

ICT Learning Forum

Concept Note

27 February 2014

At ICF/KSSA Building

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 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.

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 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 continually respond to the needs of the NGO community for good practice within the NGOs, in 2014 CCC will host two full day ICT learning forums for member and nonmember organizations; in which the first forum will be **conducted on 27 February 2014** and the *second will be on 29 August 2014*. The objectives, expected outcome and agenda for the first ICT learning forum are as below:

Partnerships for Sustainable Development in Cambodia

II. Objectives of the forum

- Enhance understanding on ICT for development (ICT4D) for M&E by using form to produce report in cloud server.
- Illustrate and discuss on how to produce video clip by using hand phone.
- Share how to protect our privacy of smart phone and computer.
- Discuss among participants to expand their learning insight in the area of ICT.
- Build up more network and relationship among ICT practitioners and professionals for ongoing learning on ICT matters and related issues.

III. Expected outputs:

- Participants have better understood and deeply discussed on ICT for development (ICT4D) for M&E by using form to produce report in cloud server.
- Participants have widely understood about how to protect our privacy of smart phone and computer as well as how to produce video clip by using smart phone.
- 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 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	Ms. Sam Vaddthanak , Learning Officer
08:00-08:10	Welcome and Introduction of the forum objectives	Mr. Lim Sokly , Learning Specialist, CCC
08:10-08:15	Opening remarks Appreciation certificate awarding ceremony	Dr. Sok Thim , EXCOM Chair of CCC and Executive Director, CHC
08:15-08:30	<i>Session1: Review learning points from previous ICT learning forum:</i> <i>- What did you learn from previous forum?</i> <i>- What did you apply in your organization from the previous forum?</i> <i>- What were the key challenges to apply it?</i>	Mr. Eng Sophara , IT Officer, CCC

	- <i>What did you solve these challenges?</i>	
09:00-10:30	<p><u>Session 2: ICT for development (ICT4D) for M&E:</u></p> <ol style="list-style-type: none"> 1. Create AppEngine 2. Installing on AppEngine Cloud 3. Create and allow users in AppEngine 4. How to create form in Excel for ODK 5. How to convert xls to xml form 	Mr. Puth Chan Choth , ICT Manager of Plan International Cambodia.
10:30-10:45	Coffee Break	
10:45-12:00	<ol style="list-style-type: none"> 6. How to upload xml form to AppEngine Cloud 7. How to install configure ODK and enter data into smart phone (sample can be found here http://youtu.be/1pSs5R9Gzxl) 8. <i>Group work on analyzing, reporting and doing presentation.</i> 	Mr. Puth Chan Choth , ICT Manager of Plan International Cambodia.
12:00-01:30	Lunch Break	
01:30-03:30	<p><u>Session 3: Video Clip Making with Smart Phone:</u></p> <ul style="list-style-type: none"> - Video tools from LG and PlayStore - Basic usage and editing techniques - Group work on real 	<p>Mr. Kheng Vantha, Co-Founder, Biz Solution</p> <p>Mr. Chan Nath, President, CITA</p>
03:30-03:45	Coffee Break	
03:45-04:45	<p><u>Session 4: Basic Security and Privacy:</u></p> <ul style="list-style-type: none"> - Security issues on PC, Web, E-mail, and Mobile devices - Some recommendation for preventing and securing yourself - Q&A 	Mr. Kheng Vantha , Co-Founder, Biz Solution
04:45-05:00	Discussion by Table on the Next Topics and Forum Evaluation	Mr. Lim Sokly , Learning Specialist, CCC
05:00-05:05	Conclusion and closing	Mr. Soeung Typo , Research and Learning Manager, CCC.

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