



គណៈកម្មាធិការ
សហប្រតិបត្តិការដើម្បីកម្ពុជា
Cooperation Committee
for Cambodia
Comité de Coopération
Pour le Cambodge

ទស្សនវិស័យ: ការអភិវឌ្ឍប្រកបដោយនិរន្តរភាពសម្រាប់ប្រទេសកម្ពុជា

Vision: Sustainable development for Cambodia

Minute of 16th ICT Learning Forum



11 August, 2015

DIAKONIA Center (ICF/KSSA Building), Phnom Penh

I. INTRODUCTION:

As the longest established membership organization in Cambodia, the Cooperation Committee for Cambodia (CCC) has been playing a unique role since 1990 in strengthening the cooperation, professionalism, accountability, governance, and development effectiveness of the Civil Society Organizations (CSOs) that are working across diverse sectors in Cambodia. CCC has 160 NGOs as member, both local and international NGO in Cambodia that has been registered.

CCC delivers its mission and mandate through a five-year program entitled "Governance Hub Program (GHP)" for 2014–2018, aiming at building a more cohesive, accountable, transparent NGO sectors, contributing more effectively to the development of Cambodia. GHP focuses on three interconnected components: 1) Governance & Professional Practices (GPP) 2) Research and Learning (R&L) and 3) Coalition Building, Advocacy and Networking (CAN).

Responding to its vision which is for sustainable development for Cambodia, CCC offers a range of learning opportunities for NGO staff to influence their thinking and practices and to deliver high quality services appropriately respond to the true needs of those CSO.

The Research and Learning Component of CCC aims to improve the quality of CSO service: by promoting application of Istanbul Principles on CSO Development Effectiveness, good governance principles, standards of good practice, and sustainability within CCC members and civil society. ICT Learning Forum is one of the most important forum among the other three forums (Monitoring and Evaluation (M&E), Human Resource Management (HRM) and Finance Management learning forum).

The ICT Learning Forum has been conducted since 2010 and facilitated by CCC with technical support from Cambodia IT Association (CITA) and ICT Working Group Members consisting of ICT professionals and practitioners of CCC member organizations and private company in Cambodia.

The overall objectives of ICT learning forum is to 1) stimulate action learning to transform knowledge; skills and experiences of individual people and organizations into a community of practices for a betterment of NGO community in Cambodia in the field of ICT and 2) build a strong network among ICT practitioners and professionals for ongoing learning on ICT matters and related issues and 3) to develop programming for facilitating NGO related works such as financial management, human resource management, and monitoring and evaluation.

To continuously respond to the needs of the NGO community for good practice within the NGOs, in 2015, CCC will host two full day ICT learning forums for member and nonmember organizations; in which the first forum has been conducted on 31 March 2015 and the second will be on 11 August 2015.

This is the minute of the 2nd ICT learning forum which was held on 11 August 2015 at DIAKONIA Center (ICF/KSSA Building) in Phnom Penh. The forum was attended by 84 participants (14 are Females) from 52 NGOs (5 are non-member) who are ICT practitioners of CCC member and non-member organizations. The objectives, expected outcome, and agenda for the 2nd ICT learning forum are as below:

OBJECTIVES OF THE FORUM

- ❖ To share how to use Google to benefit at your workplace for admin and operation persons.
- ❖ To enhance ICT practitioners to use ICT4D tool for M&E (Data collection and analysis on map)
- ❖ To build up more networks and relationships among ICT practitioners.

EXPECTED OUTPUTS:

- ❖ Participants have better understood on using Google for workplace.
- ❖ Participants have widely understood about ICT4D for M&E on map.

- ❖ Participants have actively involved in class activity and shared knowledge and experience related to ICT.
- ❖ Participants have enhanced network of ICT/IT practitioners and professionals to strengthen ongoing learning on ICT matters and related issues.

II. SUMMARY OUTPUTS OF THE FORUM:

The 2nd ICT Learning Forum was presided by **Mr. Soeung Saroeun**, Executive Director, CCC. He informed the participant that today is the 16th ICT learning forum and CCC learnt that ICT is an important actor for coordinate CSO work and change the society as a whole especially in year 2013 during the national election. He further mentioned that if we use in correct way, we will be able to develop our country faster.

Nowadays, CCC is using *share point* which is a technology to support our work to be more efficient especially in filling and retrieving documents and other information. CCC will receive grant from DAI in the amount of 50000\$ and all of you can apply some more fund from CCC if you find it matches with your field.

He added that, Cybercrime Law will be an important thing and challenges so he encouraged participant which is as ICT practitioner keeping their eye on its progress and sharing with CCC's team, since one of its article (28) is very dangerous for CSO.

Before opening, he wished the participant for full participation and sharing knowledge from this forum with their colleagues for further improvement.

SESSION 1: REVIEW LEARNING POINTS FROM PREVIOUS ICT LEARNING FROUM.

This session was facilitated by Mr. Eng Sophara, ICT Specialist, CCC. He started reviewing by asking when the 1st ICT learning forum 2015 had been conducted and what topics had been provided? 5 participants have been selected and awarded for providing correct answer via CCC's facebook account. It had been conducted on 31 March on mobile data collection using resource map & M-builder and file security (for personal and organization).

SESSION 2: "HOW TO USE GOOGLE TO BENEFIT AT YOUR WORKPLACE"

This session was facilitated by Mr. Chan Nath, ICT Working Group Member of CCC and CEO, Aities Consulting. His session was covered on the Google docs, Google calendar, and Google form.

Google DOCS:

We can access to Google Docs through <https://www.google.com/docs/about/>. We can Create and edit web-based *documents*, spreadsheets, and presentations. Store *documents* online and access them from any computer. You can work with Word, Excel, PowerPoint and Forms. This Apps is available for free.

Google Calendar

We can access to Google Calendar <https://www.google.com/calendar> . With *Google's* free online *calendar*, it's easy to keep track of life's important events all in one place. It displays the current month and highlights the current day. You can choose to view the calendar by day, week or month. You can also choose an "agenda" view, which presents all scheduled events as a list rather than as a calendar view. In Google Calendar, you can use Google's search technology to search not only your own calendars, but also any public calendar on Google's system.

Google form

We can access to Google form www.google.com/Apps/Forms . You can create any kind of form for surveys and questionnaires at no extra cost. Question in the form can be designed as option or skip if not in your criteria. Google Forms provide a fast way to create an online survey, with responses collected in an online spreadsheet. Create your survey and invite respondents by email. People answer your questions from almost any web browser - including mobile smartphone and tablet browsers and Google Forms is available for free.

Some time we can use it to design some form for classroom benefit such as:

- Quizzes
- Questionnaires
- Student surveys
- Gathering student voice
- Pre-testing
- Feedback
- Evaluation of lessons and/units
- Spelling tests

He shared about summary of basic instruction of creating form such as => Click **Create new > Form** => In the form template that opens, you can add any questions and options you'd like => Click **Email this form** once you've finished adding your questions => Add the email addresses of the people to whom you want to send this form => Click **Send**.

He added about how to getting started, adding themes, items, section header and pages to your forms, what is short and long text box use for, what is radio button, check box, combo box. Moreover, he shared about how to edit form questions, embedding a form and viewing the summary of responses.

Before ending his session, he showed one example of developing Google form on learning forum evaluation form of CCC.

For further details, please see attached slide presentation on CCC website.

SESSION 3: "ICT 4-D FOR MONITORING AND EVALUATION"

This session was facilitated by Mr. Puth ChanChoth, ICT Working Group Member of CCC and ICT Manager of Plan International Cambodia. His session was covered on what resourcemap is? and how to create form to collect data and how to set an alert?

He started with telling that resource Map helps people to do data collection with any kind of mobile phone. It also helps to track data and result geographically. Resourcemap can be worked via feature phone, smart phone and computer. Moreover, today we focus on the computer only. You can access resourcemap through <http://resourcemap-sea.instedd.org/>. We start with confirming E-mail first => create account => log in => click on (tool with key symbol) => layer (which consists of name / number of participant and location). One layer can have more than one site and a name of reporter.

He stressed that the advantage of visible & name is to remind us where the data come from and where it is.

How to set an alert? Resourcemap doesn't use the 'and' and 'or' clause. It uses 'All' or 'Any' of the following conditions. We set alert to notify about sex (Ex: Female = Red and Male = Green). We can set alert by => Alert => Property-name (is a condition name) => Condition-a value of (is a criteria) => change site display on map (to choose the color) => notification (can select one of them) => save.

Before finishing his session, he encouraged participants to work on one exercise of developing Resourcemap for Computer Inventory and setting alert sign.

For further details, please see attached slide presentation on CCC website.

- ***Table discussion to define topic for the next ICT Learning Forum***

Table discussion was facilitated by Mr. Lim Sokly, Learning Specialist from CCC. He asked each participant to define from two to three topics that they wish to happen for the next ICT learning forum. Below are the topics raised by participants in the second ICT learning forum of year 2015. Most of participants suggested having the next forum on the following key topics such as advance resourcemap, ICT4D, ICT policy and more useful tool of ICT and SPSS.

Furthermore, the above proposed topics will be brought to discuss in the next ICT working group meeting to refine and/or to design to be the agenda in the next learning forum.

- ***Conclusion and closing remarks***

Conclusion and closing remarks was made by Mr. Puth ChanChoth, ICT Working Group Member of CCC and ICT Manager of Plan International Cambodia. He began by giving great thanks to all participant for full participation to share experience with each other. In addition, he thanked CCC team for organizing this event.

I hope all topics provided will response to your need to make change and improve your organization as a whole. We commits to work harder to make the topics you wished today will happen in the next coming learning forum.

III. CONCLUSION:

The second ICT Learning Forum of year 2015 (or 16th ICT Learning Forum since started) was conducted successfully with active participation by all participants and professionally supported by honored guest speakers and fruitfully produced great outputs as expectation. Within this forum the important topics, Google benefits and ICT4D for M&E were presented to the participants. To measure their understanding, to understand about their commitment to make change in own organization and to seek for constructive feedback, all of the participants were asked to completed the evaluation form at the end of the forum.

Regarding the consolidated result of evaluation form completed by the participants, most of them valued as good on the process, venue, logistics providing and organizer, and 77% said the duration of the forum is medium.

54% of participant understood clearly about Google feature to benefit at workplace and 53% commit to use it in own organization while 43% of them fast grasped on resourcemap and 33% commit to use it in their organization. Yet 24% of them suggested having longer time to practice both Google and resourcemap and for Q&A in the next forum as it was an impressive event.

All in all, this learning forum provided a great opportunity for ICT practitioners to build stronger network and share experiences and challenges of their daily operation. We, CCC, as an organizer are very proud of this fruitful result. Moreover, we commit to put more effort to improve and extend such good forum to serve as a pool of building more capacity together.

Annexes:

- Agenda of the forum
- Evaluation of the forum