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| FOR LETTER H |  | IRRIGATION SERVICE CENTRE KOMPONG THOM |





Project implemented by and financed by

**Minutes of the 8th project management meeting**

Expected attendance: Sophak, Sophanna, Antoine, Kanhnha

Venue: ISC office, Kompong Thom

24 June 2011

8:30 to 12:00

1. HR issues:

* Sophak will interview some ITC student next week for the position of technical assistant.
* We have to extend the CEDAC – GRET agreement for Sophak position from end of June up to end of this year.
* All staff, except two on probation, will have to sign new contract with GRET to update their salary level and their end of contract date if needed. We extend all existing contract up to end of this year.

1. ISC institutionalization:

* Results & minutes of the workshop

The ISC team will write a report about all decisions proposed during the workshop in order to provide a feed-back to people who could not participate.

* Advisory committee role and organization

The participants of the workshop have agreed at unanimity to set up an advisory committee even though it was made facultative in our propositions.

What could be the AC role?

* Advise the Management Board and the Team about the ISC strategy and activity program
* Provide advices on technical and financial matters
* Promote ISC approaches towards other stakeholders
* Facilitate partnership building
* Help linkage with government agencies

The AC should meet at least once a year. The members of AC will be all technical, institutional and financial partners of the ISC, those who have signed partnership, funding or contractual agreement. In particular, it is expected at first that GRET, AFD as a donor and some government agencies involved in support to FWUC will participate to this AC. Other partners could be invited according to future partnerships.

* Statutes writing & fix a date for the first General Assembly

Antoine and Sophak will update the draft statutes in English according to the decisions taken during the workshop. Two documents should be prepared: the statutes and the by laws and regulations. They will submit a new draft for mid-July. Comments and modifications will be accepted up to end of July.

Early August, the ISC team will work on the statutes translation in Khmer which should be ready for review around 20th of August. Corrections and comments will be included up to the 10th of September to communicate the final version before the first General Assembly to be held the last week of September.

Comments on the legal form of the ISC statutes could be provided by MoI during the registration process after the GA.

1. Presentation of the service implementation progress up to June 2011:
   * Service to Stung Chinit East

Construction launched and stopped by the rain. The contractor abandoned the field. We canceled his contract and we need to find another contractor. Need approval from EU on the procedures to follow.

Land compensation not yet done.

* + Service to Teuk Chha

New MoU on financial budget support already approved with FWUC and FWUG.

New service contract for FWUG support and previous contract payment agreed during the village assemblies.

New service contract for FWUC waiting the result of the 1st contract payment; the communes request our team to accompany them to the province for requesting payment.

Services to be provided: financial management, operation & maintenance, creation of a Reservoir Coordination Committee.

The 15% payment for construction guarantee need to be transferred to the FWUG account and then on a fix term account with one ISC staff signature. The commune and FWUC have to write a request letter to ASIrri – GRET.

* + Service to Pram Kumpheak

Still require some corrections to finalize the database and the second service contract.

A MoU for budget support should be negotiated as soon as possible to support operation during this season and ISF collection.

* + Service to Stung Chinit North

Emergency maintenance is going on. A MoU for funding around 8000 USD should be prepared and signed as soon as possible between ASIrri and FWUC.

A service contract for the director should be prepared between ISC and FWUC.

Mowram has replied that no subsidy would be available for this year. Em Bunthoeun is in charge. Reply was given by phone. The FWUC will send its report and request directly to the minister, hoping at least for an answer for next year, but there is very little chance. The FWUC don’t want to collect ISF beginning of next year if this money is insufficient for functioning. Then, there is no other solution, but to discuss an increase of the ISF with the farmers.

* + Service to Sdao Kong

Two service contracts signed:

* Financial Management for season 11, 1 million riels
* Database and ISF collection for season 11, 5% of total ISF collected.

1. ASIrri program for the next six months

The program is given in Annex 1.

1. Farmer & Water Net

The committee will meet end of July. They should discuss about

* their logo according to proposals, sign their statutes to prepare an official edition.
* Their plan for next year, what are the priorities, budget needed.
* Main issues to discuss within FWN such as funding FWUC budget, maintenance fund
* Program for the next exchange visit in Prey Nup early October

The FWN should send its statutes to Mowram minister and ask to meet him directly to present the Association and its purpose.

CEDAC could look for financial support to FWN for next year 5 to 10,000$ per year?

Sophak shall contact World Vision who has shown interest in this activity during their first GA.

1. Capitalizations, CEDAC support, IRAM mission

The writing of five service manuals are planned with Cedac support (see Annex1 point 4 below). Need to prepare ToR and sign for this support.

Christophe Rigourd, IRAM, could make a mission to support the creation of these manuals: design, structures… He should come when at least one example could be ready. Proposed dates: 18-22 July.

1. End of project workshop organization

The workshop should be organized end of November, early December latest.

The subject could be: *“Building technical and funding partnerships to support FWUC”*

Half day: FWUC and FWN would discuss the issue of funding their activities, financial management and prepare propositions to be discussed the next day with other stakeholders.

Half day morning

Official speech by Mowram

4 presentations with translation:

* CAVAC strategy to support FWUC
* MOWRAM – ADB WRSDP strategy to support FWUC (Jean-Marie Brun?)
* ISC results and future strategy to support FWUC
* FWUC evaluation methodology by ISC

Half day afternoon: round table about supporting FWUC budget and financial management

One presentation about ISC financial methodology

One presentation about FWUC discussions during the previous day

1. Plan for ISC in 2012 and funding opportunities

See Annex 2 for financial perspectives

The ASIrri project received agreement for a no cost extension up to end of June 2012. The budget left for the Cambodian component is insufficient to maintain our activity, but we could consider reducing our level of expenses to fund some minimal activities during this period.

For the first six months, ISC could claim some financial support to AFD Cambodia to maintain activities. Including a support mission by Patricia?

Starting in July 2012, funding from AFD-DPO (see LF proposal below)

To be able to catch ADB WRSDP funding, ISC must convince Mowram about his activities and Ausaid who fund the capacity building component.

ISC should organize a presentation of the project results to HE Veng Sakhon and Lim Pouy. Lim Pouy is in charge of the relationships between AFD and Mowram.

We should try to meet as well with AusAid, Bred Ballard or who else? What is the contact of Sophanna?

We need also to strengthen the relation with the FWUC department, may be through the presentation and discussion of our evaluation methodology.

1. Logical framework for AFD-DPO proposal

LF prepared by Patricia, printed version provided.

* Open an ISC extension in a new province according to opportunities (Takeo or Battambang?)
* Increase the FWN number of members by at least 20-25.
* Focus our support on FWN members, NWISP FWUC

1. Other points:

CEDAC not yet paid ISC for the JICA contract in Mundolkiri. Please solve this before presenting CEDAC bill for April-June to GRET.

Two project evaluation planned:

* EU-FF on September 2011
* ASIrri in December 2011

1. Fix the date for the next meeting

Combine the management committee meeting with the exchange visit in Prey Nup early October.

# Annex 1: Program for ISC team before the end of the project

1. SCE

* Canal construction before end of September
* Land compensation

1. ISC institutionalization:

* Draft statutes writing
* Workshop in June
* GA in September
* Statutes legal review?
* Registration to MOI
* Own accounting and financial procedures
* Strategy for 2012-13 (budget for 6 months (AFD Cambodia), other funding, ADB, etc.)

1. FWN:

* Institutionalization: GA & election in May, registration to MOI, Presentation to Mowram
* Logo, edition and print the statutes,
* Strategy for future years, budget, new members
* Main policy issues to consider
* Exchange visit early October to Prey Nup

1. Service manual books:

* CEDAC support mission for 5 manual books about:
  1. Contracting services (end of October)
  2. FWUC organization / institutional building (up to first election) (end of June)
  3. ISF collection (preparation, invoice edition) and rice plot database creation (end of July)
  4. FWUC financial management and budget (end of August)
  5. FWUC general management (meeting organization) (after first election) (end of September)
  6. FWUC evaluation process (by Sokkhim) (end of October)
* Christophe Rigourd mission, when? 18-22 July or October…

1. Final workshop in Cambodia
2. Final workshop in France in March 2012?
3. Finalize service contracts:
   1. SCN: Subsidy for maintenance and new accounting system on Excel
   2. 5KPH: database, water management and ISF collection
   3. Sdao Kong: financial management, database and ISF collection
   4. Teuk Chha: water management, small maintenance and improvement, Reservoir Management Committee, ISF collection?
   5. Prey Nup: audit / new accounting?
4. Possible missions:
   1. Hydraulic expert, Paticia look for a contact in Laos
   2. NCDD expert
5. External evaluation

In September for EU-FF

In December for ASIrri

Question in our project proposal which is not included:

* Produce technical economic references?

The existing budgets prepared for 5 FWUC we are working with could bring some figure to this question. Should it be included to the manual on financial management.

# Annex 2: Financial support perspectives:

1. Short term (6 first months):

* Fisong (budget left over)
* AFD TA for Mowram (~40,000$)
* Own ISC funds

1. Possible sources for local contracts (mid-2012)

* ADB - WRMSDP (ADB) through Mowram
* ADB - Tonle Sap Lowland Program through communes?
* AusAid or CAVAC, contact Bred Ballard?
* HARVEST program Usaid, contact with Sophak
* UNDP GEF SGP (50,000$ / max.2 years) (50% cofunding)
* World Vision? Contact with Sophak
* CCCA, climate change, RFP next year
* GIZ Kompong Thom agriculture pgm, contact? Fund through the districts
* Spanish cooperation (starting) ?
* Sweden Embassy ?
* WB – GFSP 39 million$ for Cambodia?

1. International contracts

* EU Non State Actor call for proposal in rural development call for proposal in October 2011?
* AFD – DPO (50% cofunding including 10% private funding) (~360,000$ for 3 years)
* Fondation Ensemble (when new RFP?)