



**Kingdom of Cambodia
National Religion King**

**Ministry of Social Affairs, Veterans and Youth Rehabilitation
No 561 MoSVY**

Phnom Penh, 11 March 2011

Unofficial Translation

**PRAKAS
ON**

Organization and Functions of the Secretariat of Disability Action Council

Minister of Social Affairs, Veterans and Youth Rehabilitation

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen the Royal Decree No NS/RKT/0908/1055 dated 25 September 2008 on Appointment of the Royal Government of Cambodia
- Having seen the Royal Kram No 02/NS/94 dated 20 July 1994 promulgating the Law on Organization and Functioning of the Council of Ministers
- Having seen the Royal Kram No NS/RKM/0105/001 dated 17 January 2005 promulgating the Law on Establishment of the Ministry of Social Affairs, Veterans and Youth Rehabilitation
- Having seen the Royal Kram No NS/RKM/0709/010 dated 03 July 2009 promulgating the Law on the Protection and the Promotion of the Rights of Persons with Disabilities
- Having seen the Sub Decree No 55 ANK-BK dated 08 April 2005 on Organization and Functioning of the Ministry of Social Affairs, Veterans and Youth Rehabilitation
- Having seen the Sub Decree No 59 ANK-BK dated 21 June 2010 on Organization and Functioning of the Disability Action Council

Decided

Article 1

This Prakas aims to define the organization and the functioning of the Secretariat of the Disability Action Council (DAC), which is an executive body of the DAC.

Article 2

The Secretariat of the DAC is led by a secretary, who has a rank equivalent to Director of the Department as an Executive Director, and has some Under Secretaries as Deputy Executive Director, who have a rank equivalent to Deputy Director of the Department as assistants. The Secretariat of the DAC shall have three types of staff:

- Civil Servant of the Ministry of Social Affairs, Veterans and Youth Rehabilitation
- Contractual staff of Ministry of Social Affairs, Veterans and Youth Rehabilitation
- Employees who have apart working contract with secretariat of the DAC.

Article 3

The Secretariat of the DAC has the following duties:

- Coordinate with relevant ministries, institutions and non-governmental organizations in development, promotion and implementation of policies, laws, and national strategic plans concerning disability and rehabilitation.
- Coordinate the cooperation between government institutions, non-governmental organizations, development partners and private sector on disability and rehabilitation issues.
- Research, study and collect information to request approval to, revise, add, amend policies, laws and other regulations related to disability.
- Monitor and evaluate the actions of the ministries/institutions and relevant organizations in implementation of national plans, policies, laws and other regulations related to disability issue.
- Manage and develop human resources of the Secretariat of the DAC.
- Manage finances and assets of the Secretariat of the DAC in compliance with relevant approved procedures, laws and regulations.
- Propose annual action plan and budget of the DAC.
- Propose performance based recruitment and promotion and provide incentives, disciplinary or dismissal procedures for the three kinds of staff of the Secretariat followed by approval of the Chairperson of the DAC.
- Prepare documents for the Chairperson of the DAC to approve before submitting to DAC council meeting.
- Organize, facilitate and participate in meetings, workshops and events of DAC.
- Represent DAC in meeting(s) or other national and international forum(s) as authorized by the Chairperson of the DAC.
- Liaise with national and international communities for sharing experiences the mobilization of resources inside and outside the country.

- Act as a Disability Resource Center by managing all national and international information and documents, which concerning to disabilities issue and rehabilitation .
- Coordinate the specific consultative events on any disability issue and rehabilitation.
- Produce monthly, quarterly and annual reports outlining the national and international activities of the DAC.
- Comply with other duties assigned by the Chairperson of the DAC

Article 4

The Secretariat of the DAC has the following seven units:

1. Administration and Finance Unit
2. Communication and Fund Raising Unit
3. Monitoring, Evaluation, and Reporting Unit
4. Policies, Legislation, Plan and Dissemination Unit
5. Health and Rehabilitation Unit
6. Education, Children with Disabilities, and Women with Disabilities Unit
7. Vocational Training, Livelihood, and Job Placement Unit

Article 5

Each unit is led by a chief, who has rank equivalent to Chief of Bureau, and has Deputy Chief(s) as assistant(s) equivalent to Deputy Chief of Bureau as needed.

Article 6:

Each unit has the following duties:

A. Administration and Finance Unit

- Develop annual action plan and budget for the Unit
- Manage the supply and procurement
- Develop and monitor the implementation of internal policies and other regulations of the secretariat
- Prepare legal frameworks of communication procedures with relevant ministries, institutions, NGOs, development partners and private sector
- Manage legal frameworks and personnel bio-data
- Manage letter-in/out and archives
- Manage, maintain and repair materials, equipments of the Secretariat
- Monitor and instruct on the use of equipment and funds supported by Royal Government, national and international NGOs
- Update regularly Master list information of DAC Secretariat's member and other relevant stakeholders within disability sector.
- Prepare and coordinate any training courses to the staff of the Secretariat.
- Prepare and coordinate every meetings conducted by each Unit, the Secretariat and DAC.

- Manage the fund and financial operation.
- Prepare and define the financial regularity in semester and annually.
- Report on monthly basis on incomes, expenses and financial situation to management team leader.
- Manage computer, internet and Email networking.
- Conduct internal training to technical staff on, Communication and Information Technology as required.
- Produce the quarterly, semester, every nine months and annual reports of the unit to the Executive Director.
- Comply with other duties assigned by the Executive Director.

B. Communication and Fund Raising Unit

- Develop annual action and budget plan for the Unit.
- Cooperate with other six Units to prepare strategic plan, action plan and other plans.
- Communicate with press and media system of both private and public sector on the disability issue.
- Visit NGO members or/and programs as possible.
- Establish networks within sub-national level.
- Develop effective communication tools.
- Develop regularly newsletter of the Secretariat as planned in soft and hard copy for public dissemination.
- Coordinate with relevant Ministries, institutions, NGOs and development partners in accepting and distributing the materials and funds.
- Facilitate with Disability Foundation in mobilizing resources to support programs related to the disability issue.
- Follow up proposals submitted to the Ministries and development partners for funding.
- Produce the quarterly, semester, every nine months and annual reports to the Executive Director.
- Comply with other duties assigned by the Executive Director.

C. Monitoring, Evaluating and Reporting Unit

- Develop an annual action plan and budget for the Unit.
- Develop and use monitoring and evaluation tools.
- Organize and coordinate trainings courses/workshops with DAC members, NGOs and other stakeholders related to the Unit's work.
- Organize and coordinate consultative workshops and trainings course on the Unit related works to DAC's member and relevant stakeholders.
- Coordinate and strengthen the collaboration between relevant ministries, institutions and NGOs on all activities concerning monitoring, evaluating and reporting.
- Coordinate and collect information/data related to disability

- Coordinate and cooperate with relevant ministries, institutions and NGOs, to establish monitoring and evaluation mechanisms of the implementation of laws, policies, national plans related to disability and rehabilitation.
- Coordinate in the development of annual progress report for the Secretariat.
- Evaluate the implementation of laws, policies and national plans related to disability issues in order to respond to the needs and basic rights of persons with disabilities.
- Develop and use a systematic reporting format to collect data from relevant ministries, institutions and national and international NGOs.
- Incorporate all reports submitted by all Units and submit to the DAC and relevant development partners.
- Monitor all operation activity to assure the implementation of the strategic plan meets with the standard related to disability.
- Produce the quarterly, semester, every nine months and annual reports to the Executive Director.
- Comply with other duties assigned by the Secretary.

D. Policies, Laws, Plans and Dissemination Unit

- Develop the annual action plan and budget for the Unit
- Organize and coordinate trainings/workshops with DAC members, NGOs and other stakeholders related to the Unit's work.
- Develop the strategies to implement the National Strategic Plans and other action plans related to disability issues
- Prepare procedures, principles and regulations related to implementation of action plan and technical information management.
- Coordinate and strengthen the cooperation between relevant ministries, institutions and NGOs in developing the policies, laws, plans and dissemination
- Coordinate the meetings of the related committees and sub-committees to exchange information, good experiences and challenges and to attempt to solve problems concerning the Unit's works.
- Coordinate any consultative events relating to unit's work
- Coordinate the development of National Strategic Plans and other action plans related to disability issues
- Coordinate with development partners, national and international development partners, government institutions and private agencies in order to develop a strategic plan of action to ensure the progress of programmes in Cambodia
- Disseminate laws, policies, national action plans and other relevant legal documents
- Manage and structure a database of all collected information and documents related to the activities of persons with disabilities
- Produce the quarterly, semester, every nine months and annual reports to the Executive Director.
- Comply with other duties assigned by the Secretary.

E. Health and Rehabilitation Unit

- Develop the annual action plan and budget for the Unit
- Organize and coordinate capacity building trainings/workshops with DAC members, NGOs and other stakeholders related to the Unit's work, including specialized training programs such as physiotherapy, occupational therapy, speech therapy, and other initiatives to develop national training curriculum
- Coordinate and strengthen the collaboration between relevant ministries, institutions and NGOs on all activities concerning health and rehabilitation
- Coordinate the meetings of the related committees and sub-committees to exchange information, good experiences and challenges and to attempt to solve problems concerning the Unit's work.
- Cooperate with relevant ministries, institutions and organizations in terms of maintaining sustainability of physical and medical rehabilitation centers
- Coordinate and monitor the implementation of health and rehabilitation programs
- Coordinate and participate in the development and amendment of policies related to health and rehabilitation.
- Coordinate and consult on any work concerning to health and rehabilitation.
- Coordinate on data and information collection concerning persons with disabilities who have received health and rehabilitation services.
- Collaborate with Rehabilitation Departments and NGO members to monitor the project implemented by Physical and Medical Rehabilitation Centers to ensure the provision of the services are complying with the standards required by the DAC.
- Collaborate with NGOs involved in Community Based Rehabilitation to ensure the quality of services and to serve as a country representative to international community regarding CBR
- Participate in meetings, workshops and other events with relevant ministries, institutions, NGOs concerning to health and rehabilitation.
- Produce the quarterly, semester, every nine months and annual reports to the Executive Director.
- Comply with other duties assigned by the Secretary.

F. Education, Children and Women with Disabilities Unit

- Develop the annual action plan and budget for the Unit.
- Organize and coordinate capacity building trainings/workshops with DAC members, NGOs and other stakeholders related to the Unit's works
- Coordinate and strengthen the collaboration between relevant ministries, institutions and NGOs on all activities concerning education, children and women with disabilities
- Coordinate meetings of the related committees and sub-committees to exchange information, good experiences and challenges and to attempt to solve problems concerning to the education, children, women and elders with disability.

- Coordinate and participate in the development and amendment of policies related to education, children, women and elders with disabilities.
- Coordinate with relevant ministries, institutions and NGOs on the gender development and elders with disability.
- Coordinate and consult on any work concerning education, children, women and elders with disabilities
- Monitor policy implementation on Education of the Children with Disabilities and other Master Plans related to the Unit's works.
- Participate in meetings, workshops and other events with relevant ministries, institutions and NGOs concerning education, children, women and elders with disabilities
- Produce the quarterly, semester, every nine months and annual reports to the Executive Director.
- Comply with other duties assigned by the Secretary.

G. Vocational Training, Livelihood and Job Placement Unit

- Develop the annual action plan and budget for the Unit
- Organize capacity building training sessions for the members of the committee and subcommittee(s)
- Organize and coordinate capacity building trainings/workshops with DAC members, NGOs and other stakeholders related to the Unit's work
- Coordinate and participate in the development and amendment of policies related to vocational training, livelihood and job placement.
- Coordinate and strengthen the collaboration between relevant ministries, institutions and NGOs on all activities concerning vocational training, livelihood and job placement
- Coordinate the meetings of the related committees and sub-committees to exchange information, good experiences and challenges and to attempt to solve the problems concerning the Unit's works.
- Coordinate the provision of technical assistance and strengthen the capacity of teachers/trainers within Vocational Training Centers
- Coordinate and consult on any work concerning to vocational training, livelihood and job placement
- Collaborate with Rehabilitation Department and NGO members to monitor the project implementation of Vocational Training Centers to ensure the provision of services which are complying with the Circular on Strengthening of the Quality of Vocational Training for Persons with Disabilities.
- Participate in meetings, workshops and other events with relevant ministries, institutions and NGOs concerning vocational training, livelihood and job placement
- Produce the quarterly, semester, every nine months and annual reports to the Executive Director.
- Comply with other duties assigned by the Secretary.

Article 7:

The Secretariat of the DAC has the following working mechanisms:

- Advisory Committee
- Laws, Policies, Plan and Awareness Raising Committee
- Health and Rehabilitation Committee
- Education, Children with Disabilities and Women with Disabilities Committee
- Vocational Training, Livelihood and Job Placement Committee
- Other committees, subcommittees and specific working groups as required

The establishment of these committees, sub-committees and working groups shall be determined by the decision of the Chairperson of the DAC as requested by the Secretary.

The Secretariat of the DAC can have national and international advisor(s) and coordinator(s) for these committees, sub-committees and specific working groups as required.

Article 8:

Internal regulations, staff, financial and membership policies and other legal documents shall be determined by the Chairperson of DAC.

Article 9:

The Secretariat of the DAC shall have a right for its own legal seal use.

Article 10:

The Secretariat of the DAC has its own separate funds including:

- Government budget which is part of the annex budget of Ministry of Social Affairs, Veterans and Youth Rehabilitation
- Development partners, Local and international NGOs funds and other philanthropies etc.
- Membership fee payment of NGOs members
- Other saving funds within the Secretariat

The Secretariat of the DAC shall have its own bank account.

Article 11:

The management and execution of the Secretariat of the DAC's funds shall comply with the following:

- Management and execution of government budget shall comply with financial regulations, which currently enforced.

- Management and execution of funding support from the development partners, local and international NGOs, philanthropies, and membership fee shall be in compliance to the financial regulations of the Secretariat of the DAC.

Article 12:

Audit of the Secretariat of the DAC's finances shall be conducted as necessary and the report shall be submitted to DAC and development partners.

Article 13:

All existing provisions, which are contrary to this PRAKAS shall be null and void.

Article 14:

Chief of the Cabinet of the Minister, Director General of the Directorate General of Administration and Finance Affairs, Director General of the Directorate General of Technical Affairs, Inspector of the Inspectorate, Director of the Administration and Personnel Department, Director of Finance and Logistics Department, Director of Rehabilitation Department, Disability Action Council and other relevant departments shall be responsible in implementing this Prakas effective from the date of signature.

Courtesy Copy:

- Council of Ministers
- Cabinet of Samdech Akak Moha Sena Padey Decho **Hun Sen**
- Cabinet of Her Excellency permanent deputy prime minister
- All sections/institutions under MoSVY
- Like article 14
- Documentation - Archives



Minister

Ith Sam Heng