![Cooperation Committee for Cambodia logo] គណៈកម្មាធិការ សហប្រតិបត្តិការដើម្បីកម្ពុជា
Cooperation Committee for Cambodia
Comité de Coopération Pour le Cambodge

Minute of
1st ICT Learning Forum

27 February, 2014, KSSA, 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 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.

This is the minute of the first ICT learning forum which was held on 27 February 2014 at KSSA building in Phnom Penh. The forum was attended by 81 participants (11 are Females) from 70 NGOs who are admin, communication, and ICT practitioners of CCC member organizations.The objectives and expected outcome, the forum are as below:

Objective 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.

Expected outcomes:

- 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.

II. SUMMARY OUTPUTS OF THE FORUM:

This 1st ICT learning forum was presided by Dr. Sok Thim, EXCOM Chair of CCC and Executive Director of CHC. He started with encouraging participant to integrate themselves into the new technology and system whereby highly required by the society. He hopes this forum will enable the participants to share with each other on both knowledge and experiences that they have earned for years. He also hopes that the participants will bring knowledge from today learning forum to improve their organization.

SESSION 1: Review learning points from previous ICT learning forum

Review session was facilitated by Mr. Eng Sophara, IT Officer CCC.

He reviewed on what the participants have learnt in the previous forum as below:

1. ODK to survey

2. Advance Facebook

3. Online Forum

He mentioned that today forum we will study for detail about ICT4D and make sure that it's applicable.

SESSION 2: ICT for development (ICT4D) for M&E

This session was facilitated by Mr. Puth Chan Choth, ICT Manager of Plan International Cambodia. Through this session the speaker wished to enhance understanding on ICT for development (ICT4D) for M&E by using form to produce report in cloud server.

His session was covered on the Create AppEngine, Installing on AppEngine Cloud, Create and allow users in AppEngine, How to create form in Excel for ODK, How to convert xls to xml form, How to

upload xml form to AppEngine Cloud, How to install configure ODK and enter data into smart phone and Group work on analyzing, reporting and doing presentation.

1. *Create Appengine:*

Go to site: Appengine.google.com (use to create website) => choose an account (Ex: plankmh.citm@gmail.com) => key in password and sign in => create application => (page: verify your account) key in phone number => verify => (page: create and application) key in Application Identifier (Ex: plankhmme => check availability => key in Application Title: (Ex: Plan Cambodia M and E) => tick I accept these terms => create application => (page: Application Registered successfully) dashboard => sign out.

Note: Phone number you have to use your active number because google will send code number to your mobile phone to verify your Appengine that you're successfully created. Application idetifier make sure that it's not overlap with others, it's like when we create google account.

2. Installing on AppEngine Cloud:

Start by installing Java => install ODK aggregate => run => next => I accept the agreement => next => select ODK aggregate that agreed => OK => next => => Google App engine => next => key in App engine name that we created (Ex: plankhmme) => next => key in gmail account that we created => next => key in application ID (Ex: plankhmme) => next => next (wait until the process of configuring ODK aggregate finish) => finish => key in e-mail and password => upload (wait for a while we will see the word success then we can close this page). If want to check whether the App engine cloud is work or not go to internet explorer => key in the word plankhmme.appspot.com => click here (when we access its website mean we are success in creating App engine cloud).

3. Create and allow users in App Engine:

Go to plankhmme.appspot.com/openid_login => sign in with google => select our name and key in password => sign in => site admin => key in add users (Ex: user01) => add => save change => change password => (key in the password) and change password => we can determine permission of user1 => save changes.

4. How to create form in Excel for ODK:

In ODK, we can create form in two ways, Bill and Excel. Te be easy, we will develop form in Excel as the process below:

We create 3 sheets:

1st sheet called Survey for user to key in simple data that we collect from survey.

2nd sheet called Choices is the condition in selecting quarter.

3rd sheet called Settings; it shows in our form as form title, form id, version and language intend to appear in open data kit.

5. How to convert xls to xml form:

After we finish creating form, we can save as the form in Excel 97-2013 => google chrome => key in open data kit.org/use/xlsform/ => choose file (Ex: CFC_Indicators that we just created) => submit => (Preview in enketo (to preview our form) and we can check whether both languages, Khmer and English, are working or not.) => download.

6. How to upload xml form to AppEngine Cloud

Go to plankhmme.appspot.com/Aggregate.html#submissions/filter/// => Form management => Add new form => choose file (form definition) => choose file (optional media file) and it must be form_logo.png => upload form = > then we will se the word Successful form upload.

7. How to install configure ODK and enter data into smart phone (sample can be found here http://youtu.be/1pSs5R9GzxI)

Start with connecting to Internet => play store => (search the word) ODK collect => ODK collect => install => accept => install successful => back to home to access our application => ODK collect => menu => general setting => URL (Ex: plankhmme.appspot.com) => OK => Username (Ex: user01) => OK => Password =>OK => back (ODK Collect > Main Manu) => get blank form (to select our form that we placed in google aggregate) => select on CFC Indicators => get selected => (if download result) success => OK => fill blank form (to key in data in our existing form) => CFC Indicators => (we can click on menu to change the language) => swipe to left land side => key in commune number => enter all data that you've received (or you can go to CFC Indicators) => When we finish (name of this form) you can add more => save form and exit => send finalized form.

8. Group work on analyzing, reporting and doing presentation.

The participants were divided into 4 group discussion as below:

1. Group Kravann
2. Group Hot Tea
3. Group 3G
4. Group HR Learning Development

Each group is assigned to practice by following each step. As a result of this practice, Mr. Chan Choth has admired the participant's commitment and assumed that all of them will be able to imply this technology into their own organization.

SESSION 3: Video Clip Making with Smart Phone

Video Clip making With Smart Phone was shared by Mr. Dara Saoyuth, Founder of Chenla Media and supported by Mr. Chan Nath, President, CiTA. This session the speaker aimed to Illustrate and discuss on how to produce video clip by using smart phone.

He commend his session by introducing some tips concern with how to get shots that help you tell your stories, what makes a smart phone so smart?, advantages of using smart phone, limitations of using smart phone, how to use smart phone as video recording device, hold your camera steady, ready to record, getting a better sound, tip on recording video, planning your shoot and some key terms that cameraman show know.

In addition to his slide presentation, he reminded that the scrip and scenario of the film show be written in advance. When we use smart phone to record video make sure that the microphone is not blocked or turned to wrong position where it cannot record the sound clearly. He advised to use tripod stand if possible, to hold the phone steadily to make sure that what we shoot does not shake. Film should be shot out door and daytime to make sure that the picture is clear. Better to use two or three cameras to shoot from different corner so that we can have different options of the scene.

SESSION 4: Basic Security and Privacy

This session was facilitated and shared by Mr. Kheng Vantha, Co-Founder, Biz Solution. The speaker, in this session, wanted to share participants how to set privacy for smart phone and computer

Mr. Vantha, started his session by sharing about the security on PC and security on Mobile. He also informed participant about the difference between smart phone and feature phone. He further shared about his own experience related to how to protect and keep the password more secure and the way we can share/send our password to our partner with high confidence. Below is the way to set your PC and Mobile more secure.

Security on PC:

- IP Address / ISP
- Browser (chrom or firefox) => Change or create master password to add more security.
    - Password Storing (remember)
    - HTTP vs HTTPs
- Email
- Antivirus & Firewall

Security on Mobile:

- Online
    - Browser
    - Email
    - Messaging (WhatsApp, Line, etc.)
        - Encryption?
        - Data Stored on their server?

- Device
    - Lock password
    - Encryption (all data on devices)
    - Location Access (GPS)

- *Table discussion to define topic for the next ICT learning forum*

Table discussion was facilitated by Mr. Lim Sokly, Learning Specialist, CCC. He asked for participants of each table to discuss to define only two topics that they wish to happen for the next ICT learning forum. Below are the topics raised by participants in the first ICT learning forum.

No.	Topics	Respondent
1	Networking (Set up)	1
2	Website Maintenance (High security maintenance)	1
3	New technology of Mobile (related to our work)	1
4	Hacker and protection on machine (protect server)	2
5	Tools / application to design video (Design and edit; premire pro)	3
6	Web on PHP & Joomla	1
7	E-mail server outlook (how to manage mail)	1
8	ICT4D for M&E	1
9	Security and Privacy (how to protect data in own computer, on the internet for WWW both PC and Smartphone)	4
10	How to use social media for NGOs	1
11	Website upload IT audit	1

- *Conclusion and closing remarks*

Conclusion and closing remarks was made by Mr Soeung Typo, Component II Manager, CCC.

He has shown his sincere thanks to honor guest speakers for sharing years of experience to the participants and he strongly hope they will continuously support CCC and its member more. To express our deeply thanks to the working group members for their supports and contribution valued times, CCC will issue appreciation certificate to those who has been involved with CCC working group for 2 years.

Moreover, he much thanked to EZECOM for sponsoring Wi-fi to our today learning forum and CCC's staff for high commitment to prepare good logistics arrangement to make this forum running smoothly.

Last but not least, he also admired participants for their willingness to learn and actively involved in group discussion to make this event livelier and successfully achieve its objective.

III. CONCLUSION:

The first ICT learning forum was conducted successfully with actively participated by all participants and professionally supported by our honor guest speakers.

As the consolidated result of evaluation form completed by the participants, most of them appraised as good on the process, venue, logistics providing, organizer, and duration of the forum.

78% of participant understood clearly about how to set basic security and privacy on their PC and mobile while 61% of them fast grasped the ICT4D for M&E follow by the 41% that emphasized about video clip making with smart phone. The participants also commited to apply what they have learnt from these 3 topics in their own organization with same ranking percentage. Yet they suggested having longer time for group discussion and installing internet with high speed.

All in all, this learning forum provided a great opportunity for ICT, administrator, and communication practitioners to build stronger network and share experiences and challenges of their daily operation. We, CCC, as an organizer are very proud of this fruitful result since all our objectives and expected ouputs set are met. Moreover, we commit to put more effort to improve and extend such good forum to serve as a pool of building more capacity together.
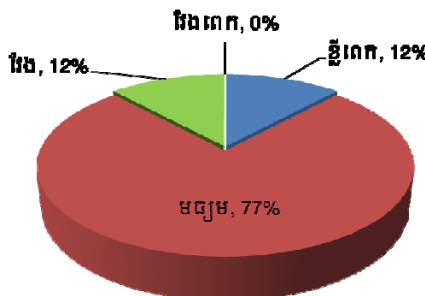
Annexes:

- Agenda of the forum

- Evaluation of the forum
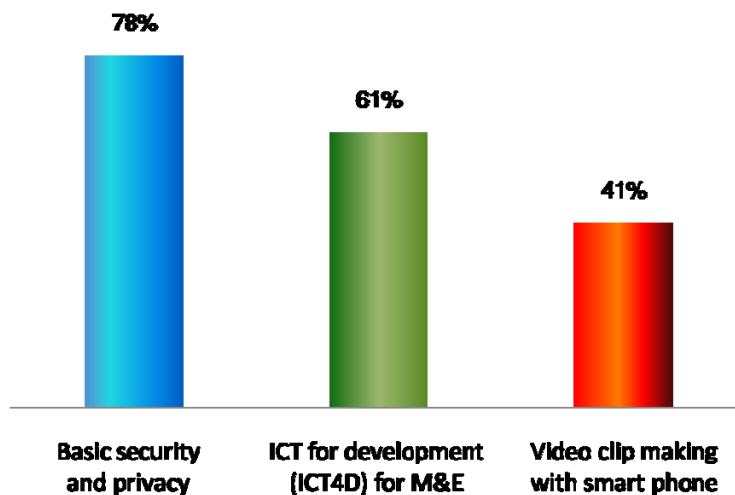
ការវាយតម្លៃវេទិការៀនសូត្រ
Learning Forum Evaluation

ICT Learning Forum
ថ្ងៃទី ២៧ខែកុម្ភៈ ឆ្នាំ ២០១៥

1. **តើអ្នកយល់យ៉ាងដូចម្ដេចចំពោះចំនុចខាងក្រោម?សូម ✓**

	មិនល្អ	មធ្យម	ល្អ	ល្អណាស់	
ដំណើរការ/ Process	0%	9%	86%	5%	**(N=44)**
ទីកន្លែង /Venue	0%	5%	81%	14%	**(N=43)**
ការផ្ដល់ជូនផ្នែកភស្តុភា /Logistics providing	0%	28%	63%	9%	**(N=43)**
អ្នករៀបចំ /Organizer	0%	7%	86%	7%	**(N=42)**

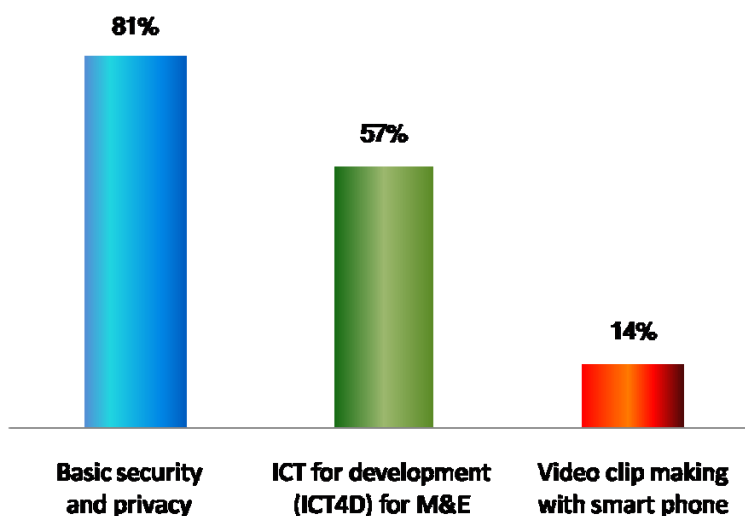រយៈពេល / Duration **(N=43)**

2. **តើចំនុចណាខ្លះដែលអ្នកបានរៀនហើយយល់ច្បាស់?**

What point do you clearly understand? **(N=41)**

3. តើចំនុចអ្វីខ្លះដែលអ្នកនឹងយកទៅអនុវត្តក្នុងអង្គការរបស់អ្នក? (សូមបង្ហាញចំនុចជាក់លាក់)

What are you going to do in your organization from this training? (Please give specific point) (N=42)

81%

57%

14%

Basic security and privacy

ICT for development (ICT4D) for M&E

Video clip making with smart phone

4. តើចំនុចណាខ្លះដែលគិតថាវគ្គបណ្តុះបណ្តាលនេះគួរធ្វើការកែលំអ? **What aspects of this training do you think need to be improved? (N=30)**	ចំនួនចម្លើយ (Total=35)
Do more practice rather than telling theory	7
Should think about time management (Allocate more time in each session, practice, follow agenda)	6
Internet should be faster	4
One day is not enough, so should spent 2 or 3 days of forum	3
There would be new technology and preparation before forum starting	2
Should provide enough materials	2
Well participants (not messy)	1
Clear in division group discussion	1
Not match with the topic	1
Should specific topic in ICT session	1
Please send information to participants once the event is coming	1
Please have both English and Khmer text	1
Practical individual should be apply in order to ensure the quality	1
Prepare sound computer	1
Guest speaker should check reference from members before selecting	1
Should more detail on topic	1
Should not use phone to create video	1

5. យោបល់ផ្សេងៗ /Any other comments? (N=18)	ចំនួនចម្លើយ (Total=18)
Should spent 2 or 3 days of forum	2
Share more experiences from other speaker is the best practice	1
Should have basic course on ICT for the participants who participate at the second times in the forum	1
Should have stable internet connection	1
We need more practice if possible	1
Should select ICT skillful participants	1
Should do assessment whether the candidates apply lesson in the NGOs or company	1
Should add more topics related to useful technology for NGO	1
Thank CCC for conducting this forum	1
CCC should conduct more about technology such as privacy and PC security If possible	1
Thanks for coordinator and presenters	1
Do more practical rather than telling theory	1
Internet should be more strong	1
Request Epi-Info for more development M&E tool	1
Should share the information on new forum	1
Please provide more forum and more clearly on making video or slide for participants	1
Provide more time on each session and practice	1