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





Project implemented by and financed by

**Minutes of the 9th project management meeting**

**and the first ISC management board meeting**

Attendance: Sophanna, Sophat, Kanhnha, Saroeun, Sopheap / Sophak, Antoine

Venue: CEDAC office, Phnom Penh

4 November 2011

8:30 to 15:30

1. ISC institutionalization:

* Approval of the GA minutes
* Add reference to participants in the minutes
* Add list of members with membership group, member name and representative
* Add presentations and press release in annex
* Add signature of writer and approval by the president
* Statutes final version and approval
* Some corrections
* Add vision
* Correct system of election for president and vice-president according to the system that was implemented during the GA (2 separate elections)
* Approval of statutes and internal rules separately, make 2 documents
* End of membership process by MB and send a letter by president
* If MB members resign, process to replace them.
* Add English version (check correspondence)
* MB members positions: treasurer, secretary nominations
* Keep treasurer position inside MB
* Secretary = Sophak
* Treasurer = Sopheap
* Find a financial advisor outside, 1 day/month, Oum Savin (CEDAC) or Rotha (GRET)
* ISC registration process to MoI
* First register at province, then at national through a service provider, start after water festival
* Advisory committee role and organization
* Can identify after workshop:
  + MOWRAM / PDOWRAM
  + Province / district concerned
  + CAVAC Khieu Daravy
  + CDRI
  + ADG, Christophe Goossens
  + Jean-Yves Kampot?
  + GRET: discuss with new representative

1. HR issues:

* Recruitments for ISC director
* Sophak experience, ideas for future, want to work in 2012 for ISC then go for master study abroad and come back to support ISC
* MB approved the nomination of Sophak as ISC director
* Director duty before Jan 2012:
  1. Write director job description
  2. Prepare staff recruitment, contracts, etc.
  3. Register ISC and prepare administration tools: financial procedures, internal rules (see point 6)
  4. Finalize ASIrri project
  5. Negotiate partnership with GRET and CEDAC
* End of ASIrri project and GRET contract
* Recruitment of other team members
* Follow model of GRET, adapt a bit bonus system
* Transfer of leave days left
* No transfer, everybody starts at 0.

1. ISC management
   * Internal regulation
   * Financial procedures for ISC
   * Opening ISC bank account: important for getting money from
   * List of ISC service contracts since 2009 and results (formal transfer from GRET to ISC)
   * List of ISC equipments

* Care about 2 government cars, Gret will transfer to ISC, but will inform MOWRAM

1. ISC budget plan for 2012
   * Presentation of expenses estimates for 2012
   * Allowance for MB members (during MB meetings and outside)?
   * Reduce team?
   * Presentation of ASIrri project financial situation
2. Presentation of the service implementation progress up to June 2011:
   * Service to Stung Chinit East
   * Service to Teuk Chhar
   * Service to Pram Kumpheak
   * Service to Stung Chinit North
   * Service to Sdao Kong
   * Service to Prey Nup

Debt:

SCE = 6 millions from commune

TKC = 6 + 2 millions from commune

5KPH = 4 millions from commune

MCN = 1 million (abandoned)

SCN = 1.5 million

SDK = 1 million + % from ISF

PN = 5 millions

1. Program for the end of ASIrri
   * Finalize contracts
   * SCE construction
   * Manuals writing / CD-Rom !! CEDAC support?? Finalize first manual, other to be done by the team itself
   * Workshop

* End of January!
* 5 présentations:
  + - CAVAC strategy
    - WRSDP (Jean-Marie)
    - FWN
    - ISC
    - ASIrri
  + Evaluation in January 2012
  + Tri-country workshop in France in March 2012

1. Farmer & Water Net next meeting? If one?

One meeting at MOWRAM level and with Veng Sakhon in December

1. ISC funding sources for 2012
   * CAVAC
   * AFD – DPO proposal> !! cofounding, need a gentleman agreementon how much ISC can raise iself

* WRMSDP
  + AFD Phnom Penh
  + ASIrri transversal component 7000 Euro
  + ASIrri other unspent budget

1. Fix the date for the next meeting

Mid january