

Workshop/Training

Inter-Ministerial Declaration and Draft DEIKA for Teams in Charge of Information of Provincial Administrations

07th and 08th November, 2012, Inter Continental Hotel, Phnom Penh

In July 2012 Deputy Prime Minister and Minister of Interior H.E. Sar Kheng and Minister of Information H.E. Khieu Kanharith signed the inter-ministerial declaration on:

Organization and Coordination of the Teams in Charge of Information at the Capital/Provincial Administrations

In order to prepare the implementation of the inter-ministerial declaration in the provinces Konrad-Adenauer-Stiftung, the Ministry of Interior and the Ministry of Information will conduct a two-day workshop on 07th and 08th November, 2012 in Phnom Penh.

Target Group of the Workshop

- The chairpersons of provincial councils
- The deputy governors in charge of information of the provincial administration
- The administration director of the provincial administration
- One or two officers in charge of information of the provincial administration

Objectives of the workshop

- Improving access to and transparency of provincial governments information and media work through strengthening the capacity of Provincial/Capital Teams in Charge of Information.

Expected Outcomes

- The participants know and understand the inter-ministerial declaration
- The participants improve their understanding on how to implement the inter-ministerial declaration
- The participants discuss and improve the draft DEIKA/By Law for the Team in Charge of Information at province
- The Team in Charge of Information understand about the processes and structures of press officers, organization of press unit, roles and functions, co-ordination work, consistent messaging

Experts

- Mr. Alastair Carthew, Public Relations Consultant
- Mrs. Ruth Gruber, Decentralization and Deconcentration Consultant
- Mr. Sok Sothy, Deputy Director of Policy Development and Analyst Division, Ministry of Interior
- Mr. Ly Bunthai, Consultant at Capacity Building Department, Ministry of Interior
- Mr. Meas Kimsuon, Director of Training and Capacity Building Center, Ministry of Information
- Mr. Chhay Sophal, Training Officer, Club of Cambodian Journalists

Program

Wednesday 07 th November 2012			
Time	Methodology	Topic/Activity	
07.30 – 08.00		Registration	
08.00 – 08.05		National Anthem	
08.05 – 08.30		Welcome Remarks Mr. Denis Schrey , Country Representative of Konrad-Adenauer-Stiftung in Cambodia Opening Remarks H.E. Khieu Kanharith , Minister of Information	
08.30 – 09.15	Presentation	Introduction to the Joint Declaration (Prakas) of the Ministry of Interior and Ministry of Information on: “The Establishment of a Team in Charge of Information in Provincial/Capital” Administrations Mr. Meas Kimsuon , Ministry of Information	
09.15 – 10.00	Discussion	Questions and Answers	
10.00 – 10.30	Coffee Break		
10.30 – 11.15	Presentation	Introduction to the Draft DEIKA (By Law) on: “Tasks and Roles of Provincial Teams in Charge of Information” Mr. Sok Sothy , Ministry of Interior	
11.15 – 12.00	Working groups	Participants discuss two issues 1. The Draft DEIKA (By Law) 2. Steps to implement the DEIKA (By Law) Facilitator divides participants in four groups (by position) <u>Facilitators</u> Mr. Sok Sothy , Ministry of Interior Mr. Ly Bunthai , Ministry of Interior Mr. Meas Kimsuon , Ministry of Information Mrs. Oum Syvan , Program Manger, KAS Mr. Alastair Carthew , Public Relations Consultant Mrs. Ruth Gruber , Consultant on Decentralisation and Deconcentration Mr. Chhay Sophal , Club of Cambodian Journalists	

12.00 – 13.30	Lunch break		
13.30 – 14.00	Presentation	Presentation of the Group Work Results through Through Working Group representative	
14.00 – 15.00	Training	Training Session I 1. Brainstorming: Current challenges facing the Provincial Team in Charge of Information 2. Structures and Processes for successful Work of the Provincial Team in Charge of Information 3. Basic Lines of Communication Mr. Alastair Carthew , Spokesperson and Public Relations Consultant	
15.00 – 16.00	Discussion	Questions and Answers	
16.00 – 16.30	Coffee Break		
16.30 – 17.15	Training	Training Session II 1. Feedback / brainstorm on how to co-ordinate TICl in the current provincial administration structure 2. Roles, tasks, Work process, Accountability Mechanism, Management Processes of TICl Mr. Alastair Carthew , Spokesperson and Public Relations Consultant	
17.15 – 17.30		Wrap Up Day I	

Thursday 08th November 2012			
08.00 – 08.45	Training	Training Session II (Cont') 3. Co-ordination of TICl with Council and Board 4. The role and duties of Spokesperson 5. Spokesperson's coordination role 6. Consistent Messaging of TICl Mr. Alastair Carthew , Spokesperson and Public Relations Consultant	
08.45 – 09.15	Discussion	Questions and Answers	
09.15 – 10.30	Training and Role Play	Training Session III 1. Media: how to handle media. Dos and Don'ts, tools, media perspectives 2. How to communicate in Crisis situations? 3. Preparation and introduction of real case scenario of Disease Outbreak and explain tasks	

		Mr. Alastair Carthew , Spokesperson and Public Relations Consultant <u>Facilitators</u> Mr. Sok Sothy , Ministry of Interior Mr. Ly Bunthai , Ministry of Interior Mr. Meas Kimsuon , Ministry of Information Mrs. Oum Syvan , Program Manger, KAS	
10.30 – 12.00	Group Work	Group discussion on given scenario	
12.00 – 13.30	Lunch		
13.30 – 15.00	Presentation and Discussion	Training Session III (cont’) 4. Groups report back on scenario 5. Discussion	
15.00 – 15.30		Summing up: Including recommendations for additions to the DEIKA resulting from the training session	
15.30 – 16.00	Coffee break		
16.00 – 16.05	Closing Ceremony	Arrival of Guest of Honour	
16.05 – 16.30	Presentation	Summary Report of the training session to guest of honour Mr. Sok Sothy , Ministry of Interior	
16.30 – 17.00	Remarks	Final Remarks Mr. Denis Schrey , Country Representative of Konrad-Adenauer-Stiftung in Cambodia Recommendations on next steps and closing remarks by H.E. Sak Setha , Secretary of State, Head of NCDDs, Ministry of Interior	
End of Program			