



KINGDOM OF CAMBODIA  
NATION RELIGION KING

Royal Government of Cambodia  
No: 02.ANK.BK

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SUB-DECREE

ON

The Organization and Functioning of the General Secretariat of the Cambodia  
National Council for Children

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**ROYAL GOVERNMENT**

- Having seen the Constitution of the Kingdom of Cambodia,
- Having seen Royal Decree No: NS/RKT/0908/1055 of 25 September 2008 on the Appointment of the Royal Government of the Kingdom of Cambodia,
- Having seen Royal Kram No: 02/NS/94 of 20 July 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers,
- Having seen Royal Kram No. 06/NS/94 of 30 October 1994 promulgated the Law on Co-Statutes of the Civil Service of the Kingdom of Cambodia
- Having seen Royal Kram No: NS/RKM.0105/001 of 17 January 2005 promulgating the Law on the Establishment of the Ministry of Social Affairs, Veteran and Youth Rehabilitation
- Having seen Royal Decree No. NS/RKT/1209/1201 of 21 December 2009 on the Establishment of the Cambodia National Council for Children
- Having seen Royal Sub-decree No. 20 ANK.BK of 30 April 1996 on the Organization and Functioning of the Ministries and State Secretariats
- Noting the Consent from the Council of Ministers in the Plenary Meeting on 4 December 2009

DECIDES  
CHAPTER I  
General Provisions

Article 1

This Sub-decree prescribes the organization and functioning of the General Secretariat of the Cambodia National Council for Children (CNCC).

CHAPTER II  
Roles, Duties and Structures

Article 2

The CNCC General Secretariat has the following roles and duties:

- Develop and implement the short-term, medium-term and long-term action plans involved with children;
- Co-ordinate with relevant ministries and institutions to prepare reports on the implementation of the Convention on the Rights of the Child, other protocols relating to children and national programmes for the CNCC;
- Monitor the situation of children and provide recommendations based on national policies of the Royal Government on implementation of the Convention on the Rights of the Child;
- Encourage a wide range of dissemination of the Convention contents on the Rights of the Child down to the sub-national;
- Conduct study and research of national and international laws and other legal documents and standards relating to children in order to monitor, assess and propose recommendations to the CNCC;
- Cooperate and coordinate with relevant ministries and institutions, child representatives, non-governmental organizations, international organizations and development partners to develop recommendations for the CNCC to finalize and submit them to the Royal Government;
- Ensure the continuity and process of the CNCC administration;
- Manage the officials of the CNCC General Secretariat;
- Propose a request for appointment, duty transfer, termination of position and recruitment of permanent civil servants and contractual staff working in the General Secretariat to the CNCC;
- Propose an annual budget plan for the process of the CNCC;

- Manage budget and make an inventory list of movable and immovable properties of the CNCC;
- Organize workshop and other meetings of the CNCC;
- Compile all information and documents related to children;
- Make a monthly, quarterly, semi-annual and annual report on the CNCC activities;
- Fulfil other tasks given by the Chairman of the CNCC.

#### Article 3

The CNCC General Secretariat has the following structures:

- Administration, Planning and Finance Section;
- Child Protection and Monitoring Section;
- Education, Dissemination and Human Resource Development.

The organizational chart of the CNCC General Secretariat is attached as annex of this Sub-decree.

#### Article 4

Each section shall be led by a section head accompanied by a number of deputy heads who act as assistants when it is so required.

The section head holds a position equal to a department chief's. The section deputy head holds a position equal to a department deputy chief's.

#### Article 5

Each section shall set up offices under its control when it is so required.

The organization and functioning of each office shall be determined by a *Prakas* of the Minister of Social Affairs, Veteran and Youth Rehabilitation who is a Chairman of the CNCC.

#### Article 6

The CNCC General Secretariat employs officers from the framework of the public function. The General Secretariat may employ contractual officers to assist their work, if it is necessary.

### CHAPTER III

#### Roles and Duties of Each Section

#### Article 7

The Administration, Planning and Finance Section has the following roles and duties:

- Manage officers, staff and administrative documents of the CNCC General Secretariat;
- Coordinate all parts of activities and assist the General Secretariat in implementing daily administrative and financial works;
- Ensure liaison with the public, national and international;

- Prepare administrative letter and take minutes of all CNCC meetings;
- Prepare budget planning and other planning;
- Control immovable and moveable properties and prepare an inventory list of the CNCC General Secretariat;
- Control incomes and expenses of the General Secretariat;
- Make a monthly, quarterly, semi-annual and annual report about the Administration, Planning and Finance Section for the General Secretariat;
- Accept and carry out other duties given by the CNCC Secretary General.

#### Article 8

The Child Protection and Monitoring Section has the following roles and duties:

- Conduct study and research about existing laws, provisions and international conventions relating to children;
- Coordinate every work related to any violation of children's rights;
- Collect data and analyse the result obtained from all levels in contribution to protecting children; combating against violence; preventing, eliminating all of forms of child trafficking; and combating against drug trafficking of children;
- Build close relationship with relevant ministries, institutions, child representatives, non-governmental organizations, international organizations and development partners so as to exchange experiences and prepare database on child status in Cambodia;
- Examine, monitor, assess and make a report about the implementation of national policies and programmes and other international standards involving children, in particular the Convention on the Rights of the Child;
- Conduct research and set up an indicator for review and make assessment;
- Make a monthly, quarterly, semi-annual and annual report about the Child Protection and Monitoring Section for the CNCC General Secretariat;
- Accept and carry out other duties give by the CNCC Secretary General.

#### Article 9

The Education, Dissemination and Human Resources Section has the following roles and duties:

- Educate the public and children about the Convention on the Rights of the Child and other child-related issues so that they are aware of, support, participate and rescue the child;
- Collect, compile and disseminate information about child-related issues, the Convention on the Rights of the Child and activities of the CNCC;
- Encourage the dissemination of the Convention on the Rights of the Child at all levels;
- Prepare and produce booklets, posters, spots, and flipcharts for distribution;

- Prepare and publish a quarterly bulletin and distribute it to members of the CNCC, ministries/institutions of CNCC at all levels and relevant organizations;
- Cooperate with relevant ministries and institutions, child representatives, non-governmental organizations, international organization and development partners so as to receive and disseminate information involving with children;
- Coordinate and organize training for officers and those who perform works involved with children;
- Post information about the activities of the CNCC General Secretariat on website;
- Make a monthly, quarterly, semi-annual and annual report about the Education, Dissemination and Human Resources Development for the General Secretariat;
- Accept and carry out other duties given by the CNCC Secretary General.

## CHAPTER IV

### Final Provisions

#### Article 10

Any provisions contrary to this Sub-decree shall be null and void.

#### Article 11

Ministers in charge of the Council of Ministers, Ministry of Economy and Finance, Ministry of Social Affairs, Veteran and Youth Rehabilitation; Secretary of State of State Secretariat of the Public Function; Ministers and Secretaries of State of all relevant ministries and institutions shall responsibly carry out this Sub-decree from the date it is signed.

Done in Phnom Penh, 5 January 2010-10-16

[Sealed and signature]

#### **Copies to:**

- Ministry of Royal Palace
- General Secretariat of the Constitutional Council
- General Secretariat of the Senate
- General Secretariat of the National Assembly
- General Secretariat of the Royal Government
- The Council of Ministers
- The cabinet of Samdech Prime Minister
- The cabinet of Excellency-Lok Chumteav Deputy Prime Minister
- Same as Article 11
- Royal Affairs
- Archives-Chronology

Samdech Akak Mohasena Padey Dechor Hun Sen

Organizational Chart of the CNCC General Secretariat

