

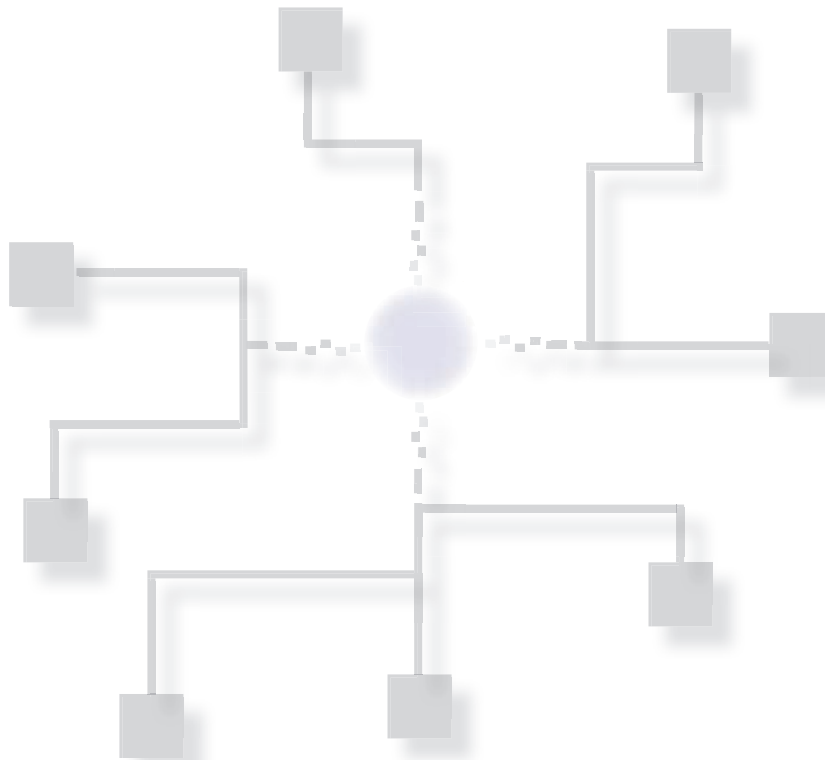
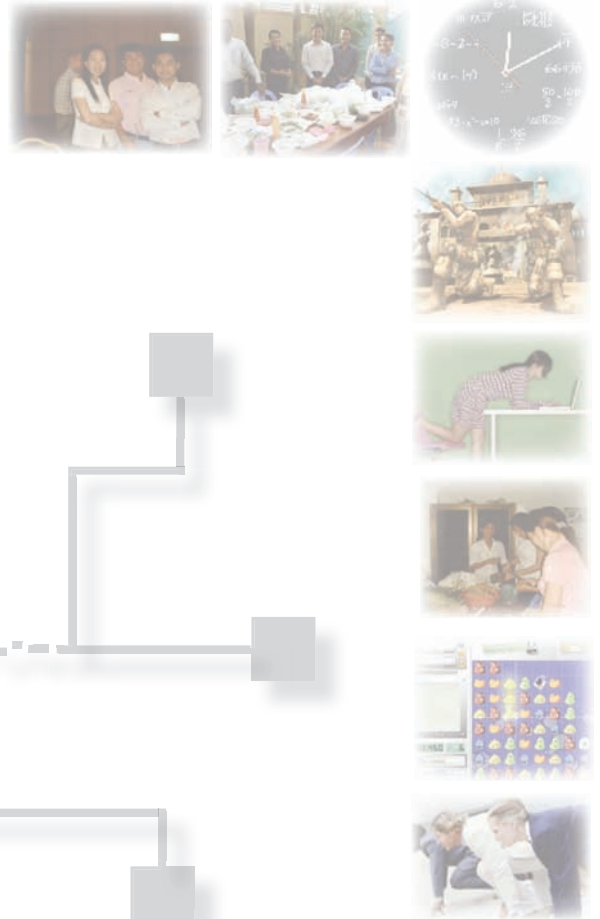


HIV/AIDS COORDINATING COMMITTEE

NETWORK OF NGOS WORKING ON HIV/AIDS

TRANSITIONAL PERIOD REPORT

ACR/CR ♦ ADD ♦ AFD ♦
 AFH ♦ AIDeTouS ♦
 APHEDA ♦ ARM ♦ AS ♦
 AUA ♦ BFD ♦
 BWAP ♦ CARAM ♦
 CARE ♦ CARITAS ♦
 CCASVA ♦ CCD ♦
 CCWD ♦ CDRCP ♦
 CHEC ♦ CHEMS ♦
 CLA ♦ COHD ♦ CORE ♦
 CPR ♦ CRC ♦ CRS ♦
 CSCN ♦ CSCS ♦
 CSDA ♦ CIYA ♦ CVD ♦
 CWDA ♦ CWPD ♦
 DO ♦ DYM ♦ BEC ♦
 ESTHER ♦ FAP ♦
 FHI ♦ FRC ♦
 Generous ♦ HAGAR ♦
 HAI ♦ HCC ♦ HIF ♦
 HOF ♦ HOPE ♦
 HPHAO ♦ PWHO ♦
 ICC ♦ IDA ♦ ILDO ♦ IRD ♦
 INTHANOU ♦
 KBA ♦ KDFO ♦
 KHANA ♦ KHEMARA ♦
 KNKS ♦ KOSHER ♦
 KT ♦ KWCD ♦
 KWWA ♦ KYSD ♦
 LWF ♦ Maryknoll ♦
 MHC ♦ MODE ♦
 MS ♦ MSC ♦
 MSF/B ♦ MSF/F ♦
 NAMB ♦ NAPA ♦
 PWHO ♦ NAS ♦
 PKKO ♦ Nyemo ♦
 PACT ♦ PC ♦ PNKS ♦
 PSAD ♦ PSF ♦ PSI ♦
 RACHA ♦ RACHANA ♦
 REDA ♦ RHAC ♦
 SCA ♦ SCC ♦ SEAD ♦
 SEADO ♦ SFODA ♦
 SHARE ♦ SHCH ♦
 SIT ♦ SP ♦ TASK ♦
 UPWD ♦ USG ♦ VC ♦
 WDA ♦ WE/C ♦
 WOMEN ♦ WOSO ♦
 WRC ♦ WVC ♦ YCC ♦



December 01, 2008-February 28, 2009 |||



ACRONYM

ACTWG	Advocacy and Campaign Technical Working Group
APCASO	Asia Pacific Council of AIDS Service Organization
AusAID	Australian Agency for International Development
CAFOD	Catholic Agency for Oversea Development
CBO	Community Based Organization
CCODP	Canadian Catholic Organization for Development and Peace
CCM	Country Coordination Mechanism
CCC	Cooperation Committee for Cambodia
CHEMS	Cambodia Health Education Media Service
CHRAC	Cambodian Human Right Action Committee
CoC	Continuum of Care
EC	European Commission
EJAF	Elton Jonh AIDS Foundation
FHI	Family Health International
GA	General Assembly
GFATM	The Global Fund to Fight AIDS, Tuberculosis, and Malaria
HACC	HIV/AIDS Coordinating Committee
HSS	Health Sentinel Surveillance
HSS	Health System Strengthening
HDN	Health Development Network
IEC	Information Education and Communication
KC	Key Correspondent
KHANA	Khmer HIV/AIDS NOGs Alliance
MAC	Malaysia AIDS Council
MARMs	Most At-Risk Populations
M&E	Monitoring & Evaluation
MoEYS	Ministry of Education Youth and Sport
MoI	Ministry of Interior
MSM	Men who have Sex with Men
NAA	National AIDS Authority
NASA	National AIDS Spending Assessment
NGO	Non-Governmental Organization
OVC	Orphan Vulnerable Children
PLHIV	People Living with HIV
SC	Steering Committee
SMS	Short Message Service
SP	Strategic Plan
SSR	Sub-Sub Recipient
STICS	Strengthening Strategic Information from Civil Society to promote Universal Access
TB	Tuberculosis
TWG	Technical Working Group
ToR	Term of Reference
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNOHCR	United Nation Office of the High Commissioner for Human Right

I. INTRODUCTION

Aims in establishing HIV/AIDS Coordinating Committee (HACC) are to play the significant role in coordination within approximately 200 NGOs/CBOs working on HIV/AIDS in Cambodia. Since started in 1992 HACC has mobilized almost 120 local and International NGOs working on HIV/AIDS, Health and Social related issues to join this network, and now HACC has become a strong, nationally recognized network in the sector of HIV/AIDS, and Health in Cambodia.

As the Civil Society Network HACC plays significant roles in building solidarity, sustainability, social capital, and especially, a strong and effective NGO network, providing regular and useful information sharing (Civil Society Information Resources Center) through electronic forum (E-Forum), Civil Society Library, key correspondences (KC), Technical Working Groups (TWGs), Membership Platform etc. Moreover, HACC has also plays the strategic roles in researching, collecting and analyzing the difficulties, needs, concerns and challenges of marginalized people, most at risk groups, abandoned people and PLHAs to make program/project plan in the effective responses as well as advocacy;

Recently HACC is facing its own institution management crisis caused by the conflict between the secretariat and steering committee (SC), this crisis strongly affects the reputation of HACC and moreover HACC cannot play the significant roles in bringing the benefit to its members. To solve this crisis, the funding development partners have stepped into and decided to hold on funding and minimize activities for HACC until the problem is solved.

In response, the funding development partners agreed to establish a reference group for maintaining the relationship between both party, SC and secretariat and tried to identify the root causes of the problem and facilitate among reference group to bring all issue to the discussion in the meeting in a peaceful manner and find out good solutions to bring the benefit to all parties, especially, in the purposes of strengthening and building reputation and organizational capacity of HACC. As a result, reference group decided to appoint two people from secretariat to be responsible for program management and admin & finance, and both focal points are responsible for developing work-plan and budget plan within the transitional period which covers the hold period that can solve all problem. Under the technical and financial support from the funding development partners during the transitional period, HACC planned to recruit a Freelance consultant to conduct assignment on reviewing HACC current by-law and organizing general assembly (GA) with all HACC members to amend the existing by-law.

This report represents activities that have been achieved for the transitional period of December 2008 to February 2009.

II. TRANSITIONAL PERIOD WORK-PLAN

- Organize World AIDS Day
- Develop HACC annual report 2008
- Develop request letter for amendment by-law to SC
- Develop transitional period work-plan and budget plan
- Develop ToR for two focal points (Program Management and Admin & Finance)
- Develop ToR for consultant to review by-law
- Recruit independent consultant to review HACC by-law, ToR and structure

- Assist consultant in reviewing HACC by-law, ToR and structure
- Assist consultant in organizing meeting with members & stakeholders
- Develop invitation letter to invite all HACC's members for the upcoming general assembly (GA)
- Assist SC in distributing invitation letter and confirming participation
- Assist consultant in organizing HACC general assembly (GA)
- Conduct monthly staff meeting
- Organize annual project/program review or re-planning
- Develop proposal to existing and/or new funding agencies for supporting HACC operation
- Attend any meetings, workshop invited by concerned institutions

III. KEY ACCIEVEMENTS Vs WORK-PLAN

❖ Organize World AIDS Day

- 01 December, 2008 HACC in collaboration with the National AIDS Authority (NAA) organized 13th World AIDS Day campaign at Samdach Hun Sen Park under the theme “**Stop AIDS, Keep the Promise**”. This campaign was aimed at providing HIV/AIDS awareness to the public audiences, drawing attention to all policy makers to do comment on AIDS and to mobilize community in response to AIDS with the free of stigmatization and discrimination. There were approximately 4000 participants who has participated in this event, including the representatives from GO, NGOs, infected and affected community and students. The World AIDS Day campaign for this year consisted of several activities such as parade, exhibition, opening ceremony, youth debate and SMS send to target audiences with education message focused on HIV/AIDS.
- The regional 3 of HACC which is located in Sihanouk Ville, where and which plays a critical role in coordinating all NGO members and non-members working on HIV/AIDS and health related issues also organized the World AIDS Day Campaign on December 04, 2008 in close collaboration with Provincial Health Department and relevant stakeholders. There were about 452 participants, including People Living with HIV (PLHIV), OVC and Most-At-Risk Population (MARPs). Budget spent on this event was mobilized from NGO members and relevant stakeholders in Sihanouk Ville.

❖ Develop HACC annual report 2008

The annual report of HACC for the year 2008 is being developed and will be ready soon.

❖ Develop request letter for by-law amendment to steering committee (SC)

Based on the current by-law of HACC, the by-law can be amended following request of two thirds of secretariat staff. Due to the challenges in implementing activities of secretariat caused by unclear roles and responsibilities between SC and secretariat, the letter requested for by-law amendment dated November 24, 2008 was developed with thump printed of all HACC secretariat staff and sent to SC and NGO/CBO for agreeing on amendment by-law.

❖ Develop transitional period work-plan and budget plan

HACC management team has conducted several meetings within its own institution to discuss the development of the transitional period work and budget plan. As a result, three- month work-plan and budget plan were developed and sent to HACC's SC and reference group for approval. The work-plan and budget plan of transitional period just indicated the minimum activities of activities of HACC secretariat such as sharing information, attending meetings with relevant stakeholders, and some activities for preparing to amend the by-law and organizing general assembly (GA), as well as expanding administration.

❖ Develop ToR for two focal points (Program Management and Admin & Finance)

After deciding to have two people from HACC secretariat to represent during the transitional period, HACC management team has conducted a meeting to develop ToR. As a result, ToR of

transitional period focal persons who are responsible for program and admin & Finance was developed and sent to reference group and steering committee members for comments and approval.

- ❖ **Develop ToR for consultant to review by-law**
This activity was accomplished (**Annex 5**)
- ❖ **Recruit independent consultant to review by-law, Senior Position's ToR and Structure**
The announcement has been posted and shared through electronic forum to all HACC members and relevant stakeholders by reference group. As a result, we received 12 applicants who were interested in the assignment, but as the concept we just plan to recruit only one international freelance consultant. SC, Reference Group and transitional period focal point will organize the consultation meeting to screen the profile of all applicants and make the final decision. As the resulted of the meeting among SC, RG, and transitional period focal points Mr. Chrishtoper Ward has been recruited to work as consultant for reviewing by-law of HACC, consultant will be under the management of SC and reference group with administration support from secretariat staff – the contract of consultant will be signed by steering committee – Chrishtoper Ward will start his assignment on February 23, 2009 and will finish at February 10, 2009.
- ❖ **Assist consultant in reviewing by-law, Senior Position's ToR, and Structure**
Two focal person of HACC secretariat staff Mr. Tim Vora and Ms. Houn Chanpho has been assisting to freelance consultant to review HACC existing by-law by assisted to contact key stakeholders, NGO/CBO members as the key informants' interviews and assist in logistic arrangement for organizing the consultation meeting with NGO/CBO members and stakeholders.
- ❖ **Develop invitation letter to invite all HACC members to participate in General Assembly (GA)**
This activity has not been accomplished while HACC is waiting until consultant has been recruited and by-law, senior staff's ToR, and Structure have been reviewed. This activity will be postponed to next month.
- ❖ **Assist SC to distribute invitation letter and confirm participation**
This activity has not been accomplished due to the recruitment consultant delayed; however we planned to complete this activity in March 2009.
- ❖ **Assist consultant in organizing HACC General Assembly**
This activity has not been accomplished due to the recruitment consultant delayed; however we planned to complete this activity in March 2009.
- ❖ **Organize annual project/program review or re-planning**
This activity has not been done due to HACC in the transitional period; however, HACC secretariat planned to organize this activity in the upcoming month, March or April 2009.
- ❖ **Develop proposal to existing and/or new funding agencies to support HACC operation**
HACC has developed the concept note for submitting to the global fund grant, round 9, focusing on the Health System Strengthening (HSS).The concept note that HACC joint with other 10 NGO members as sub-sub recipients (SSR) was successfully accepted and HACC secretariat with its SSR decided to hire a local consultant to develop the full proposal – HACC management team discussed with Health Development Network to request for their financial assistance in hiring the consultant and HDN decided to hire Mr. Kem Ley, local freelance consultant who is a former HACC Executive Director who has involved since starting the concept note. HACC secretariat planned to review the concept note of MSM proposal to resubmit to Elton Jonh

Foundation (EJAF), submit proposal to CAFOD/CCODP, KHANA, UNAIDS for supporting the operation of HACC after the management crisis has been solved.

❖ **Attend any meetings, workshops invited by concerned institutions**

December, 2008

- December 08, 2008: Mr. Sia Phearum Partnership Coordinator with Mr. No Migy Advocacy Officer attended meeting organized by Cooperation Committee for Cambodia (CCC) at World Vision Cambodia Office.
- December 09, 2008 HACC management team attended meeting with reference group and HACC steering committee (SC) to discuss the HACC transitional period situation at UNAIDS office. The meeting was aimed at updating HACC situation to its donors after there was misunderstanding between HACCSC and HACCED. Also, the discussion is to find out a good way to move forward and solve the management crisis within HACC.
- December 11, 2008: HACC management team was invited by NAA to meet with H.E. Dr. Nut Sokhom chair of NAA to talk about HACC situation. A group of HACC representatives comprising Admin and Finance Manager, Program Manager and STICS Manager participated in this meeting and presented to NAA chair the real situation and asked for support from NAA. As the national coordination body, NAA committed to helping HACC in solving this problem.
- December 12, 2008: Mr. Sia Phearum Partnership Coordinator attended CHEMS 11th anniversary at CHEMS office.
- December 15, 2008: the management team of HACC met with two representatives of AusAID at HACC office. The meeting was aimed at introducing a project called HIV/AIDS Asia Regional Program which was newly initiated. This was a 3-year project by AusAID. Moreover, this meeting also provided a great opportunity for AusAID to invite HACC to be a member of their steering committee for this project.
- December 16, 2008: Mr. Mak Chamroeun, STICS Project Manager and Mr. Tim Vora, Program Manager attended the National AIDS Spending Assessment (NASA) consultation workshop organized by the National AIDS Authority (NAA) at Cambodiana Hotel. The workshop was aimed at sharing information to all relevant stakeholders who are working in response to HIV/AIDS in Cambodia for the upcoming second NASA which will be conducted by NAA to assess the funding of expenses for the year 2007 and 2008.
- December 18, 2008: Meeting with HACCSC at HACC about HACC meeting room. A meeting conducted between all members of HACCSC and HACC staff in order to find way to strengthen HACC during the absence of HACC ED. The HACCSC assigned one of their member to be an acting ED and another member to supervise on financial affair. But this proposed appointment was lately rejected by HACC management team because HACC management team is already in place to take over during the mentioned period.
- December 23, 2008: two of HACC secretariat staff, Mr. Mak Chamroeun and Mr. Tim Vora, were invited to attend the dissemination workshop Strategic Plan of Ministry of Education and Sport (MoEYS) at Cambodiana Hotel.
- December 26, 2008: two of HACC staff, Mr. Sia Phearum and Mr. Tim Vora, attended the annual congress of National AIDS Authority (NAA) held at New World restaurant. This congress is to share the achievement made during the year 2008 by NAA and to find out the key inputs from all participants for developing the upcoming year 2009 action plan.
- December 31, 2008: representatives from HACC including Mr. Sia Phearum Partnership Coordinator, Mr. Mak Chamroeun STICS Project Manager and Mr. Mak Sokha Program Volunteer participated in a meeting at KHANA's Office with Daiku Cambodia. This meeting was aimed at discussing the key achievements, challenges/barriers, and looking for the way forward for the affective implementation of the platform. Also, there was a discussion about the place which is suitable for this platform. There were nine participants in this meeting including CPN+, CBCA, KHANA, AUN, CACHA, CCW.

Regional 5

- December 01, 2008: Attended the 13th World AIDS Day. World AIDS Day was co-organized by NAA and HACC at Samdach Hun Sen Park under the theme "STOP AIDS. KEEP THE PROMISE". The aims of this campaign are to provide HIV/AIDS awareness to the public, draw attention to all policy makers' comment on AIDS and to mobilize community in response to AIDS with the free of stigmatization and discrimination. There were approximately 4000 people participating in this campaign, those are representatives from GO, NGOs, infected and affected community and student. Activities conducted during this event included parade, exhibition, opening ceremony, youth debate and SMS.
- December 11, 2008: Attended BMC/Pro-TWG-H Meeting. The meeting was aimed at presenting the community saving project of RACHA and the 2008 final result of BMC/Pro-TWG-H and other gaps and solution in order to update information regarding the current situation by monthly.

Regional 3

- December 04, 2008: HACC regional 3 Coordinator, Mr. Heng Sophat, coordinated all relevant stakeholders in Sihanouk Ville to organize World AIDS Day at regional level. There were approximately 452 participants in this event.
- December 03-05, 2008: HACC regional 3 Coordinator coordinated with 13 NGO partners in regional 3 to conduct study visit and learn some experiences from CARITAS in Siem Reap province.
- December 12, 2008: attended consultation meeting with entertainment owners and relevant stakeholders who are working on HIV/AIDS and entertainment workers in Sihanouk Ville. This meeting brought all participants to an active discussion on how to work together.

January, 2009

- January 06, 2009: Mr. Tim Vora Program Manager with Mr. No Migy Advocacy Officer attended meeting with Advocacy and Campaign Technical Working Group (ACTWG) organized by the National AIDS Authority (NAA). The meeting agendas were to comment on the proposed IEC guideline and reviewing the current membership of ACTWG. The IEC guideline was aimed at introducing to all NGOs and institutions who are dealing with IEC publications related HIV/AIDS information to implement this guideline if endorsed.
- January 16, 2009: Mr. Sia Phearum, Partnership Coordinator (PC), was invited to attend the 10th anniversary of Mary Stope Cambodia (MSC) at Cambodianna hotel.
- January 19, 2009: Mr. Mak Chamroeun, STICS Project Manager and Mr. Sia Phearum, Partnership Coordinator (PC), were invited to attend the startup workshop on HIV/AIDS and Disability Project at Phnom Penh hotel which was organized by Handicap International France (FHI). This workshop was aimed at informing all partners and stakeholders about the activities, work-plan, objectives and purposes of the project, and bringing all implementing partners of FHI who are working on disability project to meet with NGOs and/or government institution who are working HIV/AIDS issues. During this workshop Mr. Mak Chamroeun was invited to make a presentation on HIV/AIDS current situation and intervention of NGOs to respond to HIV/AIDS. The workshop also discussed about how to collaborate between NGOs working with disable people and NGOs working on HIV/AIDS. The main outcome of this workshop decided to include two focal people from HACC secretariat and one focal person from regional 5 to participate in the working group of this project.
- January 23, 2009: two HACC transitional period focal points with one National Men who have Sex with Men (NMSM) met with representative from EJAF to discuss the MSM proposal. There were many missing data asking EJAF related MSM. As a result, EJAF asked HACC to resubmit the concept note if there is nothing changed. The proposal also can be delayed until the new Executive Director recruited.

- January 27, 2009: Mr. Tim Vora, Program Manager, attended Pact launching prevention program HIV/AIDS and TB at Intercontinental Hotel. CHEVRON Overseas Petroleum granted a US\$35,000 project to the prevention of HIV/AIDS and TB program in Phnom Penh and Sihanouk province, in an attempt to lower the number of deaths caused by the diseases over the next year.
- January 28, 2009: HACC secretariat conducted monthly staff meeting to review bylaw and farewell party for two staffs, Mr. Math Srales, M&E Officer and Mr. Sia Phearum, partnership coordinator who leaves HACC in this month.
- January 30, 2009: two of HACC management team members (Program Manager and Admin & Finance Manger) attended international workshop on "Code of Good Practices" which co-organized by APCASO and Malaysian AIDS Council (MAC) at Malaysia. New experiences of how to use of code of practice, how to fill, group discussion to link between HIV/AID and advocacy has been learned. More importantly, HACC had been selected as focal point of APCASO for a 3-year community initiative project, which is expected to start its operation soon.

Regional 5

- January 14, 2009: Attended BMC/Pro-TWG-H Meeting. The meeting was aimed at presenting the community saving project of RACHA and presetting the 1001 Fontaines pour demain through KIEDO and other gaps and solution in order to update information regarding the current situation by monthly.
- January 27, 2009: travel from BMC in the morning and met with Finance unit to do settlement/clearance depend on finance procedure and reporting in the afternoon.
- January 28, 2009: Attended staff meeting. The meeting was aimed at reviewing by-law and farewell party for two staffs.

Regional 3

- January 04, 2009: attended meeting Continuum of Care (CoC) service at Sihanouk Ville Health Department. The purposes of this meeting are to collect progressive reporting from all health care providers and find out good solutions for solving some problems encountered during their implementation.

February, 2009

- February 02, 2009: Attended ESCR meeting at ADHOC office. As a member of ESCR of UNHR, HACC representative was invited to attend this meeting aimed at discussing the development of UNHR parallel report, which is to be sent to HU headquarter at the end of March 2009. Moreover, this meeting also was to identify who or which TWG will be invited to participate in the UNHCR meeting and how to mobilize the resource to attend in this meeting.
- February 03, 2009: attended meeting with staff to complete NASA report. NASA form to be used for tracking on all resource expenditures on AIDS completed by HACC and sent to NAA. This meeting was attended by Mr. Mak Chamroeun STICS Project Manager and Mr. Tim Vora Program Manager.
- February 04, 2009: a representative of HACC (Mr. Tim Vora Program Manger) was invited by CHRAC to participate in lecturing and discussion on the concept of governance, human rights, rule of law and freedom of information / transparency, which was organized at CHRAC office. Professor Lov Mong Hai was invited as a presenter at the meeting. He shared his experiences during his service at national and international level to participants by introducing the basis of human rights, governance and freedom of information. After the coffee break, participants had a chance to raise questions to him related to governance and freedom of information.

- February 05, 2009: Meeting with HSS group at MEDICAM. Health System Strengthening (HSS) was a priority program and had been called for proposal by GFATM Round. There are 5 SRs who have been successful with their concept note; those are HACC, KHANA, CARE, CRS and Medicam. To facilitate in this joined proposal development, an international consultant was hired.. During the meeting, participants were asked to reflect on summary page developed by the consultant and developed a joined work-plan about the proposal development. HACC had been supported by regional Global Fund by recruiting one local consultant to help develop this proposal with the overall goal of governance and community participants.
- February 06, 2009: HACC secretariat organized monthly staff meeting to review the by-law at HACC Office, some article of the HACC existing by-law has been changed and some other new article has been proposed to add for the new version of by-law which will finalized by freelance consultant.
- February 10, 2009: HACC management team attended information session on non-state actor and local authority call for proposal by EC at Sunday hotel. The session was participating by all interested parties including NGOs and local authorities to listen to the presentation on the proposal guideline. Those interested in applying for this grants are asked to submit only their concept note to EC office by 16 March 2009. The full proposal will be called upon the concept note success. There are 4 main priority actions such as community development, land issues, non-formal education and primary health care program.
- February 11, 2009: two HACC staff Mr. Mak Chamroeun and Mr. Tim Vora attended M&E Advisory group meeting which was organized by the National AIDS Authority (NAA) at NAA Office. This meeting was focused on the reviewing Term of Reference (ToR) of M&ETWG, developing annual work-plan 2009, and reviewing the indicators of universal access indicator and its definitions.
- February 11, 2009: Attended meeting with reference group for screening CVs of candidates to be selected as a consultant to review HACC bylaw at UNAIDS office. HACC management staffs, Program Manager and Admin and Finance Manager participated in screening CV of 11 international consultants which was submitted to review the current HACC by-law at the initial step. There were 4 potential consultants who had been screened among the 11 for HACCSC selection at the next step. There were 4 people involving in the screening process, two representatives from UNAIDS and 2 HACC representatives. The committee checked and scored one by one based on the set criteria, those included qualification, experience in HIV in Cambodia, experience in by-law review and experiences with HACC / NGO.
- February 12, 2009: organized monthly staff meeting to review by-law. A drafted HACC by-law had been reviewed with recommendation from HACC staff to be given to consultant when he/she is on services. The final version from HACC staff will be finalized soon before the consultant is on their services.
- February 23, 2009 two HACC representative (Mr. Mak Chamreoun, STICS Project Manager and Mr. Tim Vora, Program Manager) attended meeting with Technical Board of HIV/AIDS which organized by National AIDS Authority (NAA) at Cambodiana Hotal. The meeting aims to consult about establishing district and commune council AIDS authority, developing work-plan and budget plan for committee.
- February 25, 2009 two HACC staff Mr. Mak Chamroeun, STICS Project Manager and Mr. Tim Vora, Program Manager attended meeting with National MSM Technical Working Group which organized by the National AIDS Authority (NAA) at Sunway Hotel.
- February 26, 2009 Mr. Tim Vora, Program Manager, Mr. Mak Chamroeun, STICS Project Manager with Ms. Hun Chanpho, Admin & Finance Manager attended consult meeting with Ministry of Interior (Moi) at Cambodiana Hotel. This meeting aims to discuss on developing the command strategic plan of Moi in responding to HIV/AIDS intervention among policeman.

IV. KEY CHALLENGES AND LESSON LEARNED

- The work-plan could not be accomplished due to the reason that recruiting consultant is a long process which needs consensus between reference group, steering committee members, and two focal persons from HACC secretariat.
- Due to HACC in the transitional period staff turnover is the critical issues for HACC for maintaining the strong and good team work among HACC secretariat staff.
- Communication between secretariat, reference group and sc is still limited which cause some misunderstanding between each party.
- No budget for organizing the general assembly to review HACC's by-law; however, HACC secretarial transitional focal persons have developed the fund raising proposal and submitted to all relevant stakeholders and donor agencies for consideration to support these activities.
- HACC could not play the role as the civil society representative for participating in any advocacy forum such as CCM/CCC.
- Challenging in the development of the new proposal for new funding agencies because HACC has not recruited Executive Director.
- Unclear direction for HACC for the future – some HACC NGO/CBO members not clear about the benefit that they jointed with this network and HACC secretariat staff members feel uncomfortable in implementing their task.

V. NEXT QUARTERLY WORK-PLAN

- Assisi consultant in reviewing HACC by-law, structure and performance 2008
- Assist consultant in organizing meeting with members
- Assist consultant in organizing meeting with stakeholders
- Develop invitation letter to invite all HACC's members for GA
- Assist SC to distribute invitation letter and confirm participation
- Assist consultant in organizing HACC General Assembly
- Recruit ED and staffs (develop ToR, announcement)
- Conduct monthly staff meeting
- Develop proposal to donors and funding agencies
- Attend any meetings, workshops invited by concerned institutions

VI. ANNEX

Annex3: ToR of two transitional period focal people

Annex4: ToR of Consultant to Review HACC's By-Law

Annex5: Letter to quest for amendment by-law

Annex6: Transitional Period Work-Plan and Budget Plan

Term of Reference

Program Management Focal Point

During HACC Transitional Period (December 2008 – February 2009)

HACC is a network comprising over 120 national and international non-governmental organizations working on HIV/AIDS and related social and health issues. The HACC serve as a forum to enhance the sharing information, communication, coordination, partnership, networking, and advocacy and to strengthen the capacity of civil society organization toward universal access.

All staff of HACC must respect the core values of HACC such as Respect the rights of people living with HIV/AIDS, Promote GIPA, Be neutral and not involved in politics, Respect national law and guidelines, Do the right things and be just, Ensure membership is voluntary, Be transparent in all decisions and actions, Not discriminate on the basis of race or religious affiliation, and Not profit from work of the organization.

Under the guidance and supportive supervision of the HACC Steering Committee, the Program Management Focal Point performs the following job descriptions:

1. Oversee daily operation of HACC secretariat
2. Develop transitional period work-plan and budget
3. Assist consultant in reviewing HACC by-law, structure and ToR
4. Assist consultant in organizing meeting with member or key stakeholders
5. Assist consultant in organizing General Assembly
6. Organize monthly staff meeting
7. Attend any meeting, workshops to be invited by members and relevant stakeholders
8. Develop project proposal including work plan, budget, M&E and log frame as required
9. Ensure good collaboration among HACC and members and all stakeholders
10. Oversee and produce related progress reports
11. Donor compliant
12. Oversee and approve on assigned project expenditure
13. Develop HACC annual report 2008
14. **Report to HACC SC and reference group**

Term of Reference

Administration and Finance Management Focal Point

During HACC Transitional Period (December 2008 – February 2009)

HIV/AIDS Coordinating Committee (HACC) is a strong HIV/AIDS NGOs network with the capacity to build strategic partnership with key players for an efficient, effective and sustainable response to the HIV/AIDS epidemic and its impact in Cambodia.

All staff of HACC must respect the core values of HACC such as **Respect the rights of people living with HIV/AIDS, Promote GIPA, Be neutral and not involved in politics, Respect national law and guidelines, Do the right things and be just, Ensure membership is voluntary, Be transparent in all decisions and actions, Not discriminate on the basis of race or religious affiliation, and Not profit from work of the organization.**

Under the guidance and supportive supervision of the HACC Steering Committee, the Admin and Finance Manager perform the following job descriptions:

1. Oversee day to day operation of admin & finance activities
2. Develop annual financial report
3. Develop budget plan for transitional period
4. Assist consultant in operation and expenditure for supporting the process of reviewing by-law, structure and ToR
5. Assist consultant in logistic arrangement for organizing General Assembly
6. Assist in organizing staff monthly meeting
7. Assist in developing budget project proposal as required
8. Ensure good collaboration among HACC's members and all relevant stakeholders
9. Oversee and produce budget reports
10. Donor compliant
11. Oversee and approve on assigned project expenditure
12. Conduct regular financial monitoring
13. **Report to HACC SC and reference group**

Annex:

**HACC Coordinating Committee - HACC
Work Plan for HACC during Transitional Period December 2008 - March 2009**

No	Activity	Plan	Budget	2008				2009				2009				WHO
				December				January				February				
				W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	
1	Organize World AIDS Day	1		x												Secretariat
2	Develop HACC annual report 2008	1			x	x	x	x								Secretariat
3	Develop request letter for amendment by-law to SC				x											Secretariat
4	Develop transitional period work-plan and budget plan	1			x											Secretariat
5	Develop ToR for two focal points (Program Management and Admin & Finance)				x											Secretariat
6	Develop ToR for consultant to review by-law				x	x										Reference Group
7	Recruit independent consultant to review HACC by-law, ToR and structure	1	\$ 9,420.00			x										Reference Group
8	Assist consultant in reviewing HACC by-law, ToR and structure		As required			x	x	x	x							Consultant & Secretariat
9	Assist consultant in organizing meeting with members & stakeholders	2	\$ 3,020.00					x	x							Consultant & Secretariat
10	Develop invitation letter to invite all HACC's members for GA									x						SC
11	Assist SC to distribute invitation letter and confirm participation									x	x					Secretariat
12	Assist consultant in organizing HACC General Assembly	1	\$ 7,310.00								x					Consultant & Secretariat
13	Conduct monthly staff meeting	3				x				x					x	Secretariat
14	Organize annual project/program review or re-planning	1													x	Secretariat
15	Develop proposal to existing and/or new funding agencies to support HACC operation													x	x	Secretariat
16	Attend any meetings, workshops invited by concerned institutions		As required	x	x	x	x	x	x	x	x	x	x	x	x	Secretariat

Annex:

**HIV/AIDS COORDINATING COMMITTEE
BUDGET PLAN DURING TRANSITION PERIOD
PERIOD: DECEMBER 2008 - FEBRUARY 2009**

Code	Expenses	Unit	# of units	Unit rate	Amount
A.	Operation Activities				
A.1.1	Human Resource				
1.1.1	Program Manager	Per Month	3	717	2,151
1.1.2	Adm & Finance Manager	Per Month	3	717	2,151
1.1.3	STICS Manager	Per Month	3	717	2,151
1.1.4	Partnership Coordinator	Per Month	3	717	2,151
1.1.5	Region Coordinator 3	Per Month	3	424	1,272
1.1.6	Region Coordinator 5	Per Month	3	424	1,272
1.1.7	Advocacy Officer	Per Month	3	358	1,074
1.1.8	Communication & Documentation Officer	Per Month	3	358	1,074
1.1.9	M & E Officer	Per Month	3	358	1,074
1.1.10	IT Officer	Per Month	3	358	1,074
1.1.11	Finance Officer	Per Month	3	358	1,074
1.1.12	Adm Officer	Per Month	3	358	1,074
1.1.13	Accountant	Per Month	3	273	819
1.1.14	Database Management Assistant	Per Month	3	273	819
1.1.15	Cleaner	Per Month	3	107	321
1.1.16	Messenger (disability period)	Per Month	3	52	156
1.1.17	Volunteer (4persons)	Per Month	12	50	600
1.1.18	Security guard	Per Month	3	120	360
A.1.2	Benefit				
1.2.1	Bonus (pro data)	Per Month	1	2,700	2,700
1.2.2	Allowance for transportation	Per Month	3	400	1,200
1.2.3	Allowance for communication	Per Month	3	330	990
Subtotal A.1					25,557
A.2	Administrative Activities				
A.2.1	Head Office				

2.1.1	Office Rental	Per Month	3	1100	3,300
2.1.2	Office Stationery	Per Month	3	270	810
2.1.3	Internet, Email & Desk phone	Per Month	3	600	1,800
2.1.4	Repairing & maint. Equipment & furniture	Per Month	3	100	300
2.1.5	Information sharing	Per Month	3	40	120
2.1.6	Utility Expense (Electricity, Pure Water,..)	Per Month	3	700	2,100
2.1.7	Miscellaneous	Per Month	1	300	300
Subtotal A.2.1					8,730
A.2.2	A.2.2 Regional Office (2 regional)				
2.2.1	Office Rental	Per Month	6	160	960
2.2.2	Office Stationery	Per Month	6	10	60
2.2.3	Communication (telephone, internet, email)	Per Month	6	20	120
2.2.4	Repairing & maint. Equipment & furniture	Per Month	6	20	120
2.2.5	Information sharing	Per Month	6	15	90
2.2.6	Utility Expense (Electricity, Pure Water)	Per Month	6	30	180
2.2.7	Miscellaneous	Per Month	1	82	82
Subtotal A.2.2					1,612
Total operation					35,899
B	Program cost				
B1	Technical Assistant				
1.1	International Consultant (Fee)	Person day	15	500	7,500
1.2	International Consultant (DSC)	Person day	15	128	1,920
Subtotal B1					9,420
B2	Organizing meeting with members & stakeholders				
B2.1	Organize consultation meeting with members				
2.1.1	Hotel package for participants	Participant	30	15	450
2.1.2	Materials and documentations	Person	30	2	60
2.1.3	DSA and transportation for participants from provinces	Person day	10	58	580
2.1.4	Contingency	Lump sum	1	100	100
Subtotal B2.1					1,190
B2.2	Organize consultation meeting with members and stakeholders				
2.2.1	Hotel package for participants	Participant	50	15	750
2.2.2	Materials and documentations	Person	50	2	100
2.2.3	Translator	Time	1	300	300

2.2.4	DSA and transportation from provinces	Person day	10	58	580
2.2.5	Contingency	Lump sum	1	100	100
Subtotal B2.2					1,830
Program cost					12,440
Grand total budget					48,339