

**4<sup>th</sup> Minute Meeting On  
Organizing “World Food Day- October 13”  
Dated: 16 Sept, 2011 at Oxfam GB office**

**Attendants:**

- |                                   |                    |
|-----------------------------------|--------------------|
| 1. Mao Sotheary (092 681 330)     | Oxfam Quebec       |
| 2. Tep Sokha (097 888 6686)       | Oxfam GB           |
| 3. Vong Em (011 602 755)          | MB                 |
| 4. Menh Navy (011 958 979)        | Oxfam GB           |
| 5. Soeung Youra (012 671 909)     | Oxfam GB           |
| 6. Bun Sieng (0012 616 102)       | Oxfam GB           |
| 7. Komol Sovila (012 203 560)     | Star Kampuchea     |
| 8. Sen Kimtheng (012 659 181)     | ActionAid Cambodia |
| 9. Mith Somountha (012 628 979)   | ActionAid Cambodia |
| 10. Yem Makara (078 988 898)      | Caritas Cambodia   |
| 11. Sok Rachana (017 327 776)     | GADC               |
| 12. Taing Soksitaon (012 988 568) | PADEK              |
| 13. An Sidet (012 875 365)        | GADC               |

**Apology**

1. Representative from Oxfam America
2. Representative from World Vision
3. Representative from CDCC

**Agenda:**

- Review last meeting minute
- Updated on progress of the campaign preparation
- Finalize number of booths and advertisement of the exhibition event
- Develop agenda for the campaign
- Funding channel and authorization
- Others

**Review last meeting minute:**

No comment

**Update on progress of the campaign preparation**

- Navy: FAO has confirmed decision from MAFF that they allowed us to join them for their World Food Day. But we are allowed to conduct the exhibition only. I told him that we had decided to hold our event by ourselves after waiting for the decision for a long time. And I also emphasized that MAFF and FAO would be invited to attend our event. Her Excellency Nhem Morokod agrees to help us on the cooking performance during the event. We need 2 invitations for MoWA: one is to invite a representative to cut a symbolic ribbon and the other one is to invite MoWA to join the exhibition.
- Sidet: Invitations are ready to be sent to MAFF and MoWA; we (GADC & PADEK) are waiting for the event agenda to enclose it with those invitations and authorization from the city hall.
- Sovila: SK has submitted a request letter to the city hall and I will follow up this next week. Microfinance institutions need our concept note to make the decision.
- Em (MB): The total budget for music and singers is USD 1,075 excluded fee of stage. The performance will be included signing, fashion show, and other performances. It starts from 14:00 to 22:00 (It starts with music playing only from 14:00-15:00).

**Number of booths and advertisement**

- Number of booths was not finalized yet. Any NGO who needs booths has to confirm number of booths and food items to SK by 23 September 2011.
- WfP needs 5 booths
- Advertisement on the event will be taken action by SK after getting approval from the city hall.

## Exhibition program

Time	Activities	Facilitators
8:30	Registration	Team
9:00 – 10:00	National anthem	Ms. Ok Chanbolinda
	1. Welcoming remarks by GADC executive director	
	2. Remarks by farmer representative	
	3. Remarks by H.E. DR. Ing Kantha Phavi , Minister of Ministry of Women Affairs	
	4. Opening remarks by H.E. DR. Chan Sarun, Minister Minister of Ministry of Agriculture, Forestry, and Fisheries	
10:00– 10:05	Cutting symbolic ribbon <ul style="list-style-type: none"> <li>- Oxfam GB (Francis Perez)</li> <li>- MoWa (H.E. DR. Ing Kantha Phavi)</li> <li>- MAFF (H.E. DR. Chan Sarun)</li> </ul>	Ms. Ok Chanbolinda
10:05 -10:20	Cooking show by H.E Nhem Morokod and Mr. Chea Somnag (Cambodian actor) <ul style="list-style-type: none"> <li>- Korko soup</li> <li>- Tek Kroeung</li> </ul>	Ms. Ok Chanbolinda
10:20–11:00	Visiting exhibition	Ms. Ok Chanbolinda
11:00–12:00	3-minute video show and media conference	Ms. Ok Chanbolinda
12:00-21:30	Continue the exhibition with music show (From 4 pm to 10pm)	

**Note:** - Rice should be cooked well in advance before the cooking show. The meeting chose 4 types of rice: brown rice, red sticky rice, jasmine rice, and Smarch rice  
 - The foods (Korko soup and Tek Kroeung) will be cooked almost done 90% by a hired professional cook; and then the cook performers just add the remaining things in to those soups just to perform the cooking only.

### Funding channel and authorization

- Total budget up to date: 10,000USD (Oxfam 9,000\$ & ActionAid 1,000\$).
- Concern will confirm amount of the contribution budget later.
- CARITAS will confirm amount of contribution budget later.
- GADC needs the budget transfer into its account in advance before expenses for the event.
- Oxfam and ActionAid require MoU/contract with GADC on the funding. There is no answer from others.
- Financial policy of GADC
  - Validated receipts must be completed with name of expended items, purpose of the expense, brand, names of seller and buyer with signatures, and date.
  - Any item costs more than 200\$ requires to take 3 quotes. The exceptional case is acceptable unless there is a clear explanation with approval from the event committee to choose any item without taking quotes.
  - GADC will follow financial policy of each concerned NGO to cover travelling, accommodation, and per diem for participants from provinces where are outside target areas of GADC.
  - GADC will not release any budget if there is no confirmation about receiving satisfaction service or enough goods. So, buyers need to talk with the sellers in advance about this.
  - The financial report will be done not longer than a month. The report will be stated total income, total actual expenses, and its balance. In case there is any remaining budget after the event, decision by the event committee is needed to clear the budget.
  - GADC will transfer money directly to suppliers for any item that costs a lot.

- Finance manager of GADC requests for meeting with logistic team who are responsible for buying things before the event. The meeting will take about one and a half hours.

#### **Action Plan**

- Oxfam will seek for small business enterprises to join us in the exhibition.
- SK will contact with microfinance institutions again after advertisement of the event on radio.
- Youra will contact with Event Management Group to discuss on its service (Table, chairs, symbolic ribbon, tablecloth, carpet, garbage, the event hall, etc)
- Mr. Sokha will be responsible for key messages by collecting from those who have the idea and from himself and combine those together in order to share them with the event committee by 23 September 2011 for comment.
- The campaign committee will consider any proposal from the team members who have no budget to cover expenditures of its farmers who have the products to join the exhibition.
- GADC and PADEK are responsible for coordinating and forming committee groups below:
  - Logistic: SK & Oxfam
  - Security guards: GADC & PADEK
  - Protocol: SK, ActionAid, WV
  - Band: ActionAid and MB
  - Cooking stage, seek for cook, and cooking materials: OQ & Caritas Cambodia
  - Media, publication, and communication: ActionAid, PADEK, Oxfam
  - Report: Oxfam's volunteers and ActionAid
- Ambulance and First Aid are needed to reserve.

#### **Note**

- **Next meeting is on 4 October 2011 at Oxfam office** (Time will be confirmed later). As proposed by the meeting member, the next meeting should discuss as well:
  - Preparation for the exhibition place and type of food items to avoid overlapping items and shortage of some products.
  - Who are the sponsors (Final decision) and the amount of the contribution budget?
  - Added by Sieng: the farmers need to bring their own baskets for holding their own products and need to take care materials in his/her booth until the end of the event such as table, chairs, lamp, and table cloth.

*THANKS!*