

**Minutes of the Third Plenary Meeting
Government-Donor Partnership Working Group
April 03, 2003: 15:00h at CDC**

1. The Chairman opened the meeting by welcoming all members of the Working Group and other participants present at the meeting. As agenda for the meeting he proposed the following three items for discussion and agreement:
 - i. Composition and the Terms of Reference of the Working Group.
 - ii. The working principles/procedures for the Group.
 - iii. The Terms of Reference of the three studies that are being carried out under the umbrella of the Working Group.
2. The proposed agenda was accepted. In his introduction to the agenda item #1 - Composition and the Terms of Reference of the Working Group – he provided a recap of the developments and discussions to-date concerning the formation and the TORS of the Working Group. After extensive discussion on the issues surrounding the composition of the Group, it was agreed that:
 - i. the membership of the Working Group as of 3 April 2003 will include:

• Government	Chair
• Japan	Co-Vice Chair
• UN Resident Coordinator	Co-Vice Chair
• ADB	Member
• Australia	Member
• Canada	Member
• Denmark	Member
• European Commission	Member
• France	Member
• Germany	Member
• Sweden	Member
• United Kingdom	Member
• World Bank	Member
 - ii. Twice a year, before both the CG and the Follow-up CG Meetings, other development partners who may want to formally join the Working Group will have an opportunity to do so.
 - iii. All meetings of the Working Group will be open to any development partner who may wish to participate in the discussions.
3. The Terms of Reference of the Working Group were approved. It was also agreed that in order for the Working Group to achieve some tangible results, it needs to remain focused on identifying, analyzing, and making recommendations on issues for which feasible solutions can be agreed to and implemented immediately. The three studies included in the TORS are the current priorities and additional topics considered important by the Working Group can be added in the future.

4. In his introduction to the second item on the agenda – the working principles/procedures for the Group – the Chairman sought clarification on the following topics:
 - i. The role of Co-Vice Chairs.
 - ii. Whom should the invitations for the Group meetings should be sent.
 - iii. What is an acceptable quorum for conducting a meeting.
 - iv. How many days before the scheduled meetings should the invitations be sent – 5, 7, or 10 days.

After extensive discussion, it was agreed that:

- i. The Co-Vice Chairs can play a useful role by liaising with their respective constituencies periodically and providing a feedback to the Working Group.
 - ii. The formal invitations for meeting will be sent to the 12 development partners, listed in para#2 above. The minutes of the meetings, however, will be circulated to all development partners.
 - iii. No quorum requirement is necessary.
 - iv. The formal invitation letters for future meetings of the Working Group will be sent 10 days prior to the planned meetings.
5. In his introduction to the third item on the agenda – Progress on the three studies that are being carried out under the umbrella of the Working Group – the Chairman provided an update. The three studies include:
 - i. Analysis of the capacity building practices of Cambodia's development partners.
 - ii. National Operational Guidelines for development Cooperation.
 - iii. Practices and lessons learned in the management of development cooperation.

He reported that work on the first study is in progress and a report from the team is expected in early June. In the case of the second study, an action plan has been prepared that was sent with the invitation for this meeting. The next step is to prioritize the activities identified in the action plan. This study will be carried out in steps over an extended time period. The fieldwork on the third study has been completed. A report is expected by May/June. In terms of financing of these studies the Chairman reported that the study #1 and #2 are being financed by the UNDP Support Programme for Aid Coordination and Partnerships at the CDC of which he was the National Programme Director. The third study is being financed by Japan. He emphasized that: (i) these studies are being carried out under the umbrella of the Government-Donor Partnership Working Group, and (ii) that they are being managed by him in his capacity as the Chairman of this Group. He also informed the Group that the RGC has already appointed (on December 30, 2002) its representatives to work with the consultant teams for each of these studies.

After discussion it was agreed that a letter would be sent to members of the Working Group to ask for their interest in participating in sub-groups for each of the three studies to facilitate and guide the work of the consultant teams. With respect to the reporting procedures of the consultant teams, they will first present their draft report to the Sub-Group members. Depending on the feedback from the Sub-Group the consultant teams will carry out revisions and the revised draft will be presented to the Working Group. Finally, the consultant will present their report at two wrap up meetings, one with all development partners and the other with Government officials.

6. The meeting finished at 5pm. The list of participants is attached.

**Government-Donor Partnership Working Group
April 03, 2003: 15:00h at CDC**

LIST OF PARTICIPANTS

H.E. Mr. Chhieng Yanara	Government	Chairman:
H.E. Mr. Katsuhiro Shinohara	Japan	Co-Vice Chair
Mr. Ladislaus Byenkya-Abwooli	for UN Resident Coordinator	Co-Vice Chair
Dr. Daniel Arghiros	UK	Member
Ms. Raine Dixon for Mr. Blair Exell	Australia	Member
H.E. Mr. Urooj Malik	ADB	Member
H.E. Dr. Lee Won Hyung	Ambassador, Korea	
H.E. Mr. Alain Rauch	Premier Counsellor, France	
H.E. Mr. Winston McColgan	Chargé d'Affaires a.i., EC	
Mr. Mogens L. Christensen	Minister Counsellor, Denmark	
Mr. Valentin Dikushin	Counsellor, Russian Embassy	
Dr. Nipa Banerjee	Counsellor and Head of AID, CIDA	
Dr. Thomas Engelhardt	Country Representative, Germany/GTZ	
Ms. Agneta Danielsson	First Secretary, Sweden/Sida	
Mr. Antoine de Dianous	Economic Counsellor, French Embassy	
Ms. Nantinee Niyaso	Second Secretary, Royal Thai Embassy	
Mr. Scott Harding	Program Officer, USAID	
Mr. Juro Chikaraishi	Resident Representative, JICA	
Ms. Chisa Hara	Deputy Resident Representative, JICA	
Mr. Ryutaro Takaku	Second Secretary, Embassy of Japan	
Ms. Chinami Hanazono	Special Advisor, Embassy of Japan	
Mr. Bertrand Boisselet	Deputy Director, Agence Française Développement	
Mr. Long Piseth	Senior Programme Officer, Danish Embassy	
Mr. Fabio Artuso	Programme Officer, EC	
Ms. Beate Trankmann	Governance Team Leader, UNDP	
Mr. Kay Kimsong	Reporter, Cambodia Daily	

Government

Ms. Heng Sokun	Director, Aid Management: Japan, Asia Pacific & America, CDC/CRDB
Mr. Rith Vuthy	Director, Aid Management: Europe, EC & IFIs, CDC/CRDB
Mr. Om Tara	Director, NGO Coordination Department, CDC/CRDB
Dr. Farid Siddiqui	Senior Advisor, UNDP Support Programme at CDC
Mr. Itsu Adachi	Advisor to CDC/CRDB, JICA
Mr. Oul Nak	Deputy Director, Aid Management: Europe, EC & IFIs, CDC/CRDB
Mr. Hem Van Yuth	Deputy Director, Aid Management: Europe, EC & IFIs, CDC/CRDB
Mr. Chum Samnang	Assistant to the Secretary General, CDC/CRDB
Mr. Saram Channarith	ICT Expert, UNDP Support Programme at CDC
Mr. Chhin Sam Oeun	Operations/Technical Officer, UNDP Support Programme at CDC
Ms. Sou Pheakny	National Professional, UNDP Support Programme at CDC
Mr. Chhun Vanna	National Professional, UNDP Support Programme at CDC

April 4, 2003