

Finance Learning Forum Concept Note

23rd April 2015

At DIAKONIA Center (ICF/KSSA Building)

I. Introduction

As the longest established membership organization in Cambodia, the Cooperation Committee for Cambodia (CCC) has played 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 delivers its mission and mandate through a five-year program entitled “**Governance Hub Program (GHP)**” for 2011 - 2015, aiming at building a more cohesive, accountable, transparent NGO sector, contributing more effectively to the development of Cambodia. GHP focuses on three interconnected components: 1) Voluntary Certification Standards of Good Practice; 2) Capacity Development and Learning; and 3) Knowledge management, Advisory, Referral and Linkages.

Responding to its vision which is for a strong and capable civil society, cooperative and responsive to Cambodia’s development challenges, CCC offers a range of capacity development and 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.

One of many activities of the component 2 is to conduct various learning forums for CCC members such as Human Resource Management (HRM), Monitoring and Evaluation (M & E), Information Communication Technology (ICT) and Finance Management forum.

The Finance Learning Forum has established since 2009 and CCC has formed a dynamic working group and technical support from finance professionals and practitioners of CCC members. The overall objectives of finance 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 finance and 2) build a strong network among finance practitioners and professionals for ongoing learning on finance matters and issues related.*

To continuously respond to the needs of the NGO community for good practice within the NGOs, in 2015 CCC will host two full day Finance learning forums for member and nonmember organizations; in which the first forum will be conducted on **23 April 2015** and the second will be on 14 July 2015. The objectives, expected outcome, and agenda for the 1st Finance learning forum are as below:

Partnerships for Sustainable Development in Cambodia

II. Objectives of the forum

- To share and discuss on the auditor roles, responsibilities and benefits of internal audit and different audit functions.
- To explain the necessary knowledge and real experiences related to internal audits of participant's organization.
- To build up more networks and relationships among finance practitioners.

III. Expected outputs:

- Participants will have better understood about key contents of audit and its benefits for sound financial management.
- Participants will have better understood about the process of internal audit activities.
- Participants will have enhanced network of finance practitioners and professionals.

VI. Target Participants

This finance learning forum is offered to a maximum of 120 participants from CCC members and nonmember organizations who are finance practitioners and professionals. Each participant should be assigned by the senior management of their organization and committed to apply what has been learned from the forum to their organization. Participants from non-CCC member are welcomed but are subjected to pay attendance fee as stated in the CCC Policy on Capacity Development and Learning Services as a contribution to support the forum's logistic arrangement.

V. Detailed Agendas:

Time	Key Contents	Resource persons
07:30-08:00	Registration	Mrs. Sam Vaddthanak , Learning Officer
08:00-08:05	Welcome and Introduction of the forum objectives	
08:05-08:15	Opening remarks	Mr. Khorn Bunthong , Head of operation, CCC.
08:15-08:45	Session 1: Review learning points from previous finance learning forum	Mr. Try Sokha , Finance Specialist, CCC
08:45-09:15	Session 2: IA & Challenges at the Workplace	Mr. Ronald A. Donasco , FAIA, CPA Managing Partner, FDC
9:15-10:00	Session 3: IA and the Organization	Ms. Finn Payne , CPA, Financial Consultant
10:00-10:15	Coffee Break	
10:15-12:00	Session 4: IA & Internal Control	Mr. Ronald A. Donasco , FAIA, CPA Managing Partner, FDC
12:00-01:30	Lunch Break	
01:30-02:45	Session 5: IA & its activities	Ms. Finn Payne , CPA, Financial Consultant
02:45-03:00	Coffee Break	
03:00-04:25	Session 6: IA Response towards challenges at the Workplace & Question and Answer Session	Mr. Ronald A. Donasco & Ms. Finn Payne
04:25 - 04:35	Discussion by Table on the Next Topics and Forum	Mr. Lim Sokly , Learning Specialist, CCC
04:35-04:45	Conclusion and closing	Mr. Soeung Typo , Research and Learning Manager, CCC.

Note: CCC reserves the rights to change the agenda based on the availability of the speakers and time constraints.