

**2<sup>nd</sup> Minute Meeting  
On**

**Organizing “World Food Day- October 16”**

**Dated: July 8, 2011**

**Attendants:**

1. Ms. Tes Sophorn	World Vision Cambodia
2. Or Thy	Concern
3. Kim Miratori	Concern
4. Mao Sotheary	OQ
5. Bun Sieng	Oxfam GB
6. Mr. An Sidet	GADC
7. Ms. Doung Samphos	STAR Kampuchea
8. Ms. Komol Sovila	STAR Kampuchea
9. Ms. Soeum Youra	Oxfam GB
10. Mr. Taing Soksithon	Padek
11. Ms. Kry Malen	Oxfam GB
12. Ms. Menh Navy	Oxfam GB

**Apology**

13. Ms. Tauch Nomeath	CWS
14. Ms. Sen Kimtheng	ActionAid Cambodia

**Agenda:**

- Comment on minute of last meeting
- Discussion on CN
- Share task
- Others...

**Comment on minute of last meeting**

Approved!

**Report from last Action Plan:**

- Oxfam had discussed thru phone with FAO staff, and understood that they just sent letter to the ministry to re set the WFD organizing committee to prepare WFD celebration. The theme this yare is “from food crisis to food stability”. They will organized in Kg Speu. The activity and strategy still not decide, due to waiting relpay form MAFF.
- FOA in principal is welcome with our team to join with them, however seek found difficult to get detail information of how and where we can collaborate with each other.

After discussion, team came up with 2 options:

Opt 1: Trying to approach FAO and join with them in Kampong Speu

Opt 2: If we are not welcome, we'll go with our existing plan, and organized WFD separately, with similar theme to promote right to food. The propose activity is “Food Exhibition” in the public place in Phnom Penh.

**Discussion on CN**

Objective should review to link up with the global and national theme. The objective need to be more specific and limited to awareness raising to policies makers and audience on right to food security and fair and equitable food system for small producer groups

Related to the activity team decides to organized only Food Exhibition, under the theme. Land – food - Opportunity. It will be organized on October 13, mean three days before world food day globally celebration. The proposed venue: NIGHT MARKET. The event will be start from 10:00 to 10 pm.

**Share responsibilities:**

- Each partner organisation with responded and cover their own participants( farmer or producer group)
- Each partner organization will invited 10 producer group( Food/ Agriculture and NTF commodities)
- GAD/C and PADECK will be event manager/coordinator/ lead
- SK will seek the authorisation from authority for the event to be organised
- SK will engage PS to join in the exhibition
- Oxfam will invite MAFF. MOC, MOWA as honourable guest to open speech
- Oxfam and Action Aid will work on designing IEC material (back drop, flyer, leaflet, poster and T-shirt)
- Concern, Oxfam and Action Aid will draft speech for guest speakers
- Video shooting (Vox Spot) (Oxfam /SK???) it about 5-7 minute on agriculture sector and its affect to small scale producers / famer.
- SK/Oxfam,/ Action Aid will be spoke person with media of the event
- Oxfam will draft media Q&A
- SK , Oxfam will responsible for MC and protocol team

Estimate Budget:

Description	number	Total	Possible fund
Booths	60x25USD	2500 USD	Concern
Stage/ Band		1500 USD	OGB
Security/clean		100 USD	OQ
Banners	4 Nos	500 USD	Action Aid
Advertisement		500 USD	WV???
Media		100 USD	WCS ???
Ambulance		200 USD	
Design Booth and Roof cover the whole stage (Event management group)		2500 USD	
<b>Prize</b>		<b>500 USD</b>	
Tshirt and hat	500x7USD 500x2USD	3500USD	
Honorarium for VIP		200 USD	
Flower		200 USD	
Video spot- Production (WMC)		2000 USD	
Other		1000USD	
		14800 USD	

This budget is not include travel/ perdiem /accommodation of famer from province

**Action Plan**

- Oxfam will approach FAO again and report to team as soon next week

- Oxfam will contact CARD. And Oxfam will approach GMAG of MOAFF to support our plan on organizing World Food Day.
- Oxfam to revise objective of CN and distribute to member
- Oxfam will contact with CEDAK and NGO Forum

The next will be planed next three weeks. The date will be inform later.