

Concept Note of The 34th Human Resource Management Learning Forum On “Legal compliance on Employment Terms and Condition”

**31st May 2017, 8:am – 5:00pm, at *Diakonia Center (ICF/KSSA Building)*
#19-21, Street 330, Boeung Keng Kang III, Chamkamorn, Phnom Penh**

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.

Phase 3 of CCC's Governance Hub Program (GHP) for the five year period 2017-2021, the goal of CCC is for a “strong and capable civil society, cooperating and responsive to Cambodia's development challenges”. The GHP's program goals are 1) enhanced effectiveness and impact of civil society organizations (CSOs), and 2) improved enabling environment for CSOs. Responding to its goals 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 seven program strategies is the **Learning and Capacity Development** for CCC members and other interested CSOs. Among this program the learning forum on Human Resource Management (HRM), Monitoring and Evaluation (M & E), Information Communication Technology (ICT) and Finance Management forum is very importance to build the capacity of its members for better performance of their service delivery. To ensure the quality of the learning forum CCC has formed the Working Groups to provide inputs and advice for NGO learning community in Cambodia. The Working Group will play role as an oversight committee to provide strategic and technical support to NGO community to promote and improve their Human Resource Management, Monitoring and Evaluation, Information Communication Technology and financial management system within their organizations for effectiveness and efficiency development in NGO sector of Cambodia.

To keep responding to the needs of the NGO community; CCC had conducted the 33th HR Learning Forum on 23 September 2016 with the main topic is “**Performance Management**”. On the other hand, to strengthen the

capacity on NGO governance in Cambodia, the HR Working Group members decided to select the main topic which raised by NGO participants during the previous learning forum is ***“Legal compliance on Employment Terms and Condition” for the 34th HR Learning Forum in 2017.***

The 34th HR Learning Forum is designed for HR practitioners who come from members and non-members organizations of CCC. This event will be full-day conducted on 31st May 2017 at Diakonia center (ICF/KSSA) with specific objectives, expected outputs, and agenda as below:

III. Objectives of the HR Learning Forum

- To strengthen participant’s internal policy to comply with the relevant laws of Cambodia
- To promote the understanding of participants on the ***Legal compliance on Employment Terms and Condition***
- To create a learning and sharing environment and build a stronger network of HR practitioners among CSOs community.

IV. Expected outputs

- The participants will be aware more on the ***Legal compliance on Employment Terms and Condition***
- The participants will have better understanding related to Labor law in Cambodia (especially ***staff benefits related to the*** Labor law)
- Practitioner participants will have more chance to learn, share, and build up more relationship among people who have same interest from similar fields.

V. Target Participants

This HR learning forum is offered to a maximum of 80-100 participants from CCC members and non-members organizations who are HR practitioners and other interested NGOs. 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 to support the Learning Forum’s logistic arrangement.

VI. Detailed Agenda

Time	Key Contents	Resource persons
07:30-08:00	Registration	<ul style="list-style-type: none"> • Ms. Keo Mara, Learning Specialist, CCC
08:00-08:10	Welcome and Introduction of the forum objectives	<ul style="list-style-type: none"> • Ms. Keo Mara, Learning Specialist, CCC
08:10-08:25	Opening remarks	<ul style="list-style-type: none"> • Mr. Soeung Saroeun Executive Director, CCC
08:25-09:00	<u>Session1:</u> Review the learning points from the last HR learning forum in 2016	<ul style="list-style-type: none"> • Ms. Soeung Satya, • HR Specialist, CCC

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09:00-9:45	Session 2: Group Discussion on the real practical of participant on their internal policy.	<ul style="list-style-type: none"> • Mr. Yun Sokhann, Representative from CLEC • Ms. Keo Mara, Learning Specialist, CCC • All participants
9:45-10:00	Coffee Break	<ul style="list-style-type: none"> • All
10:00-11:00	Session 2 : Continue_ Presentation and sharing the results of each group. <ul style="list-style-type: none"> • Q&A 	<ul style="list-style-type: none"> • Mr. Yun Sokhann, Representative from CLEC • Ms. Keo Mara, Learning Specialist, CCC • All participants
11:00-12:00	Session 3 : Presentation of the staff benefit in Cambodia Labour law: <ul style="list-style-type: none"> • Legal compliance on Employment Terms and Conditions • Q&A 	<ul style="list-style-type: none"> • Mr. Yun Sokhann, Representative from CLEC
12:00-01:30	Lunch Break	All
01:30-02:30	Session 3 : Continue_ Presentation of the staff benefit in Cambodia Labour law: <ul style="list-style-type: none"> • Legal compliance on Employment Terms and Conditions • Q&A 	<ul style="list-style-type: none"> • Mr. Yun Sokhann, Representative from CLEC • All participants
2:30-3:45	Session 4 : Plenary sharing the real practical of participant on: <ul style="list-style-type: none"> • Employment Terms and Conditions 	<ul style="list-style-type: none"> • Mr. Yun Sokhann, Representative from CLEC • All participants
3:45-4:00	Coffee Break	All
4:00-4:15	Session 5 : <ul style="list-style-type: none"> • Discussion by Table on the Next Topics • Forum Evaluation 	<ul style="list-style-type: none"> • Ms. Keo Mara, Learning Specialist, CCC
4:15-4:40	Conclusion and Closing	<ul style="list-style-type: none"> • Mr. Khorn Bunthong, HOO, CCC

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