

KINGDOM OF CAMBODIA
Nation Religion King

Royal Government of Cambodia

57 អនក្រឹត្យ

Sub-Decree (Anou Kret)
on
Creation and Practicing of the Permanent Secretariat General
of the
Cambodian National Council for Women

Royal Government

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen the Royal Decree (Preah Reach Kret) No. SN/Roy.Kr./0704/124 dated 15 July 2004 on Appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen Preah Reach Krom (Law) No. 02/SN/94, dated 20 July 1994 which promulgates the Law on Organization and Functioning of the Council of Ministers;
- Having seen the Royal Degree (Preah Reach Kret) No. SN/Roy.Kr./0201/036, dated 14 February 2001 on Creation of Cambodian National Council for Women;
- Having Seen the Royal Degree (Preah Reach Kret) SN/Roy.Kr./0805/388 dated 30 August 2005 on Revision of Royal Degree No. SN/Roy.Kr./0201/036 dated 14 February 2001 on Creation of Cambodian National Council for Women;
- Having agreed in the cabinet meeting of the office of Council Ministers dated 11 May 2007.

Orders
Chapter I
General Provisions

Article 1

This sub-decree determines the mission, duties and the structures of the Permanent General Secretariat of the Cambodian National Council of Women, appreciated as CNCW.

Chapter II
Missions and Duties

Article 2

The Permanent General Secretariat is an operative organization of CNCW that is directed and managed by one Secretary General and Deputy Secretary Generals as necessary.

Article 3

The Permanent General Secretariat of CNCW implements missions and duties according to decisions of CNCW.

The Permanent General Secretariat of CNCW as the mechanism of CNCW has duties as follows:

- Propose short, medium and long term work plans for CNCW.
- Coordinate with related institutions the preparation of the national report on the implementation of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) for CNCW and approve the submission of the report to the Royal Government for decision before sending to the United Nations.
- Monitor the status of women and provide recommendations based on national policies of the Royal Government of Cambodia and the world conference for women.
- Promote CEDAW to commune levels.
- Research national laws, international laws and orders relating to women in order to follow up, evaluate and provide recommendations.
- Collaborate with ministries, institutions, NGOs, INGOs, and civil society to provide recommendations to CNCW to monitor and make decisions before sending to the Royal Government of Cambodia.
- Ensure the continuity of the administrative performances of CNCW.
- Manage official staff of the Permanent General Secretariat of CNCW.
- Manage the budget and resources of the Permanent General Secretariat according to CNCW's decisions.

- Conduct ordinary meetings, extraordinary meetings and develop annual reports including minutes meeting reports, performance reports, and result reports of CNCW.
- Publish documents and provide any information related to women.

Article 4

The CNCW budget is sourced from:

- 1- The National Budget: the budget's annex of the Ministry of Women's Affairs, with its own budget package under the financial law. The Permanent General Secretariat of CNCW can make a plan and defense for budget box annually based on its own activities.
- 2- Financial support from INGOs, Donor countries, and national and international donors.

Besides the National Budget, all other income generated must be placed into CNCW's funds. This can be overseen by an approved delegate from CNCW, such as the Minister of Women's Affairs and Secretary General of CNCW. With the exception of daily duties use of the budgetary funds must be approved by CNCW.

Article 5

The Permanent General Secretariat of CNCW has the right to use CNCW stamp.

Article 6

The Permanent General Secretariat of CNCW has a duty to propose to the director of CNCW to monitor and make decisions as necessary on the appointment, changing of duties, ceasing of positions of lower level staff and recruitment of contract staff.

Chapter III Structures

Article 7

The Permanent General Secretariat is divided into three departments as follows:

- 1- Department of Administration and Finance
- 2- Department of Planning and Cooperation
- 3- Department of Legislation

Numbered organization of the Permanent General Secretariat of CNCW is an annex of this sub degree.

Article 8

Each division or department is divided into group work or office which has three group works or offices in one department.

The responsibility of each group is determined by the Prakas of Director of CNCW according to the proposal of the Permanent General Secretariat.

Article 9

Each division or department is directed by one Director and or Deputy Directors, and assistance is provided as necessary.

The position of each division or group work is determined as follows:

- The Director of each Division's position is equal to that the of Director of the Department

- The Deputy Director of each Division's position is equal to that the of the Deputy Director of Department

- The Director of each group's position is equal to that of the Chief of Office.

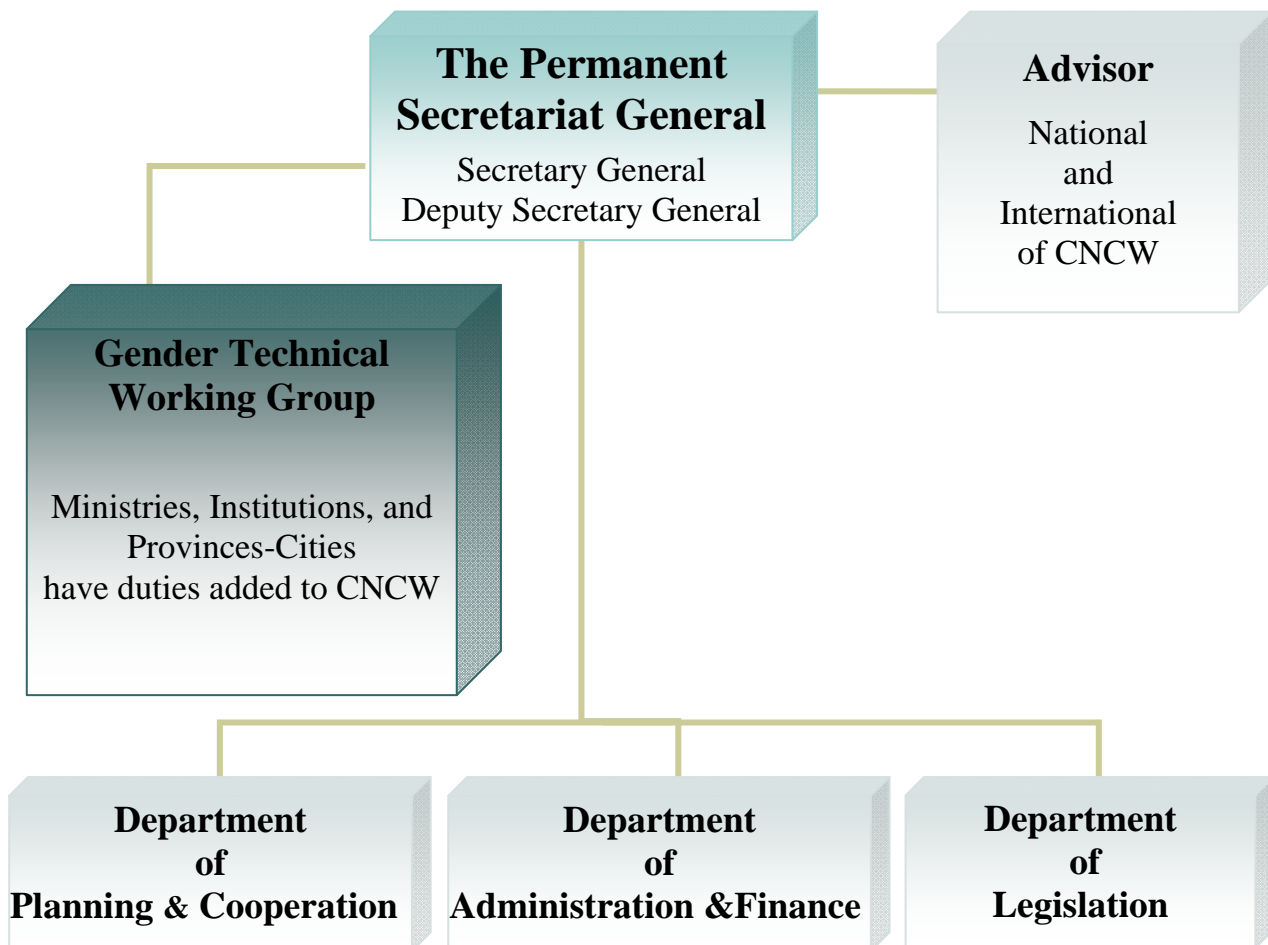
- The Deputy Director of each group's position is equal to that of the Deputy Chief of Office.

Article 10

The Permanent General Secretariat can ask the Director of CNCW to monitor and make decisions on the creation of other expert vice-commissions as necessary.

Annex of sub decree 57 អនក្រឹត្យ.បក, Dated 07 June 2007
on Creation and Practising of the Permanent General Secretariat of Cambodian
National Council for Women

Number Organization
of the Permanent Secretariat General of CNCW



Chapter IV

Duties of each Department

Article 11

The Department of Administration and Finance duties are as follows:

- Manage the Permanent General Secretariat's official staff.
- Organize and administer all administrative documents.
- Compile correspondence and reports for CNCW's ordinary meetings and extraordinary meetings.
- Report on results of CNCW's performances and summarize annual reports.
- Develop budget proposals for the national budget and donors, and review related performance.
- Manage CNCW's resources.
- Supply equipment needed for the Permanent General Secretariat and meetings.
- Compile monthly, quarterly, half-yearly and annual reports for the Permanent General Secretariat.
- Undertake other duties according to requests of the Permanent General Secretariat.

Article 12

The Department of Planning and Cooperation has duties as follow:

- Make short, medium, and long term work plans for CNCW.
- Monitor, collect data, and evaluate outcomes from all levels.
- Report and update daily information on the website.
- Publish documents and broadcast information gathered through collaboration with external broadcasting systems.
- Publish picture books, wall pictures, spots related to the work of CNCW.
- Cooperate and collaborate with ministries, institutions, and civil society.
- Attend meetings, seminars, and training related to work.
- Act as a protocol in all conferences and meetings.
- Compile monthly, quarterly, half-yearly and annual reports, for the Permanent General Secretariat.
- Undertake other duties according to the requests of the Permanent General Secretariat.

Article 13

The Department of Legislation has duties as follow:

- Study and research national laws, regulations and orders related to women, and participate in experimentation with inter-ministries, civil society, NGOs, INGOs.

- Attend meetings and follow ups and compile evaluations. Provide recommendations to improve the implementation of national laws, agreements, MOUs, and orders related to women.
- Monitor and evaluate the implementation of national policies related to gender mainstreaming in all levels of government, including national, provincial and commune levels.
- Follow up and evaluate the implementation of national laws such as laws against human trafficking, in all levels of the government.
- Participate in promoting, following up and evaluating laws pertaining to the elimination against domestic violence, and protection of victims of violence.
- Collect and publish information related cases of domestic violence against women in order to conduct current and future statistical analyses.
- Research and compare international laws, treaties, and conventions related to women by evaluating related law implementation in Cambodia.
- Collaborate with ministries, institutions, and civil society in facilitating the preparation of national reports related to CEDAW in Cambodia according to recommendations of the United Nations.
- Promote CEDW to all levels of government.
- Compile monthly, quarterly, half-yearly and annual reports for the Permanent General Secretariat.
- Undertake other duties as requested by the Permanent General Secretariat.

Chapter V

Duties of Ministries, Institutions, and Provinces-Cities

Article 14

1. The Gender Technical Working Group of Ministries and Institutions have duties added to CNCW's work to increase participant capacity. It is the responsibility of ministries and institutions to write national reports on the implementation and promotion of CEDAW. They are also responsible for coordinating ongoing monitoring and evaluation, and implementing national policies, and national law with CNCW. They also implement the activity work plan of CNCW in their provinces, cities, districts, communes.

2. The provincial office in all provinces and cities and the gender lectures in each provincial office around the provinces and cities have duties added to the work of CNCW.

Chapter VI

Final Provisions

Article 15

Sub-Decree N° 110 អនក្រឹត្យ.ប័ណ្ណ , Dated 24 October 2002 on the creation and practice of the Permanent General Secretariat of CNCW and those provisions contrary to this sub-decree shall be hereby repealed.

Article 16

The Minister in charge of the office of the Council Ministers, the Minister of the Ministry of Economics and Finance, the Minister of Ministry of Women's Affairs, the Secretary of State of Public Civil Servant Secretariat, Ministers and Secretaries of State of all Ministries and Institutions related must effectively implement this sub-decree from the day of signing.

Phnom Penh, dated 07 June 2007

Prime Minister

HUN SEN

Number Organization
of the Permanent Secretariat General of CNCW

