

**Kingdom of Cambodia
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**National Committee for the Management of
Decentralization and Deconcentration Reform
No. : 082/NCDD**

**THE GUIDELINE
ON
THE ORGANIZATION AND ESTABLISHMENT OF THE COMMITTEE
FOR WOMEN AND CHILDREN FOR ALL COMMUNE/SANGKAT IN COUNTRY**

Referring to the Royal Decree No NS/RKT/030105 dated 19 March 2001 promulgating the Law on Administration and Management of Commune/Sangkat.

According to sub-decree No 22 dated 25 March 2002 on Decentralization Power, Roles and Responsibilities to Commune/Sangkat Council

According to Prakas No. 1884 dated 18 April 2002 on delegating the Provincial/Municipal Governor to support the commune/Sangkat councils and Prakas No. 940 dated 16 September 2004 on the Organization and Functioning of the Provincial/Municipality of Local Administration

Since 2004, the experience, processes and functions of the CCWC have played an important role in assisting the Commune/Sangkat Council and the Commune/Sangkat Chief on issues related to women and children.

According to this experience, the National Committee for the Management of Decentralization and Deconcentration Reform, during its third meeting dated 12 July 2007, acknowledged the important role of this Committee and has decided to support the Commune/Sangkat to organize and establish the Commune/Sangkat Committee for Women and Children in all Commune's/Sangkat's in the country as follows:

1-General Principle:

Every Commune/Sangkat shall establish a Committee entitled the "Commune/Sangkat Committee for Women and Children" (CCWC) to provide advice and assist the Commune/Sangkat on the works related to women and children in its respective Commune/Sangkat.

The establishment of the Committee has an overall objective to implement the policy of the Royal government and the roles and responsibilities relating to women and children in its respective Commune/Sangkat.

2-Composition:

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

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| - Commune/Sangkat Chief | Chairperson |
| - Second Deputy-Chief of Commune/Sangkat | Vice-chairperson |
| - Commune/Sangkat Focal Point for Women and Children | Permanent member |
| - Commune/Sangkat Clerk | Member |
| - A Chief or Deputy Commune/Sangkat 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 Commune/Sangkat. In order to promote the participation of women, the Committee should comprise of at least 40 percent women members.

In the case that the Commune/Sangkat Chief or Second Deputy of Commune/Sangkat is a woman and therefore, is the Chairperson of the Committee, she shall select a Commune/Sangkat Council member who has capacity to responsible on a-day-to-day tasks of the Committee. S/he shall become a Permanent Member of the Committee.

3- Roles and Responsibilities of the Committee:

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

- prepare an annual work plan and budget for the Committee and submit to the Commune/Sangkat Council for approval;
- provide advice and assist the Commune/Sangkat Council and the Commune/Sangkat Chief on the tasks related to women and children in Commune/Sangkat;
- raise awareness on laws and other policies related to women and children's rights to the people in the Commune/Sangkat 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 Commune/Sangkat;
- increase and strengthen communication, collaboration and coordination among Commune/Sangkat Councils, service providers and villagers that implement activities to help women and children in the Commune/Sangkat;
- assist Commune/Sangkat Councils to collect, analyze information and data related to issues and needs of women and children and integrate this information into the Commune/Sangkat Development Plan and the Commune/Sangkat Investment Programme;
- participate in the implementation, monitoring and evaluation of the Commune/Sangkat work plan related to women and children;
- monitor the situation of women and children in the Commune/Sangkat and report regularly to the Commune/Sangkat Council and include this information in the Commune/Sangkat reports.

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

4- Roles and Responsibilities of Committee Members:

A- 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 Commune/Sangkat Development Plan and Commune/Sangkat Investment Programme;
- ensuring the Committee has a work plan and budget, and to integrate it to the Commune/Sangkat work plan and budget;
- advocating and motivating Commune/Sangkat Councils to allocate the Commune/Sangkat investment fund to support social service projects in the Commune/Sangkat;
- 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 Commune/Sangkat Council are completed and are included in the Commune/Sangkat report.

B- 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.

C- 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 Commune/Sangkat Profile;
- coordinating and proposing the integration of women and children needs into the Commune/Sangkat Development Plan and Commune/Sangkat 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 Commune/Sangkat development and local governance;
- collaborating and assisting Commune/Sangkat clerk to prepare budget plans and reports for the Committee.

The roles and responsibilities of the Permanent Member will assist her to fulfill her role as the Commune/Sangkat Focal Point for Women and Children.

D- 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 Commune/Sangkat Profile;
- paying attention to the prevention and mitigation of domestic violence cases, abuses, trafficking, sexual and labor exportations of women and children in Commune/Sangkat;
- 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 Commune/Sangkat;

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 Commune/Sangkat 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 Commune/Sangkat 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 Commune/Sangkat reports.

5- The Meeting:

The CCWC shall have its meeting as stated in Chapter 9 of the Commune/Sangkat internal regulation, as relating to the Commune/Sangkat Assistance Committee. According to the meeting process the CCWC shall organize its regular monthly, semester, annual meetings. At these meeting, the Committee shall:

- review and adopt its annual, semester, and monthly work plan;
- discuss the progress made, constraints, and propose recommendations for solutions;
- discuss the next steps for implementing the planned activities for the Committee;
- review and discuss the Committee's minutes and meeting reports before submitting to the Commune/Sangkat Council.

A- Monthly Meeting: The committee members who shall participate in a monthly meeting are: Chairperson, Vice-chairperson, Permanent Member, Commune/Sangkat Clerk, Chief or Deputy Commune/Sangkat Police, School Director or a representative, and Health Centre Director or a representative.

B- Semester and Annual Meeting: All Committee members as mentioned in point 2 above shall participate in the semester and annual meetings of the Committee.

C- Extra-ordinary meeting: The Committee may call 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.

6- Support Mechanism:

The Provincial/Municipal Local Administration Unit (P/MLAU) that has the function to assist the provincial/municipal governor in the implementation of the Law on Administration and Management of Commune/Sangkat (LAMC) 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 the Commune/Sangkat Committee(s) for Women and Children;
- 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 Commune/Sangkat Committee for Women and Children and Commune/Sangkat Councils, relevant service providers and the communities;
- to disseminate laws and government policies related to women and children to Commune/Sangkat Councils, Commune/Sangkat Committees for Women and Children, and the provincial/municipality and district/khan facilitator teams (PFTs/DFTs);
- to ensure that PFTs/DFTs participate and provide advice to Commune/Sangkat and CCWC to promote health, education, protection, and early childhood development;
- to ensure that Commune/Sangkat 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 Commune/Sangkat reports which clearly specify the situation of women and children as required.

7- Supporting and Implementation:

The Commune/Sangkat in targeted provinces supported by UNICEF Seth Koma Programme shall review the CCWC as according to this guideline.

For other Commune/Sangkat councils that do not have a CCWC, the provincial/municipal governor shall facilitate and support the Commune/Sangkat on the establishment and the functioning of a Committee as stated in this guideline.

The NCDD Working Group shall collaborate with relevant ministries and institutions to have a work plan to establish and build capacity of the CCWC. The NCDD Working Group shall mobilize

resources from other development partners, civil societies and non-governmental organizations to support the Commune/Sangkat Council to establish the CCWC and support its actions.

The guideline No. 005 dated 23 April 2004 issued by Ministry of Interior on the Commune/Sangkat Committee for Women and Children shall be repealed.

Having received this guideline, Your Excellency the provincial/Municipal governor, the Commune/Sangkat Council, and Commune/Sangkat Chief shall implement this guideline effectively from the date of signing.

Phnom Penh, 8 August 2007

**On behalf of the National Committee for the
Management of Decentralization and
Deconcentration Reform
Chairperson**

Copy to:

- Member of the NCDD
- Ministry of Education Youth and Sport (signed and stamped)
- Ministry of Health
- Ministry of Social Affairs Veterans and Youths Rehabilitation
- UNICEF Phnom Penh
 “For Information”
- Directorate of Local Administration of Ministry of Interior
- National Police Commissionaire of Ministry of Interior
 “For Action”
- Documentations