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





Project implemented by and financed by

**Minutes of the 6th project management meeting**

Expected attendance: Sophak, Sophat, Sophanna, Antoine, Piseth

Venue: GRET office, Phnom Penh

11 February 2011

8:30 to 12:00

1. Piseth departure, new recruitments and other HR issues

* Piseth is leaving the project end of March. Need to recruit a replacement: contacts with Kotaro (need to write a new job description)
* Possibility to recruit the Stung Chinit FWUC director as ISC staff, he would be 50% on Stung Chinit and 50% on other schemes, may be as well as a director for Teuk Chha and Pram Kumpheak. To be assessed according to our salary costs. This would reduce the staff cost for Stung Chinit and ensure some experienced team support for ISC.
* On February, GRET will start paying tax on salaries. GRET takes in charges the tax up to the level of 5% (specific salary increase). The rest is paid by the employee.
* Possibility to recruit during 2-3 months one young engineer to support the team for construction follow-up
* Kadum from Cedac could help the team for managing the support to Sdao Kong end of February and early March: collecting ISF, preparing the financial report and organizing village meeting before the next season. We can pay him on the basis of a timesheet on CEDAC mission.
* Be aware that a second ROM mission for EU-FF will occur early March.

1. Presentation of the service implementation progress from October 2010 to January 2011:
   * Service to Pram Kumpheak: need to prepare 3d contract urgently
   * Service to Teuk Chhar: problems of construction monitoring: difficult to assess compaction: the will get a compaction tool for test and a training
   * Service to Stung Chinit East: opened a bank account on Stung Chinit North name for them, design mission by a experienced engineer Mr Sek Heang. His quotation is too expensive (3750$), but we can negotiate down to 2500$?
   * Service to Stung Chinit North (new contract) ISF collection (30%), problem of political contestation against ISF payment. 2-3 people only, but mobilize many villagers. Need to start discussion on subsidy for functioning and maintenance with Pdowram urgently
   * Service to Machu Nga (Mundolkiri) (end of contract): not yet produced an invoice. Payment delayed to ISC by Cedac due to cash flow difficulties.
   * Service to Sdao Kong (new contract): the calendar is very short for construction. Training mission by Vincent David on maintenance will focus on this scheme.
2. Farmer & Water Net

The statutes are ok, need to go around each scheme to explain it to the FWUC committees in March and to ask them to validate their membership. Take this opportunity to make an assessment of their level and fix priorities for improvement. Then first GA could be organized in April to validate the statutes and to make the committee election.

1. ISC institutionalization:

The option 3 has been selected: individual membership for experts and staff

We decided to keep for the moment farmers outside, but within a specific committee: the “customer forum”. It is important to distinguish between their role as customer / beneficiaries and boss…

See attached proposal to be discussed with the expected future members.

1. CEDAC support mission

There are 10,000$ left for Cedac mission. Would it be possible to use this money to have somebody permanently working with ISC during 2-3 months for creating training manuals?

1. Fix the date for the next meeting:

**Friday 1st of April afternoon**