

Concept Note of The 28th Information Communication and Technology Learning Forum

“The Essential Tools for Virtual Work during Covid-19”

26 May 2021, 8:30 am – 12:00 pm

Virtual Platform through ZOOM

I. Introduction

To respond to the needs of CSO’s capacity development, the CCC had conducted virtual meeting with ICT Working Group members to share the last year’s achievement and the survey result as well as consultation about the topic for the ICT learning forum on May 26, 2021 during the outbreak of Covid-19 in Cambodia. As the result, **the Essential Tools for Virtual Work during Covid-19** is identified for ICT learning forum on 26th May 2021.

As the largest membership-based platform for Non-Governmental Organizations (NGOs) in Cambodia, the Cooperation Committee for Cambodia (CCC) has about 200 foreign and local NGOs as members and other provincial NGO networks in 15 provinces of Cambodia who are working in different development sectors.

II. Objectives of the Learning Forum

- To strengthen knowledge on the essential tools for virtual work during Covid-19
- To improve the virtual work during Covid-19
- To build up more network and relationship among ICT practitioners and professionals for ongoing learning on ICT and related issues through online.

III. Expected outputs

- Gain knowledge on the essential tools for virtual work during Covid-19
- Use the relevant essential tools for virtual work during Covid-19
- Change the attitude to improve their virtual work

IV. Participation and Fee:

The ICT Virtual Learning Forum is offered to the maximum of 80 participants from NGOs/Associations who are **ICT practitioners, professionals and project/program managers**. The spaces are prioritized to NGOs/Associations who are CCC’s members and the interested participants are required to have

a prior online registration so that CCC's staff will send the ZOOM ID and passcode to the registers through registered email address.

- Due to the space limitation, here are only one available space per NGOs who are CCC members.

VI. Detailed Agenda

Time	Key Contents	Resource persons
08:30-09:00	Open platform for online login	○ CCC Team
09:00-09:10	Introduction objectives and set ground rules	Mr. Sok Neng Do No Harm Specialist, CCC
09:10-09:20	Welcome and Opening Remarks	Mr. Nong Neat Norak Head of Communication and Business Development, CCC
09:20-9:50	Session 1: Presentation of Google Products: (Google Jam board, Google Drive, Google Doc, Google Site and Google Meet)	Speaker: Mr. Muon Chamnan, Freelance Consultant
9:50-10:10	Session 1: Cont. <ul style="list-style-type: none"> ○ Presentation Zoom Feature and Live Video 	Speaker: Mr. Tri Leng, Communication Manager Pact Cambodia and ICT-WG member
10:10-10:25	○ Presentation of Digital Security working from home	Mr. Chy Sophat, Barcamp Organizer and ICT WG member
10:25-10:30	Virtual Coffee Break	All
10:30-11:50	Session 2: Breakout Rooms for Practice <ul style="list-style-type: none"> - Room 1: Google Products - Room 2: Zoom Feature and Live Video 	Speakers <ul style="list-style-type: none"> - Mr. Muon Chamnan - Mr. Tri Leng
11:50-12:00	Closing the event	Mr. Thy Try Executive Director Open Development Cambodia and ICT WG member

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

Partnerships for Sustainable and Democratic Development in Cambodia