Concept Note
Voluntary Working Group Annual Reflection Workshop
Volunteerism in Solidarity and Inclusiveness for the Sustainable Development

5th December 2024
1:30pm – 5:00pm
Venue: NOVOTEL Hotel

I. Introduction

The Cooperation Committee for Cambodia (CCC) is the largest membership-based organization within Cambodia with around 200 members (Domestic and Foreign NGOs). CCC plays the important roles to monitor, coordinate and advocate to strengthen Civil Society Organizations (CSOs) by providing them with an improved enabling environment and democratic space. In order to achieve its main goal, CCC has three outcomes: 1)-Partnership and collaboration for advocacy and monitoring amongst different actors at the national and sub-national levels is improved; 2)-Voice and representative of CSO networks are strengthened; and; 3)-CSO resource hub at the national and sub-national levels is functional and responded to the needs of CSOs.

Throughout 2024, the voluntary working group members are tirelessly supporting CCC and CSOs in Cambodia, specifically NGO members of CCC. Based on the 2023 annual satisfaction survey, 100% of CCC's members is satisfied with the services provided by CCC.

CCC highly appreciates diversified contribution from its Voluntary Working Groups, and thus the achievements produced so far are counted as the collective accomplishment.

This is a great opportunity for CCC and its voluntary working groups to meet and reflect on their success. They can also discuss how their support should align with Vision 2030, GHP 2024-2028, and the operational plan for 2025. CCC, therefore, will organize a half-day workshop with all its voluntary working group on ***5 December 2024*** with the following objectives.

II. Objectives:

- To express thanksgiving and appreciation to the voluntary groups for their contributions and tireless supports to the services for CSOs in Cambodia
- To reflect on the CCC and voluntary working groups performance and ways forward in 2025
- To promote the spirit of voluntarism and solidarity among all working group members.

III. Expected outputs:

- CCC and its voluntary working groups jointly celebrated the achievements of the year;
- Key successes, challenges and lessons learned well documented and used for the future;
- Voluntary working groups in Cambodia are working together to strengthen communication and networking.

IV. Methodology

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A half-day reflection workshop will be conducted at **the NOVOTEL Hotel** using different approaches combining thematic topic including thanksgiving session, presentations, small group discussion and Q&A. Resource persons for the sessions are from CCC and voluntary working group members.

V. Target Audience

The reflection workshop is for all voluntary working group members, including:

1) Executive Committee of Cooperation Committee for Cambodia (Excom)
2) NGO Code Compliance Committee (NCCC)
3) Civil Society Fund (CSF)
4) Do No Harm (DNH)
5) Information Communication and Technology (ICT)
6) Financial Management (FM)
7) Human Resource Management (HRM)
8) Monitoring and Evaluation (M&E)
9) Taxation
10) Community Based Organization (CBO)
11) And Civil Peace Service (CPS)

VI. Detail Agenda:

Time (PM)	Key Contents	Resource persons
1:30-2:00	Registration	**CCC team**
2:00-2:15	National Anthem Introduction of the workshop objectives	**Master of Ceremony** **Ms. Sek Rathanak**
2:15-2:30	Opening remarks of the Annual Reflection Workshop	**Mr. Keng Bunchhoeuth** Chairperson of Excom and Country Director of ERIKS Development Partners
2:30-2:40	**Video show on:** ❖ Key achievements in 2024 (video)	**Mr. Chea Vibol** Head of Communications and Member Development, CCC
2:40-3:00	**Presentation:** ❖ Operational Plan 2025 Q & A	**Ms. Luy Theary** Head of Programs, CCC
3:00-3:30	**Group Discussion:** ❖ Briefing on key achievement and connection to challenges and lesson learns	**Mr. Chea Vibol** Head of Communications and Member Development, CCC

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Time (PM)	Key Contents	Resource persons
	❖ Solution and way forward for 2025 ❖ The Senior Management Team updates the previous key action points	
3:30-3:50	❖ Appreciation speech for the voluntary Groups ❖ Conclusion and closing ❖ Certificate for working group members.	**Ms. Sin Putheary,** Executive Director, CCC
3:50-4:00	❖ Group Photos	All
4:00-5:00	❖ Gala Dinner	All

Note: CCC reserves the rights to alter the agenda if needed. Photo shooting and recording will be applied during the events to post on the CCC Facebook page and website.

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