

PROCEEDINGS OF THE LAUNCH WORKSHOP FOR THE CAMBODIA NATIONAL COMMUNITY OF TRANSPORT PRACTITIONERS (CNCTP)



31ST May 2005

Sunway Hotel, Phnom Penh

ORGANISED BY



TECHNICAL ASSISTANCE BY



NRDP
IRAP Component

SUPPORTED BY





Cambodia National Community of Transport Practitioners (CNCTP)



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Cambodia National Community of Transport Practitioners (CNCTP)



Launch Workshop – 31st May 2005

Sunway Hotel, Phnom Penh

INTRODUCTION

The official launch workshop for the Cambodia National Community of Transport Practitioners (CNCTP) was held at the Sunway Hotel, Phnom Penh, Cambodia on 31st May 2005.

The event and CNCTP initiative are being supported by the DFID funded SEACAP programme and the ILO IRAP component of the NRDP, funded by ADB and Royal Government of Cambodia.

CNCTP AIMS

CNCTP is a transport sector stakeholders' knowledge forum committed to the provision of sustainable transport access for the rural poor. CNCTP seeks to foster collaborative efforts amongst members, donors and other organisations that encourage management and dissemination of transport knowledge so as to participate in improving transport policies and decision-making.

WORKSHOP OBJECTIVES

The objectives of the workshop were to officially launch the CNCTP, brief participants on some of the current key initiatives in the road transport sector, finalise the Memorandum of Understanding and CNCTP Constitution documentation, confirm appointment of officers and achieve stakeholder commitment.

These objectives were met and the CNCTP is now an operational forum.



Cambodia National Community of Transport Practitioners (CNCTP)



WORKSHOP PROGRAMME

31st May 2005

Official opening of Workshop: 08.30 hours

8.30 – 8.45 Opening Remarks and introductions: H. E. Suos Kong (CNCTP Chairman)

International and Regional Context

8.45 – 9.05 Knowledge Sharing Initiatives & Donor Support: Simon Lucas (DFID)

CNCTP and current key initiatives

9.05 - 9.25 CNCTP Background, Rationale & Draft Constitution: Suos Kong

9.25 – 10.00 Road Numbering Policy: Lim Sidenine (MPWT)

10.00 – 10.15 MRD knowledge sharing: Doekle Wielinga (ILO)

10.15 – 10.30 CNCTP support for knowledge sharing: Heng Kackada (Intech-TRL)

Refreshment Break

10.30 – 11.00

CNCTP Business (Chairman H. E. Suos Kong)

11.00 – 13.00

- Discussion of MoU and Constitution
- Finalise MOU and Constitution documentation,
- Confirm appointment of officers and achieve stakeholder commitment.
- Closing Comments

CNCTP Lunch: 13.00 hours





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APPOINTMENT OF OFFICERS

The following Officers were elected at the First Annual General Meeting (AGM) of the CNCTP to serve the CNCTP for the initial 3 year period with effect from 31st May 2005.

CHAIRPERSON

H.E. Suos Kong	MRD	Chairman of CNCTP
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NATIONAL COMMITTEE

1. H.E. Suos Kong	MRD	Chairman
2. H.E. Lim Sidenine	MPWT	Member
3. H.E. Try Meng	MRD	Member
4. Mr. Mour Kimsan	MRD	Member
5. Dr. Yit Bunna	MPWT	Member
6. Mr. Phy Sophort	MPWT	Member
7. Mr. Yoeun Sophal	MRD	Member
8. Mr. Sao Chivoan	MRD	Member
9. Prof. Meas Sokhom	EIC	Member
10. Mr. Chan Dararith	EIC	Member
11. Mrs. Men Nareth	ITC	Member
12. Mr. Chhouk Chhay Horng	ITC	Member
13. Oknha Sorn Sokna	CCC	Member
14. Mr. Diep Leng	CCC	Member
15. Mr. Robert Petts	Consultant	Member
16. Mr. Doekle Wielinga	IO/NGO	Member
17. Mr. Heng Kackada	Consultant	Member
18. Ms. Keo Sun Sophany	IO/NGO	Member

EXECUTIVE COMMITTEE (EXCOM)

1. H.E. Suos Kong	MRD	Chief of EXCOM
2. H.E. Lim Sidenine	MPWT	Member
3. Dr. Yith Bunna	MPWT	Member
4. Mr. Yoeun Sophal	MRD	Member
5. Mr. Sao Chivoan	MRD	Member
6. Mr. Chan Dararith	EIC	Member
7. Mrs. Men Nareth	ITC	Member
8. Mr. Chhouk Chhay Horng	ITC	Member
9. Mr. Diep Leng	CCC	Member
10. Mr. Heng Kackada	Consultant	Member, Secretary of CNCTP
11. Ms. Keo Sun Sophany	IO/NGO	Member



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CNCTP SECRETARIAT

1	Mr. Heng Kackada	Intech Cambodia	Head of CNCTP Secretariat
2	Mr. Yoeun Sophal	MRD	Coordinator of Technical Unit
3	Mr. Sao Chivoan	MRD	Coordinator of Knowledge Management Unit
4	Mr. Than Vuth	ILO-IRAP	Coordinator of Administration and Finance Unit (to be Confirmed)
5	Ms. Keo Sun Sophany	ILO-IRAP	Member



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ANNEX 1

CNCTP MEMORANDUM OF UNDERSTANDING AND CONSTITUTION




Cambodia National Community of Transport Practitioners (CNCTP)



MEMORANDUM OF UNDERSTANDING Upon the Establishment of The Cambodia National Community of Transport Practitioners

1. This Memorandum of Understanding (“MOU”) dated 31st May 2005 is made between the Members who have signed below and records the establishment of The Cambodia National Community of Transport Practitioners ("CNCTP") on behalf of all Members.
2. CNCTP is an association of interested Members committed to the provision of sustainable transport access for the poor. CNCTP's main objective is to become the broad platform for the articulation and dissemination of knowledge and information on rural roads engineering within the context of poverty reduction.
3. CNCTP shall be an unincorporated association whose governance structure and operating policies and procedures will be as set out in the CNCTP Constitution, the provisions of which are attached as Appendix 1 and form an integral part of, and are incorporated into, this MOU.
4. CNCTP shall be hosted by an Administrative Host appointed in accordance with the provisions of Article 9 of the Constitution.
5. This MOU may be modified at any time by the Members in accordance with Article 11 of the Constitution.
6. This MOU will enter into effect on Tuesday, 31st May 2005 after the final signature of the Members listed below and will remain in effect until dissolution of CNCTP in accordance with Article 12 of the Constitution.
7. Whilst all CNCTP Members intend to use their reasonable endeavours to comply with this MOU and the Constitution, it is hereby acknowledged that this MOU and the Constitution are not intended to create any binding legal obligations between the Members.

Members

MEMBER	INSTITUTION/ORGANISATION REPRESENTATIVE	SIGNATURE
Ministry of Rural Development (MRD)	Suos Kong	
Ministry of Public Works and Transport (MPWT)	Lim Sidenine	
Engineering Institution of Cambodia (EIC)	Meas Sokhom	
ILO Cambodia	Doekle Wielinga	



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MEMBER	INSTITUTION/ORGANISATION REPRESENTATIVE	SIGNATURE
Intech Associate	Robert Petts	
Intech Cambodia	Heng Kackada	
Institute of Technology of Cambodia (ITC)	Chhouk Chhay Horng	
Department of Rural Engineering (DRE)	Men Nareth	
Department of Rural Roads (DRR)	Yoeun Sophal	
Department of Planning and Public Relations (DPPR)	Sao Chivoan	
Public Works Research Center (PWRC)	Yit Bunna	For
Cambodia Chamber of Commerce (CCC)	Oknha Sorn Sokna	For Oknha SORN SOKNA
Imperial Angkor Co. Ltd	Chan Dararithr	
Suos Kong	Individual	
Lim Sidenine	Individual	
Try Meng	Individual	
Mour Kimsan	Individual	
Meas Sokhom	Individual	
Yit Bunna	Individual	For
Phy Sophort	Individual	
Doekle Wielinga	Individual	
Robert Petts	Individual	
Heng Kackada	Individual	



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MEMBER	INSTITUTION/ORGANISATION REPRESENTATIVE	SIGNATURE
Kim Phally	Individual	
Var Synarong	Individual	
Chhouk Chhay Horng	Individual	
Men Naret	Individual	
Keo Sun Sophany	Individual	
Mao Hat	Individual	
Hun Savuth	Individual	
Chan Dararith	Individual	
Yoeun Sophal	Individual	
Sao Chivoan	Individual	
Oknha Sorn Sokna	Individual	FOR OKHANA SORN SOKNA
Diep Leng	Individual	
Chhour Leng Srun	Individual	
Srey Polrath	Individual	
Huy Chivit	Individual	
Uy Sambath	Individual	
Keth Phanna	Individual	

Tuesday, 31st May 2005
Sunway Hotel, Phnom Penh



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APPENDIX 1

CAMBODIA NATIONAL COMMUNITY OF TRANSPORT PRACTITIONERS (CNCTP)

CONSTITUTION

ARTICLE 1 - STATUS

- (1) This Constitution sets out the rules that regulate the functions and organisation of the Cambodia National Community of Transport Practitioners ("CNCTP").
- (2) CNCTP is a partnership of organisations and individuals that share a concern for management and use of rural road network assets in Cambodia and whose interests are best served and developed through a common platform (the CNCTP) that has strong government recognition. The CNCTP is also a network of transport development stakeholders seeking to accelerate the implementation of effective, efficient and equitable transport services in Cambodia through broader integrated information and communication of transport knowledge.
- (3) CNCTP is an unincorporated association of Members and exercises its functions through its National Committee and Executive Committee in the fulfillment of the objectives set out in Article 2.

ARTICLE 2 – OBJECTIVES

- (1) CNCTP is committed to the provision of sustainable transport access for the rural poor. CNCTP seeks to foster collaborative efforts amongst members, donors and other organisations that encourage management and dissemination of transport knowledge so as to participate in improving transport policies and decision-making.
- (2) CNCTP's vision is to be the broad platform for articulating and facilitating the application of available and developed knowledge on rural road engineering which have impact on poverty reduction.
- (3) CNCTP aims to:-
 - i) Promote knowledge of rural road engineering;
 - ii) Promote the exchange and transfer of transport knowledge at the international and national level;
 - iii) Facilitate the application of transport knowledge outputs at all levels, particularly at the national level;
 - iv) Promote and facilitate the mainstreaming of best practices in rural road engineering to meet sustainable transport access needs in support of poverty reduction objectives in Cambodia.



Cambodia National Community of Transport Practitioners (CNCTP)



ARTICLE 3 - MEMBERSHIP

- (1) Any entity or person who shares the objectives of CNCTP set out in Article 2 may apply to become a Member of CNCTP.
- (2) Members may include international organisations and entities, national and local governments and/or their ministries, departments, agencies and institutions, non-governmental organisations, academic and research institutions, companies, service providers and practitioners in both the public and private sectors and individuals.
- (3) Applications to become a CNCTP Member must be submitted to the CNCTP Executive Committee for scrutiny and recommendation to National Committee who must approve each new Member.

ARTICLE 4 - THE ORGANISATION OF CNCTP

- (1) CNCTP operations will be carried out through the CNCTP General Meetings, the National Committee and the Executive Committee (EXCOM) and such other working groups or advisory groups as may be endorsed by the CNCTP National Committee in accordance with this Constitution.
- (2) The Chairperson of CNCTP shall chair the General Meetings and Technical Meetings, the National Committee and the EXCOM. The Chairperson shall be elected by the CNCTP Annual General Meeting (AGM) for a period of three years, which may be subject to renewal for one further three year term.
- (3) CNCTP shall hold Technical Meetings to further its objectives and these shall be open to all its Members. At least one Technical Meeting will be held every year.

ARTICLE 5 - THE CNCTP GENERAL MEETING

- (1) A CNCTP General Meeting is the policy making instrument and voting assembly of CNCTP. All Members shall have the right to attend any CNCTP General Meeting. Other observers may be invited by the Chairperson to attend any CNCTP General Meeting. Only Full Members will be entitled to vote ("Voting Member").
- (2) The AGM shall be convened by the Chairperson with at least 30 days' written notice to all Members. An Extraordinary CNCTP General Meeting may be convened upon 15 days' written notice to all Members:-
 - i) when the Chairperson finds it necessary;
 - ii) upon the written request of two thirds of the Voting Members.
- (3) The quorum for any CNCTP General Meeting shall be at least half of all Voting Members. Decisions will be taken by majority vote of those attending.
- (4) The Chairperson, the National Committee, the EXCOM, the Voting Members and non-voting Members will have the right to attend any General Meeting. Other persons invited by the Chairperson may also attend any CNCTP General Meeting as observers.



Cambodia National Community of Transport Practitioners (CNCTP)



(5) The AGM shall:-

- i) approve amendments to the Constitution of CNCTP;
- ii) decide upon the voluntary dissolution of CNCTP;
- iii) review and adopt the strategic directions and policies for CNCTP on recommendations from the National Committee;
- iv) comment on and approve the annual activity report for the current year and the annual activity plan (including sources of funding) for the next year prepared by the Executive Committee;
- v) deliberate on and endorse (or otherwise) appointments to the National Committee when and where applicable;
- vi) endorse or otherwise the recommendations of CNCTP Technical Meetings held during the previous period since the last CNCTP Annual General Meeting.
- vii) Endorse or comment on annual CNCTP accounts which shall be prepared by an independent professional person or body selected by the National Committee.

(6) Resolutions for discussion and approval at a CNCTP General Meeting may be made at any time in writing to the CNCTP Secretary, provided such resolutions are signed by at least 50% of all Voting Members, or by at least two thirds of the National Committee. Draft resolutions shall be circulated in writing to all members at least 15 days before a General Meeting.

ARTICLE 6 - THE NATIONAL COMMITTEE

- (1) The CNCTP is administered by the National Committee operating under powers from the AGM. The AGM entrusts the direction and management of CNCTP to the National Committee. The National Committee shall direct and guide the work of CNCTP and the EXCOM and facilitate the co-operation between its Members.
- (2) The National Committee is elected by the AGM upon the proposal of the Chairperson every three years, which shall be subject to renewal.
- (3) National Committee will comprise of:-
 - Representatives from MRD;
 - Representatives from MPWT;
 - Representatives from ITC;
 - Representatives from IOs/NGOs;
 - Representatives from Consultants;
 - Representatives from EIC;
 - Representatives from Cambodia Chamber of Commerce and the transport industry.



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- (4) National Committee shall meet at least three times a year for decision making and may hold work meetings at other times through distant communication, in accordance with such procedures as it decides.
- (5) Decisions of the National Committee shall be taken by simple majority. Decisions require the presence of at least half of its members plus one.
- (6) The National Committee shall:-
 - form any working groups as it finds necessary for the performance of CNCTP functions;
 - assess applications and decide on the admission or expulsion of Members of CNCTP, after recommendation of the EXCOM;
 - convene the AGM in accordance with the Constitution;
 - approve CNCTP annual work programme and allocation of funds;
 - approve financial plans, budget allocation, spend profiles and annual reports for submission to AGM;
 - manage technical and financial auditing of CNCTP;
 - endorse annual reports on performance and activities of CNCTP;
 - endorse progress reports and output – to – purpose review summaries provided by the EXCOM;
 - establish and ensure continued links with other international and national networks and partnerships;
 - appoint the EXCOM and work with and provide instructions to the EXCOM;
 - approve and adopt the Operating Rules and Procedures of CNCTP;
 - facilitate the identification and mobilisation of resources that may be used for the purposes and operation of the CNCTP, in the interests of the CNCTP and ensuring no conflict of interests,
 - promote the aims and work of the CNCTP with sector supporters and stakeholders.

ARTICLE 7 - THE EXECUTIVE COMMITTEE (EXCOM)

- (1) The EXCOM shall carry out the CNCTP mandate and be responsible for the day-to-day activities of the CNCTP, under the direction of the National Committee.
- (2) The EXCOM shall be appointed by the National Committee from National Committee Members for a period of three years, which may be subject to renewal.
- (3) The Chairperson of the CNCTP shall be the Chief of EXCOM who shall appoint the EXCOM Members as directed by the National Committee.
- (4) A Member of the EXCOM will be appointed by the Chief of EXCOM to serve as the CNCTP Secretary and will be the Head of Secretariat.



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- (5) The Secretariat shall include three Units to carry out the routine work of the CNCTP:-
- i) Administration and Finance Unit
 - ii) Technical Unit
 - iii) Knowledge Management Unit
- (6) Each Secretariat Unit shall be administered by a Unit Coordinator who will be appointed by the EXCOM.
- (7) The EXCOM shall:-
- i) oversee the activities of the work programmes;
 - ii) implement the decisions of and instructions from the General Meetings and the National Committee;
 - iii) manage CNCTP internal communication infrastructure and liaise with Members;
 - iv) scrutinize applications from new Members of CNCTP to be endorsed by the National Committee and prepare and arrange execution of Memorandum of Understanding (MOU) by new Members;
 - v) be responsible for production of financial management, technical and other reports for the General Meetings and the National Committee;
 - vi) provide secretariat services to the National Committee, the General Meetings and Technical Meetings of CNCTP;
 - vii) manage and fully account for the CNCTP funds;
 - viii) receive and process proposals for CNCTP funding;
 - ix) support the committees and groups established by the National Committee;
 - x) arrange for the appointment of such personnel or resources as may be required to carry out the objectives of CNCTP;
 - xi) issue statements in the name of and on behalf of CNCTP within the scope of a mandate agreed by the National Committee;
 - xii) develop detailed operating rules and procedures for the management of CNCTP.
- (8) Decisions of the EXCOM shall be taken by simple majority. Decisions require the presence of at least half of its appointed members.

ARTICLE 8– THE SECRETARIAT

- (1) The EXCOM shall include a Secretariat.
- (2) The Secretariat shall:-
- (a) provide routine technical management, support and other services for the CNCTP Members;
 - (b) facilitate the identification of knowledge generation and dissemination needs,



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- (c) provide background technical and policy materials for informing Members and CNCTP strategy development;
- (d) audit and monitor CNCTP technical progress;
- (e) develop and progress technical programmes in accordance with agreed CNCTP technical actions and plans;
- (f) implement a high quality management system;
- (g) be responsible for the CNCTP web-site, help-desk, translation, knowledge management, dissemination mechanisms and other supporting mechanisms; and
- (h) assist with development of initiatives between partners.

ARTICLE 9 - THE ADMINISTRATIVE HOST

CNCTP shall be located at the offices of the Administrative Host, and/or such other offices as may be decided upon by the CNCTP Annual General Meeting based on the recommendation of the Chairperson.

The permanent Administrative Host of CNCTP will be decided at the first AGM.

ARTICLE 10 – FINANCE

CNCTP shall solicit funds through voluntary support, contributions and grants from governments, donors, agencies, NGOs the private sector and others. The EXCOM may seek other sources of financing such as from its members, provided that they are compatible with CNCTP objectives.

ARTICLE 11 – AMENDMENTS

- (1) Any amendment to this Constitution may be adopted by a two-thirds majority vote of all Voting Members initiated in accordance with Article 5(6). A proposal for an amendment shall be circulated to all Voting Members 60 days in advance of the relevant resolution.
- (2) The record of any amendment adopted in accordance with the preceding paragraph shall be maintained by the EXCOM.

ARTICLE 12 – WITHDRAWAL AND DISSOLUTION

- (1) Any Member may withdraw from CNCTP at any time giving a notice of 30 days to the EXCOM. Such withdrawal shall become effective the date when the EXCOM shall issue a written notification of accepting such withdrawal.
- (2) CNCTP may be dissolved by a four-fifths majority vote of all Voting Members after submission of a written resolution in accordance with Article 11 (1). A decision to dissolve CNCTP may be taken through distant communication confirmed in writing.



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ARTICLE 13 – ENTRY INTO FORCE

This Constitution entered into full force and effect upon the signature of the CNCTP Memorandum of Understanding by the founding Members of CNCTP at their meeting in Phnom Penh on Tuesday, 31st May 2005.

ARTICLE 14 – DEPOSITORY

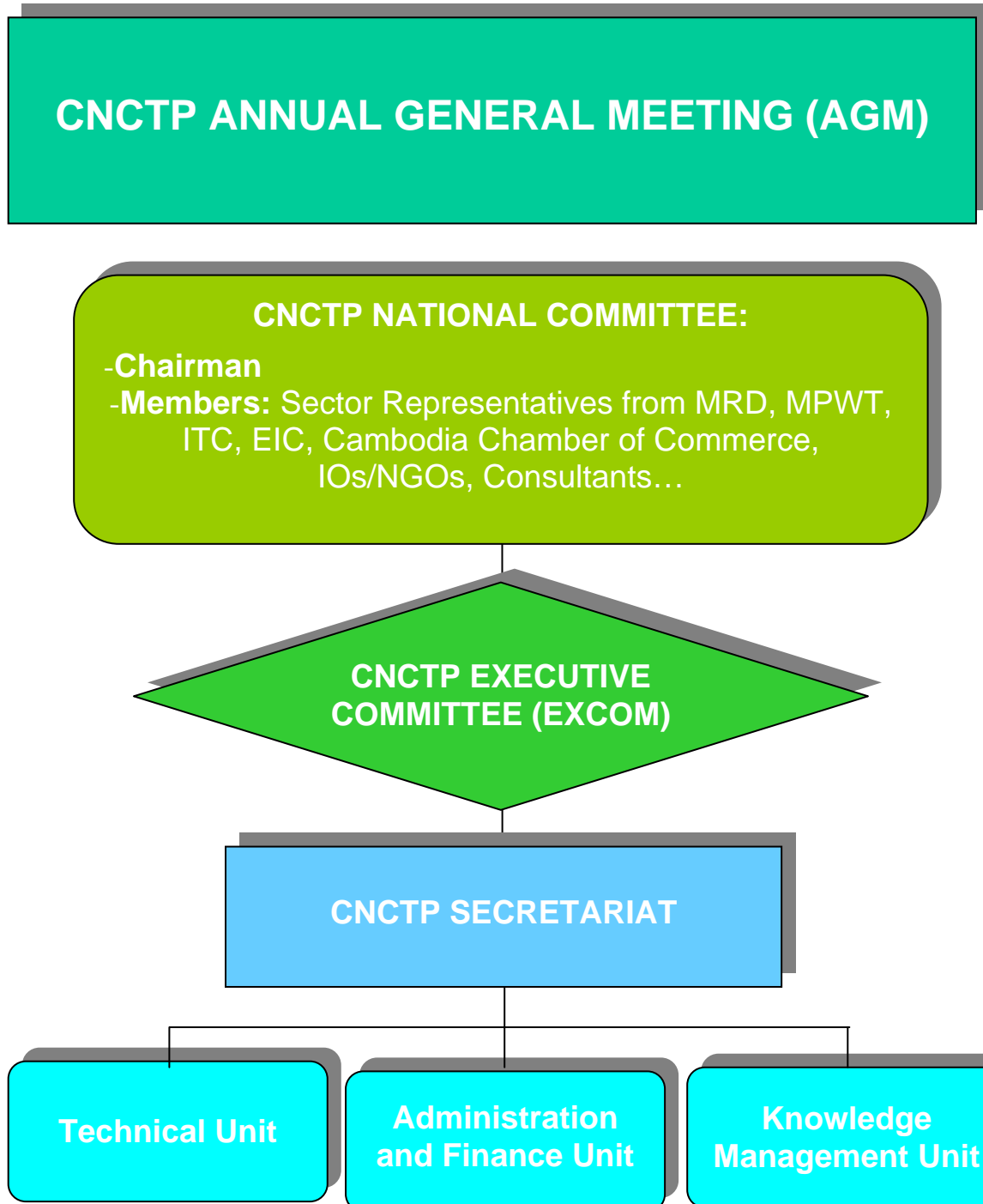
The EXCOM shall be the depository of this Constitution and any amendments thereto. The Depository shall maintain a List of Members and update the same following every CNCTP Annual General Meeting. Applications from new Members must be accompanied by a signed Annex of Adherence to the Memorandum of Understanding and this Constitution.



Cambodia National Community of Transport Practitioners (CNCTP)



ANNEX 2 STRUCTURE OF CNCTP





Cambodia National Community of Transport Practitioners (CNCTP)



ANNEX 3 WORKSHOP PARTICIPANTS

No	Name	Position	Organisation
1	H.E. Suos Kong	Secretary of State	MRD
2	H.E. Lim Sidenine	Under Secretary of State	MPWT
3	H.E. Try Meng	Under Secretary of State	MRD
4	Mr. Phy Sophoat	Deputy Director	PW Research Centre, MPWT
5	Ms. Le Minh Nguyet	SEACAP Management	Crown Agents
6	Dr. Simon Lucas	Infrastructure Adviser	DFID Cambodia & Vietnam
7	Mrs. Keth Phanna	Official	Training & Research Dept., MRD
8	Mr. Uy Sambath	Official	Planning Department, MRD
9	Prof. Meas sokhom	President	EIC
10	Mr. Chan Dararith	Vice President	EIC
11	Mr. Var Synarong	Official	MRD
12	Mr. Yoeun Sophal	Director	Rural Road Department, MRD
13	Mr. Tunn Chandara	Official	Rural Road Department, MRD
14	Mr. Chhour Leng Srun	Deputy Director	Rural Road Department, MRD
15	Mr. Kim Phally	Official	MRD
16	Mr. Chhun Samarth	NCHG	Ministry of Information
17	Ms. Keo Sun Sophany	IRAP Trainer	ILO
18	Mr. Doekle Wielinga	CTA	ILO
19	Mr. Hun Savuth	Fin /Admin	ILO
20	Mr. Diep Leng	Deputy Director General	Cambodia Chamber of Commerce
21	Mr. Sao Chivoan	Director	Planning Department, MRD
22	Mr. Huy Chivit	Official	Planning Department, MRD
23	Mr. Kong Vityea	Official	Planning Department, MRD
24	Mr. Chhouk Chhay Horng	Head	Civil Engineering Department, ITC
25	Mr. Mao Hat	ILO/GIS	ILO
26	Mr. Mour Kimsan	Deputy Director General	General Dept. of Technical Affairs, MRD
27	Mrs. Men Nareth	Head	Rural Engineering Department, ITC
28	Mr. Robert Petts	Principal	Intech Associates
29	Mr. Heng Kackada	Country Manager	Intech Cambodia
30	Mr. David Frakrand	SEACAP-6	Oxford Policy Management
31	Ms. Katarina Kotoglou	SEACAP-6	Oxford Policy Management
32	Mr. Srey Polrath	IRAP/ILO	MRD
33	Mr. Meng Se	Driver	ILO