum district, Kampong Chhnang province, Kampong Chhnang municipal, Baribou district and Kampong Tralach district since June 2010 by discussion and consultation with councils, CSOs, and other relevant stakeholders.

NCDD-S great thanks to the contribution of ministries, institutes, offices and all stakeholders, and warm welcome for any constructive criticizes to improve this technical document to be more better.

Table of Contents

Preface	
Introduction.....	1
1. Overview of Preparing for Dissemination and Consultative Forums.....	4
2. Preparing for Dissemination and Consultative Forums	10
Step 1: Identify agenda items and timeframe for the draft agenda of the forum	10
Step 2: Prepare the draft agenda	13
Step 3: Identify facilitators and methodologies	15
Step 4: Prepare list of invitees, venue and budget.....	17
Step 5: Develop regulations for the forum	23
Step 6: Prepare draft documents for submission to the council for discussion and decision	24
Step 7: Prepare and deliver invitations and agendas to participants	26
Step 8: Assign minute-taker and presenters.....	27
3. Conducting Dissemination and Consultative Forums	30
4. Tasks to be done after the Dissemination and Consultative Forum	33
Step 1: Summarize the proposals raised during the forum	33
Step 2: Discussion and approval of the proposals raised during the forum.....	35
Step 3: Publicize the Dissemination and Consultative Forum Report.....	36

Introduction

This Technical Document on Dissemination and Consultative Forums has been developed to support sub-national councils to conduct the forums as a guideline rather than a mandatory requirement.

Term of forum in this technical document refers to dissemination and consultative forum of Capitals, Provinces, Municipals, District and Khans councils.

This document presents some activities that councils can use in conducting the forums, such as how to prepare agendas, programs and methodologies and how to organize forums to make them more effective and provide opportunities for both female and male citizens to participate actively. Councils may use some or all of the elements mentioned in this Technical Document. Councils make their decisions about how to organize their forums such selection of topics, process of holding forum, presenters, and methodologies, etc.

Dissemination and consultative forums aims to achieve the following:

- Inform citizens about the achievements and challenges faced by the council;
- Inform citizens about the council's priorities for the coming year;
- Provide citizens with opportunities to discuss council reports;
- Collect citizens' recommendations and proposals for council debate, discussion and response.

In order to achieve the aims listed above, the council must do the following:

- Invite female and male representatives from the council, the public, civil society and the private sector to participate in forums;
- Ensure that forum-related information is disseminated in such a way that it reaches both female and male citizens and other stakeholders;
- If necessary, invite female and male experts and/or line departments/offices to participate in forums;
- Councils and boards of governors must report on key issues and stick to their time limits;
- Use diverse methods to visualize the content of presentations and to enable active participation by attendees;
- All citizen recommendations must be carefully recorded and then raised at the next council meeting in order to improve council performance and continuous disseminate to other stakeholders in order to solve problems;
- Limit speaking time for attendees so as to offer as many people as possible the chance to participate in the discussion.

This Technical Document on dissemination and consultative forums focuses on three main parts:

1. Preparing for dissemination and consultative forums
2. Conducting dissemination and consultative forums
3. Tasks to be done after dissemination and consultative forums

Moreover, this technical document explores specific roles of all stakeholders in preparing forum especially to reflect on responsibilities of those stakeholders in responding or dealing with issue by providing explanation from experts.

Herewith this technical document also provide enough opportunity to councils to be flexible in preparation process of their forum depend on real situation and possibility of their administration by keeping the organizing of their forum in democracy, responsiveness, and fully participation of all relevant stakeholders.

The National Committee for Sub-National Democratic Development (NCDD) hopes that this Technical Document assists sub-national councils to organize their forums in an effective and efficient way so that they can respond to the needs of their citizens and contribute to poverty alleviation in Cambodia following to the vision of the Royal Government of Cambodia

1. Overview of Preparing for Dissemination and Consultative Forums

The councils' annual forums organized by the Capital council, provincial councils, municipal councils, district councils, and khan councils aim to:

- **Provide information:** Councils report about their activities in the past year and for the coming year.
- **Advise:** Participants discuss the report, provide feedback on councils' performance and make requests for the coming year.
- **Promote participation:** Citizens can participate in local governance by making requests and sharing their concerns.
- **Promote collaboration:** Councils receive better information about citizen's needs and citizens have a better understanding about their local development. Councils' dissemination and consultative forums enhance cooperation between councils and citizens and contribute to find solutions in the interest of the citizens.

An overview of the legal framework for dissemination and consultative forums at sub-national levels is provided in the table below:

1. Sub-decree 215, article 9 states that in the 4th quarter of each year, the **Capital council** must conduct dissemination and consultative forums in **its khans**.
 - The dissemination and consultative forum aims to inform khan councils, sangkat councils, communities,

and stakeholders about Capital council activities that respond to proposals from khan councils, sangkat councils and citizens. During the forum proposals and suggestions for the coming year are collected and discussed.

- Participants in the Capital council dissemination and consultative forum conducted in khans are: the Capital council, board of governors of the Capital, khan councilors, board of governors of khans, sangkat councilors in khans, community representatives, citizens and other stakeholders.

2. Sub-decree 216, article 9 states that in 4th quarter of each year, **provincial councils** must conduct dissemination and consultative forums in their **municipalities and districts**.

- The dissemination and consultative forums aim to inform municipal councils, district councils, commune/sangkat councils, communities and other stakeholders about provincial council activities that respond to proposals of municipal councils, district councils and commune/sangkat councils, and citizens. During the forum proposals and suggestions for the coming year are collected and discussed.
- Participants in provincial council dissemination and consultative forums conducted in municipalities are: provincial council, board of governors of the province, all municipal councilors, board of governors of the municipality, all sangkat councilors in the municipality, community representatives, citizens and other stakeholders.
- Participants in the provincial council dissemination and consultative forums conducted in its districts are:

provincial council, board of governors of the province, all district councilors, board of governors of the district, all commune/sangkat councilors in those districts, community representatives, citizens and other stakeholders.

3. Sub-decree 215, article 66 states that in June of each year, **khan councils** must conduct dissemination and consultative forums in **its sangkats**.

- The dissemination and consultative forums aim to inform sangkat councils, communities and other stakeholders about the khan's activities that respond to proposals of sangkat councils and citizens, and discuss the proposals and suggestions for the next year's activities.
- Participants in the khan council dissemination and consultative forum are: khan councils, board of governors of khan, all sangkat councilors in the khan, community representatives, citizens and other stakeholders.

4. Sub-decree 216, article 65 states that in June of each year, **municipal councils** must conduct dissemination and consultative forums in **their sangkats**.

- The dissemination and consultative forums aim to inform sangkat councils, communities and other stakeholders about the municipal council's activities that respond to proposals of sangkat councils and citizens, and to discuss proposals and suggestions for the next year's activities.
- Participants in the municipal council dissemination and consultative forums are: municipality councils, board of

governors of the municipality, all sangkat councilors in the municipality, community representatives, citizens and other stakeholders.

5. Sub-decrees 216, article 121 states that in June of each year, **district councils** must conduct dissemination and consultative forums in their **communes and sangkats**.
- The district dissemination and consultative forums aim to: inform commune/sangkat councils, communities and other stakeholders about district council activities that respond to proposals of commune/sangkat councils and citizens, and discuss proposals and suggestions for the next year's activities.
 - The participants for the district council dissemination and consultative forum: district councils, board of governors of district, all commune/sangkat councilors in the district, community representatives, citizens and other stakeholders.

It is found that many tasks have to be completed and in order to avoid complexity of procedures that stakeholders may have gaps for organizing forum, so in this technical document has identified the forum of councils in three main parts (which are described in part 2) as following:

Part 1: Preparing for dissemination and consultative forums

Good preparation is required in order to ensure that a dissemination and consultative forum runs smoothly and effectively. The Capital council, provincial councils, municipal councils, district councils and khan councils must consider the

following essential steps when preparing their dissemination and consultative forums:

- Step 1: Identify agenda items and timeframe for the draft agenda of the forum
- Step 2: Prepare the draft agenda and relevant documents
- Step 3: Identify facilitators and methodologies
- Step 4: Prepare list of invitees, venue and budget
- Step 5: Develop regulations for the forum
- Step 6: Prepare draft relevant documents for submitting to the council for discussion and decision
- Step 7: Prepare and deliver invitations and agendas to participants
- Step 8: Assign minute taker and presenters

Part 2: Conducting dissemination and consultative forums

- To ensure that the forum is conducted smoothly and effectively and male and female citizen can participate actively, forum facilitator should consider the following points: That there be planned seating arrangements for delegations and participants;
- That participants should pay attention to regulations agreed on in the forum;
- That the forum facilitator should provide participants both male and female with the chance to speak;
- That the forum facilitator should encourage participants, especially women, to actively participate in the discussion.

Part 3: Tasks to be done after the dissemination and consultative forums

After the dissemination and consultative forums the following tasks need to be done:

- Step 1: Summarize all proposals raised during the forum
- Step 2: Council discussion and approval of the proposals raised during the dissemination and consultative forum
- Step 3: Publicize the dissemination and consultative forum report

2. Preparing for Dissemination and Consultative Forums

Good preparation is required in order to ensure that a dissemination and consultative forum runs smoothly and effectively. The Capital council, provincial councils, municipal councils, district councils and khan councils must consider the following 8 essential steps when preparing their dissemination and consultative forums.

Step 1: Identify agenda items and timeframe for the draft agenda of the forum

The first step is to identify which issues will be raised and discussed during the dissemination and consultative forum. The chairperson and other stakeholders determine the draft agenda items for the dissemination and consultative forum.



Actors: Chairperson, board of governor and administration director

Timeframe: At least 6 weeks before the forum

Tasks:

- The **chairperson** invites the board of governors, the administration director, commune/sangkat chiefs and other stakeholders to a meeting in order to jointly prepare for the dissemination and consultative forum. The chairperson, board of governors, and administration director agree on the reports, presenters, date, timeframe, location and some key topics for the agenda.

Consider the following when preparing the draft agenda:

1. Which problems are especially concerning to citizens (e.g. health care generally, reproductive health, education conditions, access to drinking water, youth gangs, HIV/AIDS, domestic violence, rape, crimes and lack of security for girls and women, unsafe migration, etc.)?
2. Are there any differences in problems experienced as between female and male citizens, young and old?
3. Which important actions have the council and line departments/offices taken over the past period of time (or since the last dissemination and consultative forum)? What is the status of the implementation of these actions? Did the actions have the desired effect? What difficulties arose during the implementation of these actions?
4. Were there unforeseen problems that the council had to deal with over the past period of time, e.g. outbreak of

disease, significant increase in criminality? How did the council solve the problems?

During the preparation meeting for dissemination and consultative forums, the chairperson and the board of governors should consider the following points:

- Date: Make sure that the date of the forum is aligned to the legal framework.
- Time: Should the forum last a half-day or a full day?
- Place: Select a venue that ensures enough space for the participants.
- The forum facilitator: What qualifications should the facilitator have?

Further important topics for the draft agenda:

- Brief report from council committees;
- Brief council report on future priorities;
- Report from the finance division/office on the council's financial status

Note:

When a capital and provincial council is in the process of preparing its dissemination and consultative forum, municipal, district and khan governors and commune/sangkat chiefs should be invited to participate in the preparations by submitting proposal or commenting and informing in advance. Similarly when a municipal or district and khan council is in the process of preparing its forum, commune/sangkat chiefs in the area should be invited to participate in preparations by submitting proposal or commenting and informing in advance.

Step 2: Prepare the draft agenda

The second step is to develop a draft agenda and to calculate the time allotted to discuss each issue. The agenda can help to ensure that all important matters are addressed.



Actors: Administration Director, relevant divisions (for Capital and provinces) or line offices (for municipalities, districts and khans)

Timeframe: At least 5 weeks before the forum

Tasks:

- **The administration director** with support from relevant divisions (for the Capital and provinces) or line offices (for municipalities, districts and khans) must

develop a draft agenda for the dissemination and consultative forum based on agreement in step 1 above and recommendations from the chairperson and the governor. The administration director identifies a facilitator and the timeframe for each presentation and discussion.

A draft agenda should have the following points:

Part 1: Opening of the dissemination and consultative forum

1. Welcome remarks from the chairperson of the council and statement of the objectives of the forum (5 min);
2. Self-introduction (including name, position,...) by each councilor of not more than 1 minute each (15-20 min);
3. Presentation by the chairperson of the current roles, responsibilities and authority of the council, and board of governors (10 min);
4. Presentation of the regulations for the forum by the facilitator (5 min).

Part 2: Reporting

1. Implementation status of the 3-year rolling investment program presented by the chairperson (5 min);
2. Achievements and constraints during the past year presented by the governor (15 min);
3. Presentation by the chairperson on key activities in the council's investment program and future priority activities (15 min);

4. Reporting on the council budget by the director of the finance division (capital and provinces) and by the chief of administration and finance office (municipality, district and khan) (5 min)
5. Other issues (8 min);
6. Questions and answers facilitated by the chairperson of the forum (who is the council chairperson) (30 min).

Part 3: Consultation process

1. Feedback, consultation and opportunity for citizens to raise their concerns and requests; the chairperson (or facilitator) ensures that both female and male citizens are given equal opportunity to speak and that all participants are respectful of each others' views (70 min);
2. Closing of the dissemination and consultative forum by the council chairperson (5 min).

Step 3: Identify facilitators and methodologies

The chairperson of the council is the chair of the dissemination and consultative forum. However, so that the chairperson has the opportunity to focus on substantive matters, other councilors might assist as facilitators to moderate the dissemination and consultative forum.

Actors: Chairperson, Governor and Administration Director

Timeframe: At least 5 weeks before the forum

Tasks: The third step is to select a councilor to act as the facilitator and to identify methodologies for the dissemination and consultative forum.



In addition, the presentations of the council chairperson, governor, director of the finance division (Capital and provinces) or chief of the administration and finance office (municipalities, districts and khans) and stakeholders should be clear, varied in methodology and interesting visually.

The **administration director** advises the chairperson and governor on:

- The facilitators identified for the dissemination and consultative forum;
- Methods that can be used to make the forum participatory and to ensure that equal opportunities are given to female and male participants to contribute their views; and methods to ensure that no participant is 'ridiculed' because of his/her inputs during the forum (because this will discourage future participation).

Step 4: Prepare list of invitees, venue and budget

Actors: Administration Director, relevant divisions (for Capital and provinces) or line offices (for municipalities, districts and khans)

Timeframe: At least 5 weeks before the forum

Tasks:

- **The administration director** with support from relevant divisions (for Capital and provinces) or line offices (for municipalities, districts and khans) prepares a list of invitees who could be invited to the dissemination and consultative forum. The administration director makes effort to achieve a gender balance among invitees to the extent possible.

The more diverse, broad and gender-balanced the make up of the forum, the higher the probability that important topics affecting both female and male citizens of all ages will be raised. In addition, the more men and women participating in the discussion of problems facing citizens, the more support there will be for the council's decisions.

It is then necessary to find a suitable location for the dissemination and consultative forum. When choosing a location, it is important to make sure that there is space for smaller group discussions so that as many participants as possible have the opportunity to actively participate in discussion.

Another important task in this step is to prepare budget plan for supporting and ensuring the forum organizing to respond its expectation.

- The **administration director** calculates approximately how many people will participate in the dissemination and consultative forum. She/he is responsible for preparing a budget proposal for the forum.

List of invitees for the Capital council forum conducted in its khans (Sub-decree 215, article 9)

- Capital council, board of governors of the Capital, all khan councilors, the boards of governors of khans and all sangkat councilors in the respective khan;
- The Capital official in charge of information;
- Civil society: maximum of two representatives (at least one female) from each civil society organization;
- Representatives of religious groups: pagoda committees, and representatives of other religions (at least one female and one male);
- Representatives of committees: health centre management committee and other relevant committees (at least one female and one male);
- Representatives of parent-teacher committees (at least one female and one male);
- Representatives of citizens/village chief (aiming at 50% females)
- Private sector (aiming at 50% females);
- Representatives of local media (aiming at 50% females);
- Other stakeholders (depending on the relevant agenda) (aiming at 50% females).

List of invitees for provincial council forum conducted in its municipality (Sub-decree 216, article 9)

- Provincial council, board of governors of the province, all municipal councilors, board of governors of the municipality, all sangkat councilors in the municipality;
- Provincial official in charge of information;
- Civil society: maximum of two representatives (at least one female) from each civil society organization;
- Representatives of religious groups: pagoda committees, and representatives of other religions (at least one female and one male);
- Representatives of committees: health centre management committee and other relevant committees (at least one female and one male);
- Representatives of parents-teacher committees (at least one female and one male);
- Representatives of citizens/village chief (50% females);
- Private sector (aiming at 50% females);
- Representatives of local media (aiming at 50% females);
- Other stakeholders (depending on the relevant agenda) (aiming at 50% females).

List of invitees for provincial council forum conducted in its districts (Sub-decree 216, article 9)

- Provincial council, board of governors of the province, all district councilors, board of governors of the district, all commune/sangkat councilors in the respective district;
- Provincial official in charge of information;
- Civil society: maximum two representatives (at least one female) from each civil society organization;

- Representatives of religious groups: pagoda committees, and representatives of other religions (at least one female and one male);
- Representatives of parents-teacher committees (at least one female and one male);
- Representatives of committees: health center management committee and other relevant committees (at least one female and one male);
- Representatives of citizens (aiming at 50% females)
- Other stakeholders (depending on the relevant agenda) (aiming at 50% females).
- Private sector (aiming at 50% females);
- Representatives of local media (aiming at 50% females).

List of invitees for municipal council forum conducted in its sangkats (Sub-decree 216, article 65)

- Municipal council, board of governors of the municipality, all sangkat councilors in the municipality;
- Municipal official in charge of information;
- Representatives of committees: health centre management committee and other relevant committees (at least one female and one male);
- Civil society: maximum two representatives (at least one female) from each civil society organization;
- Representatives of religious groups: pagoda committees, and representatives of other religions (at least one female and one male);
- Other stakeholders (depending on the relevant agenda) (aiming at 50% females).
- Representatives of parents-teacher committees (at least one female and one male);

- Representatives of citizens (aiming at 50% females);
- Private sector;
- Representatives of local media (aiming at 50% females).

List of invitees for district council forum conducted in its communes/ sangkats (Sub-decree 216, article 121)

- District council, board of governors of the district, all commune/sangkat councilors in the district;
- District official in charge of information;
- Civil society: maximum two representatives (at least one female) from each civil society organization;
- Representatives of religious groups: pagoda committees, and representatives of other religions (at least one female and one male);
- Representatives of committees: health centre management committee and other relevant committees (at least one female and one male);
- Representatives of parents-teacher committees (at least one female and one male);
- Representatives of citizens (aiming at 50% females);
- Other stakeholders (depending on the relevant agenda) (aiming at 50% females).
- Private sector (aiming at 50% females);
- Representatives of local media (aiming at 50% females).

List of invitees for khan council forum conducted in its sangkats (Sub-decree 216, article 66)

- Khan council, board of governors of the khan, all sangkat councilors in the khan;

- Khan official in charge of information;
- Civil society: maximum two representatives (at least one female) from each civil society organization;
- Representatives of religious groups: pagoda committees, and representatives of other religions (at least one female and one male);
- Representatives of committees: health centre management committee and other relevant committees (at least one female and one male);
- Representatives of parents-teacher committees (at least one female and one male);
- Representatives of citizens (aiming at 50% females)
- Private sector (aiming at 50% females);
- Representatives of local media (aiming at 50% females);
- Other stakeholders (depending on the relevant agenda) (aiming at 50% females).

Step 5: Develop regulations for the forum

The fifth step is preparing regulations for the forum to ensure that participants have equal rights and opportunities to speak. This regulation is presented to all participants at the start of the dissemination and consultative forum. The facilitators of the forum have the role to ensure that the forum regulations are enforced.



Actors: Administration Director, relevant divisions (for Capital and provinces) or line offices (for municipalities, districts and khans)

Timeframe: At least 5 weeks before the forum

Tasks: The **administration director** with support from relevant divisions (for Capital and provinces) or line offices (for municipalities, districts and khans) prepares draft regulations for discussion in the dissemination and consultative forum.

Essential points to include in the regulations:

- All participants have the opportunity to participate, share their ideas and opinions;
- A participant who wishes to speak must raise her/his hand;
- A participant called upon by the facilitator has up to 5 minutes to speak;
- The participant begins by stating her/his name, position and the items he/she wants to discuss;
- The facilitator ensures that the participant does not go over the time limit;
- All female and male participants have equal opportunities to raise their ideas and are treated with respect by other participants when speaking;
- Participants discuss only the issue of the agenda at hand; and political statements are not allowed.

Note:

In order to ensure that participants can read the regulations and exercise their rights appropriately, the regulations for the forum should be written down on a flip-chart and visibly posted.

Step 6: Prepare draft documents for submission to the council for discussion and decision

The sixth step is submitting the draft documents related to the dissemination and consultative forum to the chairperson for agreement or modification. Afterwards, these documents are sent to all councilors before the next council meeting. The documents include the speech of the chairperson of the

council and the recommendations for future activities proposed by the chairperson and governor.



Actors: Chairperson, Board of Governor and Administration Director

Timeframe: At least 2-5 weeks before the forum

Tasks: In order to finalize the draft documents for the council, the relevant stakeholders have the following tasks:

- **The chairperson** prepares a report on past activities of the council and also future activities of the council. The chairperson of the council invites the governor and administration director for a meeting in order to finalize the agenda, timeframe, facilitators, venue, budget and

list of invitees for the forum (at least 5 weeks before the forum).

- **The administration director** updates the documents for the dissemination and consultative forum and re-submits the revised versions to the chairperson of the council to check and make a decision. The chairperson includes discussion of the draft documents for the dissemination and consultative forum in the agenda of the next council meeting (to prepare at least 4 weeks before the forum).
- **The administration director** distributes the draft documents for the next council meeting to the councilors at least 3 days before the meeting.
- **The council** discusses, reviews and decides on the council's main future activities and draft documents for the forum (at least 2 weeks before the forum).

Step 7: Prepare and deliver invitations and agendas to participants

The seventh step is to ensure that the largest possible number of both women and men is informed about the forum. The council could also invite representatives of the local media to participate in the dissemination and consultative forum.

Actors: Chairperson, Board of Governor and Administration Director

Timeframe: At least 7-10 days before the forum

Tasks:

- **Chairperson** invites the governor and administration director to review the tasks that need to be completed

after the council meeting and to divide responsibilities within the administration in making arrangements for the forum.

- The **administration director** drafts invitation letters for the participants of the forum, including the date and venue; the administration director submits the invitation letter to the chairperson for signing at least 10 days before the forum.
- The **administration director** sends the invitation letter, including the agenda, to the participants and representatives of local media. He/she publishes the agenda and the invitation on the information board of the council at least 1 week before the forum. The administration director follows up to make sure that key participants have received the invitation for the forum.

Step 8: Assign minute-taker and presenters

The eighth step is the final step in preparing for the dissemination and consultative forum. The board of governors and administration director invite the chiefs of the council's division/offices, relevant line departments/ offices to the forum.

Actors: Chairperson, Board of Governor and Administration Director

Timeframe: At least 3-7 days before the forum

Tasks: The **board of governors** and **administration director** assign minute-takers and presenters and they invite the chiefs of the council's division/offices, relevant line departments/offices to the forum. The experts of the administration support the chairperson to answer participants' questions during the forum.

- One week before the forum, the governor has a meeting with the chiefs of line departments/offices so they are ready to record questions, comments and respond to issues concerning their expertise in the upcoming forum.
- During the week before the forum, the administration director provides instructions to the directors of divisions or chiefs of offices to participate in the forum and to take minutes.
- In the 3 days leading up to the forum, the administration director and assigned persons prepare presentations using visual aids such as flipchart, etc. For example, visualizations should be prepared of the agenda of the forum, the budget of the council, the report of the board of governors and the regulations of the forum. The administration director or designated personnel prepares a box where citizens can drop written questions during the forum.



- In the two days leading up to the forum, the chairperson of the council invites all key actors of the forum for a dry-run in order to ensure that all actors are clear about their roles and responsibilities during the forum.

3. Conducting Dissemination and Consultative Forums



The administration has to prepare the dissemination and consultative forum according to the decisions of the council. To ensure that the forum proceeds smoothly, the following points should be considered in addition:

- That there be planned seating arrangements;
- That participants should be asked to pay attention to regulations agreed on in the forum;
- That the forum facilitator should provide participants with the chance to speak;
- That the forum facilitator should encourage participants, including women, to actively participate in the discussion;

- That the forum facilitator should ensure that every participant is treated with respect by other participants when she/he engages in the discussion

The following are sample elements of a forum and methods to encourage effective participation.

1. Welcome and opening remarks by the chairperson. (5 min)
2. The facilitator presents the regulations for the dissemination and consultative forum. (5 min)
3. The facilitator presents the agenda for the forum. (5 min)
4. Personal introduction of councilors and board of governors; each councilor, governor and deputy governor briefly introduces him/herself by telling his/her name, position in the council or board of governors. (1 min/person)
5. The chairperson explains the roles and functions of the council: Why are there councils at sub-national levels? What is the relation between councils and the board of governors? (10 min)
6. Status of development in the council's area; the chairperson provides an overview on development in the area of the council (successes and challenges). (10 min)
7. Achievements and challenges during the past year: The report of the board of governors on achievements and constraints in key sectors, including issues related to women, children, youth and other vulnerable groups. (10 min)
8. Financial report: Director of finance division or chief of administration and finance office presents the council's financial report on a flipchart. (15 min)
9. Priorities of the council in the coming year: The chairperson presents the council's priority activities and

investment program for the coming year. The chairperson explains why the choices were made (including if activities which would directly improve the situation of women and children are not in the priority list of activities). (10 min)

10. Questions and answers (30 min)

11. After the break, the facilitator explains the process for consultation about the council's priorities for the coming year. The facilitator has three options to set up working groups:

- Individual participants may raise topics they are interested in and then other participants may join to discuss those topics according to their interest;
- Divide participants into groups by counting heads;
- Divide groups by sector, such as health, agriculture, education, etc. Participants can choose the group in which they are interested;
- Each working group receives a flipchart and markers to take note of the key results of the discussion;
- In the process of discussion (40 min) the governor and administration director instruct directors of divisions, chiefs of provincial departments, relevant offices to take notes of the proposals raised by participants.
- The working groups assign a facilitator and volunteer to present the results of discussion in plenary.

12. Each group's volunteer presents the results of the discussion; after the presentation, the facilitator asks participants whether they have any issues for clarification or additional issues to raise. (5 min)

13. The chairperson summarizes the results of the forum and explains what the council will do to address the proposals that arose in the forum; the chairperson closes the dissemination and consultative forum.

4. Tasks to be done after the Dissemination and Consultative Forum

The following are the key steps for the council to consider in consolidating and evaluating the results of the dissemination and consultative forum.

Step 1: Summarize the proposals raised during the forum

Actors: Chairperson, Board of Governor and Administration Director

Timeframe: No more than one week after the forum

Tasks: After the dissemination and consultative forum, all proposals raised during the forum should be summarized, even those that may not seem realistic. The council will make decisions about possible actions in response to the proposals raised during the forum. Following discussion within the council, proposals that do not fall within its competence must be conveyed to the concerned Ministries or line departments/offices.

- The **directors of divisions and chiefs of line departments/offices** write down all proposals raised during the forum and submit the proposals to the administration director (one week after the forum). Suggestions and comments by men and women should be reported separately because men and women often raise different issues.
- The **administration director** consolidates and submits all proposals to the board of governors.

- The **board of governors** evaluates the proposals and summarizes the results of the forum. The report of the board of governors should include measures for promoting responsiveness to the local needs of the citizens and should disaggregate possible responses to women and men. The board of governors submits the report to the chairperson of the council. Proposals of the forum that concern other councils in the area must be forwarded to the respective council, e.g. an issue that relates to sangkat councils in the municipality. In this case, it is expected that the municipal administration will contact the concerned councils so those councils can address the issues raised by the citizens during the forum.
- The **chairperson** includes the report of the dissemination and consultative forum in the agenda of the next council meeting.
- The **administration director** distributes the report to all councilors before the next meeting.



Step 2: Discussion and approval of the proposals raised during the forum

Actors: Chairperson, Board of Governor and Administration Director

Timeframe: First or second council meeting after the forum

Tasks:

- The **council** must hold in-depth discussions on the forum report, comments and proposed actions provided by the board of governors in order to respond to proposals raised during the forum. The council has the right to give supplementary or alternative recommendations to what is already contained in the

board of governors' report. The council can also provide a recommendation on issues that are not within their own responsibility and these recommendations should be sent to the concerned stakeholders by the board of governors. The council approves the forum report with any changes it sees fit.

- The **board of governors** revises the forum report based on the recommendations of the council; the board of governors submits the final version of the forum report to the chairperson within one week after the council meeting; the chairperson checks whether all changes decided by the council have been incorporated into the report.

Step 3: Publicize the Dissemination and Consultative Forum Report



The dissemination of the report and council recommendations is crucial to improving transparency and accountability. Therefore, the report must be submitted to all parties involved in the

forum and must be made available to the public via local media, information boards of all councils in the area and the information offices of those councils.

Actors: Chairperson, Board of Governor and Administration Director

Timeframe: As soon as possible

Tasks:

- The **chairperson** of the council advises the administration director to distribute the forum report to all participants of the dissemination and consultative forum; the chairperson of the council ensures that the final report is submitted to all councilors.
- The **deputy governor** who is in charge of information ensures that the most important proposals from the forum are summarized and posted on the information board;
- The **deputy governor** who is in charge of information ensures that the forum report is available at the public relations and international cooperation office (Capital and province) or in the administration and finance office (municipality, district and khan) for all female and male citizens; the deputy governor ensures that the report is provided to representatives of the local media;
- The **board of governors** ensures that recommendations of the council are forwarded to concerned line departments/offices.