

Concept Note

Training Workshop on the CCCA3 Grant Implementation Guidelines

Tuesday, 13 July 2021

Background

The Cambodia Climate Change Alliance Programme - Phase 3 (CCCA3) launched an innovation grant facility round 2 on 27 October 2020 which aims to provide support to government's ministries, academia, research institution, NGOs and private sector associations to develop innovative and catalytic climate change projects through a competitive process. Five proposals selected under the CCCA3 innovation grant facility (Round 2) have been approved by the CCCA3 programme executive board. The Letters of Agreement were signed and the first disbursement has been transferred to the grantees for their implementation.

Objective of the Workshop

The overall objective of the workshop is to train the CCCA3 grantees round2 on the grant implementation guidelines of the CCCA3-GSSD and also refresher training to CCCA3 grantees innovation grant round1, line ministries and partner's universities which was funded under the CCCA3 grants. The sessions will provide training on the CCCA3 reporting requirements, financial management, procurement procedures, human resource management (including disbursement mechanism and budget/project revision), communication and visibility, and monitoring, evaluation and learning.

Proposed Venue and Date:

Virtual Training on 13 July 2021 (Morning)

Zoom event: <https://bit.ly/3k8I9rA>
Meeting ID: 846 1528 3354
Passcode: 121429

Participants:

There will be approximately 49 participants. Each grantee under the innovation grant facility round1 and round2, line ministries, partners' universities, Department of Climate Change and CCCA3.

- 03 participants from each recipients of innovation grants round2 (5 grantees x 3p) = 15
- 2 participants from innovations grants round1 (6 grantees x 2p) = 12
- 2 participants from line ministries (5 grantees x 2p) =10
- 2 participants from universities (3 grantees x 2p) =06
- 10 from the DCC/CCCA3

Agenda

Time	Subject	Presenter/facilitator
08:30 - 08:45	Opening Remarks	Dr. Hak Mao Director of Department of Climate Change and Programme Manager of the CCCA3
08:45 - 09:15	Presentation on Grant Implementation Guidelines: <ul style="list-style-type: none"> - Progress Reporting Requirement - Monitoring, and Evaluation and Grievance Mechanism <i>(30 minutes followed by Q&A)</i>	Mr. Sey Peou M&E Officer of the CCCA3
09:15 - 09:45	Presentation on Grant Implementation Guidelines: <ul style="list-style-type: none"> - Financial Reporting requirement and disbursement requests - Audit and spot check - Requests for revisions <i>(30 minutes followed by Q&A)</i>	Mr. Lim Veng Financial Management Officer of the CCCA3
09:45 - 10:00	Communication and visibility requirements	Mr. Sem Savuth Knowledge Management Officer of the CCCA3
10:00 - 11:45	<ul style="list-style-type: none"> - Human Resources Procedures - Procurement Procedures - Vouchers to be used - Financial report spreadsheet - How to enter transaction into the spreadsheet - How to produce and read the report - Bank and cash reconciliation - Advance register - Contract register - Fixed asset register - Filing system 	Mr. Lim Veng
11:45 - 12:00	Final Q&A	Julien Chevillard Chief Technical Adviser of the CCCA3/UNDP
	Closing Remark	Dr. Hak Mao

Note: Working language will be Khmer and English.



Link & QR code of the Zoom event:

<https://bit.ly/3k8I9rA>

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Other Administrative Arrangements:

For any queries regarding logistical arrangements, please contact:

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