

Cambodia Climate Change Alliance – Phase 3

Training Workshop on the CCCA Grant Implementation Guidelines

Himawari Hotel, 28th October 2020

Agenda

Time	Subject	Presenter/facilitator
08.00 - 08:30	Registration	Admin Team
08:30 – 08:35	National Anthem	All
08:35 - 08:45	Opening Remarks	Dr. Hak Mao, Director, DCC and Project Manager, CCCA
08:45 - 09:15	Presentation on Grant Implementation Guidelines: Progress Reporting Requirement <i>(30 minutes followed by Q&A)</i>	Mr. Sey Peou, M&E Officer, CCCA
09:15 - 09:45	Presentation on Grant Implementation Guidelines: Financial Reporting requirement and disbursement requests <i>(30 minutes followed by Q&A)</i>	Mr. Lim Veng, Financial Management Officer, CCCA
09:45 - 10:00	<i>Coffee break</i>	
10:00 - 11:00	Roles of the General Secretariat of the National Council for Sustainable Development (GSSD): <ul style="list-style-type: none"> - Monitoring, and Evaluation and Grievance Mechanism - Audit and spot check - Requests for revisions <i>Followed by Q/A</i>	Mr. Sey Peou Mr. Lim Veng
11:00 - 11:30	Presentation on Grant Implementation Guidelines: <ul style="list-style-type: none"> - Communication and visibility requirements <i>Followed by Q/A</i>	Mr. Sey Peou
11:30 - 12:00	<ul style="list-style-type: none"> - Human Resources Procedures - Procurement Procedures <i>2 segments, each followed by Q/A</i>	Mr. Lim Veng

12:00 - 13:30	<i>Lunch</i>	
13:30 - 15:30	<p>Presentation on Grant Implementation Guidelines:</p> <ul style="list-style-type: none"> - Financial report spreadsheet and practice - Vouchers to be used - How to enter transaction into the spreadsheet - How to produce and read the report - Bank and cash reconciliation <p><i>Presentations and practice, followed by Q/A</i></p>	Mr. Lim Veng
15:30 - 15:45	<i>Coffee break</i>	
15:45 - 16:30	<ul style="list-style-type: none"> - Advance register - Contract register - Fixed asset register - Filing system <p><i>Presentations and practice, followed by Q/A</i></p>	Mr. Lim Veng
16:30 - 16:45	Final Q&A	Mr. Julien Chevillard, Chief Technical Adviser, CCCA/UNDP
16:45 - 17:00	Closing remarks	Dr. Hak Mao