

ICT Learning Forum

Concept Note

11 August 2015

At 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*. The objectives, expected outcome, and agenda for the 2nd ICT learning forum are as below:

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II. Objectives of the forum

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

III. 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.

VI. Target Participants

This ICT learning forum is offered to a maximum of 120 participants from CCC members and nonmember organizations who are communication and/or ICT 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 for their organization. Participants from non-CCC member are welcomed but are subjected to pay attendance fee **30\$** 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	CCC Team
08:00-08:10	Welcome and Introduction of the forum objectives	Ms. Sam Vaddthanak , Learning Officer, CCC
08:10-08:15	Welcoming & Opening remarks	Mr. Soeung Saroeun , Executive Director, CCC
08:15-08:45	<i>Session1: Review learning points from previous ICT learning forum:</i>	Mr. Eng Sophara , ICT Specialist, CCC
8:45-10:00	<i>Session 2: How to use Google to benefit at your workplace</i> 1)- Google.doc	Mr. Chan Nath , ICT Working Group Member of CCC and CEO, Aities Consulting.
10:00-10:15	Coffee Break	
10:15-11:00	2)- Google note and calendar. 3)- Practical exercise on how to use Google for workplace 4)- Q & A	
11:00-12:00	<i>Session 3: ICT 4-D for Monitoring and Evaluation</i>	Mr. Sokha Rum , technical project

	- Resource map-how to create form - Q & A	manager, InSTEDD iLab Southeast Asia
12:00-01:30	Lunch Break	
01:30-02:30	- How to make data collection and analysis on map - Q & A	Mr. Puth Chan Choth , ICT Working Group Member of CCC and ICT Manager of Plan International Cambodia.
02:30-02:45	Coffee Break	
02:45-03:45	- Real practice	
03:45-04:15	Discussion by Table on the Next Topics and Forum Evaluation	Mr. Lim Sokly , Learning Specialist, CCC
04:15-04:30	Conclusion and closing	Mr. Puth Chan Choth , ICT Working Group Member of CCC and ICT Manager of Plan International Cambodia.

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