

**Guideline  
on Consultation Meeting between  
the Royal Government of Cambodia and Non-Governmental Organisations  
May 2024**

**I- Background**

The Royal Government of Cambodia (RGC) recognises the important role of Non-Governmental Organisations (NGOs) in contributing to socio-economic development by providing inputs for national policies and programs, and mobilising resources to support its implementation, especially contributing to public service delivery in social sector, and offering insights to the monitoring of the progress of implementation. On this basis, the RGC has implemented consultation meeting with NGOs and other mechanisms since 2012, yielding positive results despite encountering some challenges during implementation.

In commitment to further enhance the contributions of NGOs to national development, the RGC of the Seventh Legislature of the National Assembly, under the realistic, proactive and long visionary leadership of **Samdech Moha Borvor Thipadei HUN MANET**, Prime Minister of the Kingdom of Cambodia, emphasizes the need to strengthen partnerships with all development actors to achieve national development goals, graduate from the least developed countries, and attain Cambodia's Vision 2030 and 2050, as articulated in the Pentagonal Strategy - Phase I. To operationalize this commitment, the Development Cooperation and Partnerships Strategy 2024-2028 was adopted by the RGC on December 29, 2023, has established various mechanisms and tools, including consultation meeting between RGC and NGOs to enhance cooperation with inclusive partnerships, effectiveness, transparency, and accountability. This Guideline provides clarification on a number of important works related to the organisation and functioning of the consultation meeting between the RGC and NGOs aimed at enhancing the effectiveness of cooperation.

**II- Objectives and Goals**

The purpose of the consultation meeting between the RGC and NGOs is to continue to strengthen the values of partnership and enhance the effectiveness and efficiency of the use of NGOs resources to contribute to national development priorities as articulated in the Pentagonal Strategy - Phase I, the National Strategic Development Plan (NSDP) and sectoral/ thematic/reform strategies.

The goals of the consultation meeting shall be to:

- (i) Provide opportunities for discussion in a constructive manner on a specific theme;
- (ii) Promote mutual respect and trust, shared understanding, increased collaboration and effective information sharing on progress and challenges faced as well as to identify appropriate actions that can stimulate improved service delivery in line with the national development vision so that performance and development effectiveness can be improved;
- (iii) Share lessons and innovative practices by promoting knowledge building and information exchange *amongst* NGOs network as well as *between* the RGC and NGOs;
- (iv) Strengthen effective two-way communication beyond the consultation meeting, including through links to other routine dialogue mechanisms at the national and

sub-national level in which issues raised at the consultation meeting may be followed-up for further discussion, resolution and/or monitoring; and

- (v) Address the challenges that NGOs have encountered in their operations.

### III- Guiding Principles

The meeting shall promote a partnership that is based on the following principles:

- (i) **Constructive** – the meeting is designed to promote the achievement of national development goals. It, therefore, provides an opportunity for exchange feedback and offering recommendations that are based on experiences to enhance the working performance.
- (ii) **Inclusive** – the meeting offers an opportunity to bring together a range of actors and partners to ensure that the activities are being implemented efficiently with a minimum of overlap and duplication by using the NGO information management systems and information sharing.
- (iii) **Consultative** – the meeting shall provide an opportunity for effective two-way communication, allowing all participated parties to engage in a dialogue and seek clarifications on issues that influence the implementation of their works.
- (iv) **Complementary** – the meeting will increase efficiency and effectiveness by strengthening inter-sectoral cooperation and by ensuring consistency across different sectorial development policies.
- (v) **Collaborative** – the meeting shall provide opportunities (and learn from experiences) for promoting Government-NGO partnerships in public service delivery especially in the social sector or in coordinating an emergency response.
- (vi) **Mutual benefit** – all parties shall be able to utilise the outcomes from this meeting to orient their respective works to achieve results more effectively. This can be achieved by establishing a greater understanding of the work of other actors in the development process.

### IV- Arrangement of the Meeting, Roles and Responsibilities

The consultation meeting will take place over half a day or full day, will focus on a priority theme with a strategic or cross-cutting sectors nature. The theme should be identified in advance, based on its importance to the development of Cambodia. The host Ministry and Agency is encouraged to use the existing or similar arrangement to accommodate the consultation meeting in order to avoid establishing an additional or parallel bureaucratic structure, reduce transaction and administrative costs, and increase efficiency and effectiveness.

#### i- Host Ministry and Agency

Through an existing or ad hoc mechanism, the host Ministry and Agency will work with NGO representative group to prepare a draft agenda including theme for discussion and the timing of the meeting, identify NGO participants, and manage logistics for the meeting. The host Ministry and Agency is encouraged to organise pre-meetings with NGO representative(s) to identify and resolve as many outstanding issues as possible in advance of the consultation meeting; this ensures that the consultation meeting focuses only on most important matters that require the attention of the host Ministry and Agency and relevant NGOs.

## **ii- NGO Representative Group**

NGOs shall form their representative group (either an established coordination structure or an ad hoc grouping established for the consultation meeting) – for communications with the host Ministry and Agency. This group will be responsible for coordinating any pre-meetings amongst NGOs to develop the agenda, identify the issues, lead the NGO for the discussions during the consultation meeting and for coordinate/monitor agreed follow-up actions. NGOs, at their own initiative, could organise their own meeting for lesson learning and the exchange of experience.

The NGO representative group will be self-selected by their NGO members based on the following criteria:

- active in the topic (theme) that is to be discussed at the consultation meeting;
- able to lead internal discussions ,facilitate information sharing, resourced with capacity to play a coordinating role in the preparation and conduct and follow-up of the consultation meeting;
- Willing to engage in and facilitate a results-based dialogue between the host Ministry and Agency, and NGOs and to support monitoring efforts after the meeting including preparing a regular progress report after the meeting to the host Ministry and Agency.

## **iii- Organisation of Consultation Meeting**

Consultation meeting will be organised as follows:

- Host Ministry and Agency, can use the NGO Database of the Cambodian Development Cooperation Board of the Council for the Development of Cambodia (CDCB/CDC) or other data sources for consulting with NGO representative group to identify NGOs that are active in that respective thematic area of the consultation meeting.
- The NGO representative group will convene a pre-meeting or internal consultation that can identify a list of proposed issues for discussion at the consultation meeting.
- The NGO representative group will then meet with the host Ministry and Agency to inform their preparation for the meeting, especially the proposed issues for discussion.
- If required, pre-meetings will be organised by the host Ministry and Agency prior to agreeing with the main issues to be put forward for discussion at the consultation meeting.

## **iv- Agenda of Consultation Meeting**

The consultation meeting shall proceed accordingly to a generic agenda as follows:

- Welcoming remarks and introduction to the agenda by the host Ministry and Agency, including an overview of the national development status, recent achievements, current challenges, future objectives;
- Opening address by the NGO representative group;
- Presentation by NGOs on achievements and challenges, for dialogue and proposed future actions;

- Response by the relevant Ministry and Agency, including proposed actions and monitoring arrangements based on the priorities of sector development strategies;
- Plenary discussion;
- Identification of agreed actions and monitoring arrangements;
- Summary of the meeting and concluding remarks by the host Ministry and Agency.

## **V- Participation and Timing of the Consultation Meeting**

### **i- Participation**

The composition of the consultation meeting includes:

- Both local and international NGOs who are working at the national and sub-national level;
- Development partners who finance NGOs; and
- The RGC's ministries and agencies related to the theme of the consultation meeting.

### **ii- Timing**

The meeting shall take place once a year or at any time if required.

## **VI- Monitoring Progress of Post-Consultation Meeting**

- (i) The host Ministry and Agency will be responsible for following up of all activities implementation for further action. For some sensitive matters remain unsolved under their jurisdictions, the head of the host Ministry and Agency must report and seek for a decision from **Samdech Moha Borvor Thipadei Prime Minister**.
- (ii) The NGO representative group will be responsible for preparing a brief report on actions taken by NGOs after the meeting. The group is also responsible for preparing progress reports on the implementation of all activities under its responsibility. The reports may be used for further dialogue and coordination between RGC and NGOs.