

SPACE

Strengthening Performance, Accountability and Civic Engagement



Coaching Manual Dissemination and Consultative Forum



EU-Program to support the National Program for Sub National Democratic Development of NCDD

implemented by **giz**

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Introduction

The Coaching Manual is a tool for trainers and coaches who train and support councils in the preparation, realization and evaluation of Public Forums. The content of the Coaching Manual is based on the Technical Document on Dissemination and Consultative Forum, which was developed by the NCDD-S with technical support from the EU SPACE Program.

The Coaching Manual lays out an Orientation on Technical Document on Dissemination and Consultative Forum and Agreement on Coaching Topics and eight coaching session plans. It is recommended that coaches and coaches should discuss and agree with each other after the orientation session to decide on coaching topics. In addition, it is envisaged that some of the coaching sessions can be conducted one after another on the same day, depending on the availability of the coachees.

Objectives

To assist coaches in supporting councils to prepare and conduct Dissemination and Consultative Forums, and follow-up tasks to be done after the Forum. It is also a complimentary manual to the Technical Document on Dissemination and Consultative Forum to effectively coach councillors and relevant coachees.

Structure of the Manual

This Coaching Manual is structured as follows:

- **Orientation Session** is to provide overview of the Technical Document on Dissemination and Consultative Forum.
- **Agreement on Coaching Topics and Schedule** is to identify and agree with coachees on coaching session and schedule for coaching.

- **Part I Preparation of Dissemination and Consultative Forum:** describes the methodologies and processes to provide coaching support to coachees with specific focus on the preparation of the draft agenda, methodologies, facilitators, list of invitees, venue, budget, forum regulation, key reporting points and task divisions for organizing the forum. This part is comprised of five sessions:
 - o Session 1: Identify Issues and Timeframe for Draft Agenda of the Forum (TD Part 1, Step 1)
 - o Session 2: Preparation of Draft Agenda, Methodologies, List of Invitees, Venue, Budget, Forum Regulation, Key Reporting Points and Facilitator Identification (TD Part 1, Step 2-5)
 - o Session 3: Finalize the Documents of the Forum and Seek Councils' Decision (TD Part 1, Step 6)
 - o Session 4: Task Division before Conducting the Forum (TD Part 1 Step 7)
 - o Session 5: Confirmation of Task Division for Conducting Forum (TD Part 1, Step 8)

- **Part II Conducting Dissemination and Consultative Forum:** comprised of one session, which describes what the coach should do while conducting the forum and explaining the reflection meeting process after the forum ends. (TD Part II)
 - o Session 6: Conducting Dissemination and Consultative Forum (TD Part II)

- **Part III Tasks to be done after the Forum:** describes the methodologies and processes to provide coaching support to coachees in completing the tasks after the forum ends. This part is comprised of two sessions:
 - o Session 7: Summarize the Proposals of the Dissemination and Consultative Forum (TD Part III, Step 1)
 - o Session 8: Publication of the Dissemination and Consultative Forum Report (TD Part III, Step 2-3)

Orientation on Technical Document on Dissemination and Consultative Forum

Objective	At the end of this session, participants will: <ul style="list-style-type: none"> ▪ have better understanding of the Technical Document on Dissemination and Consultative Forum; ▪ clarify issues related to the TD 	Tools and Reference
Participants	All councillors, Board of Governor (BoG), Administration Director (AD), Director of Finance Division (for Capital and Province) or Chief of Administration and Finance Office (for Municipality, District or Khan)	
Duration	3h30mn	

Process

Time	Methodologies	Activities	Materials	Rep
08:00-8:20	Plenary	1. Introduction to the Orientation Session (20mn) <ul style="list-style-type: none"> ▪ Welcome Remarks (NCDD-S and SPACE) ▪ Opening Remarks (Chairman) ▪ Self-introduction ▪ Ground Rule Development ▪ Objective and agenda of orientation workshop 	Flipchart/slide #1	
08:20-8:35	Plenary	2. Brainstorming (15mn) <ul style="list-style-type: none"> ▪ Why do councils need to organize Dissemination and Consultative Forum? ▪ How should a participatory forum be organized? 	Flipchart/slide #2 Markers	
08:35-8:50	Plenary	3. Presentation of the Overview of the TD (15mn) <ul style="list-style-type: none"> ▪ Q & A 	Flipchart/slide#3	
08:50-09:35	Group work	4. Group Discussion (45mn) <ul style="list-style-type: none"> ▪ Divide participants into 4 or 5 groups (can be flexible); ▪ All groups read Part I Step 1-3 by following guiding questions below: (20mn) <ul style="list-style-type: none"> - <i>Briefly describe the roles and responsibilities of key actors in each step.</i> - <i>What are the overall results of each</i> 	-Flipchart #4 -Markers -Whiteboard -TD on D&C	

		<p><i>step and timeframe?</i></p> <ul style="list-style-type: none"> Facilitator selects one group which has the most answers to present to the plenary and the rest of the groups can add new results different from previous group. (15mn) Facilitator should inform the participants that they have time for Q&A and clarifications. (10mn) 	Forum	
09:35-09:50	Plenary	<p>5. Presentation and Q&A (15mn)</p> <ul style="list-style-type: none"> Facilitator presents Part I preparation of dissemination and consultative forum on Step 4, 5 & 6 Q&A 	-Flipchart/Slide #5	
09:50-10:10		Break		
10:10-10:35	Pair-work	<p>6. Pair Work (25mn)</p> <ul style="list-style-type: none"> Participants are asked to work in pairs to read Part I, Step 7-8 Each pair works together to answer the following questions: (15mn) <ul style="list-style-type: none"> <i>Briefly describe the roles and responsibilities of key actors in each step.</i> <i>What are the overall results of each step and timeframe?</i> Facilitator summarizes steps 7&8 on the flipchart in plenary and participants can ask for clarification on the summarized flipchart. (20mn) 	-Markers -Whiteboard -TD on D&C Forum -Flipchart #6	
10:35-10:50	Plenary	<p>7. Presentation Part II (TD) (15mn)</p> <ul style="list-style-type: none"> Facilitator presents Part II conducting dissemination and consultative forum Q&A 	- Flipchart/Slide #7	
10:50-11:25	Group Work	<p>Option 1:</p> <p>8. Group Discussion (35mn)</p> <ul style="list-style-type: none"> Divide participants into 4 or 5 groups (can be flexible); All groups read Part III, Step 1-3 by following guiding questions below: (15mn) <ul style="list-style-type: none"> <i>Briefly describe the roles and responsibilities of key actors in each step.</i> 	-Flipchart #4 -Markers -Whiteboard -TD on D&C Forum	

		<ul style="list-style-type: none"> - What are the overall results of each step and timeframe? ▪ Facilitator selects one group which has the most answers to present to the plenary and the rest of the groups can add new results different from previous group. (10mn) Facilitator should inform the participants that they have time for Q&A and clarifications. (10mn) <p>Option 2:</p> <p>8. Plenary Discussion: (35mn)</p> <ul style="list-style-type: none"> ▪ Ask 3 participants to read TD Part III, Step 1-3. Each participant is only required to read one step. ▪ After participants finish reading (step 1), the facilitator asks the following questions: <ul style="list-style-type: none"> - Briefly describe the roles and responsibilities of key actors in each step. - What are the overall results of each step and timeframe? ▪ Facilitator follows the same process for steps 2 and 3. 		
11:25-11:30	Plenary	9. Closing		

- Flipchart#1: Objective & Agenda of the Orientation (Slide is available)
- Flipchart #2: Brainstorming questions
- Flipchart#3: Presentation Overview of Technical Document (Slide is available)
- Flipchart#4: Group discussion questions
- Flipchart#5: Presentation on Part I, Step 4-6 (Slide is available)
- Flipchart#6: Summary of part I, Step 7&8 (Slide is available)
- Flipchart#7: Presentation of Part II Conducting the Forum (Slide is available)

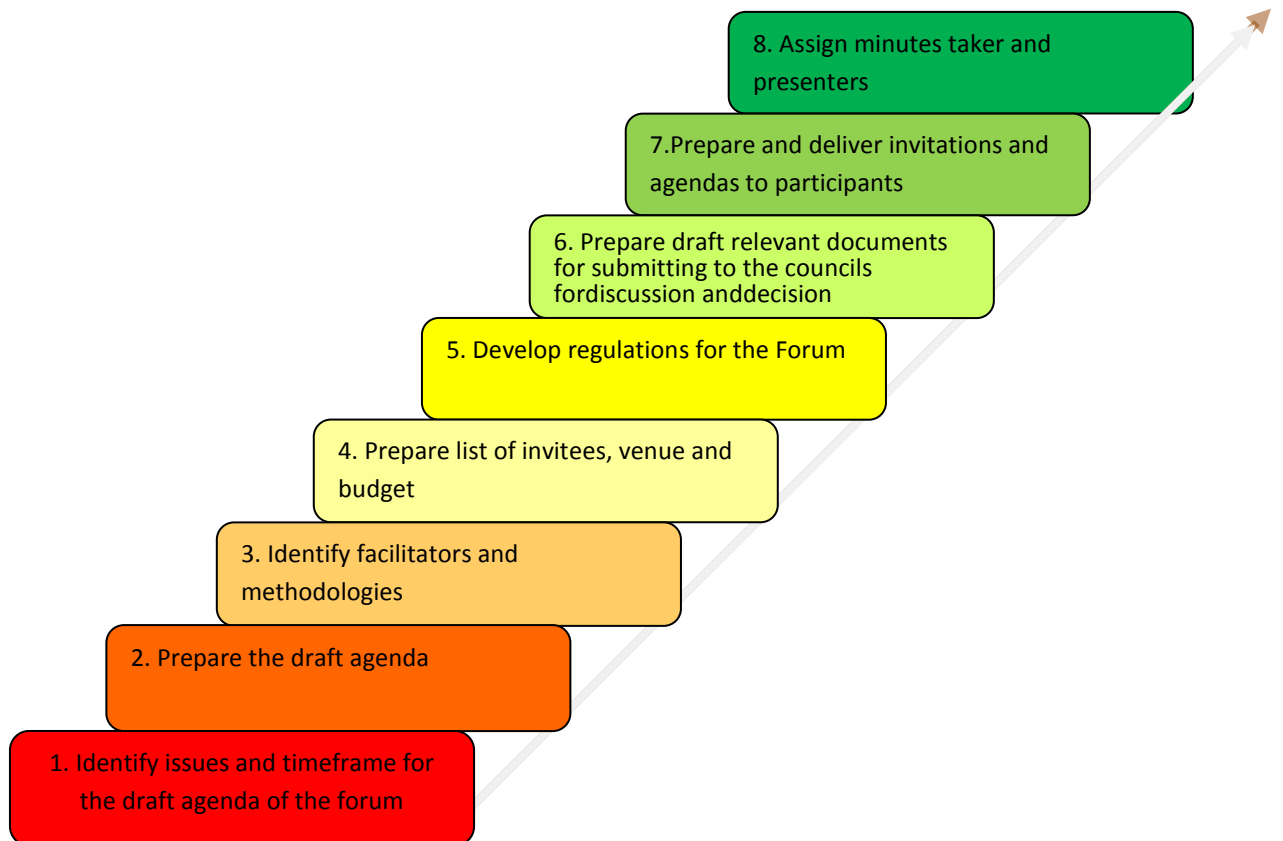
**Handout 1: Schedule of Orientation Session for Technical Document on
Dissemination and Consultative Forum**

Time	Methodologies	Activities	Rep
08:00-8:20	Plenary	1. Introduction to the Orientation Session (20mn) <ul style="list-style-type: none"> ▪ <i>Welcome Remarks (NCDD-S and/ SPACE)</i> ▪ <i>Opening Remarks (Chairman)</i> ▪ <i>Self-Introduction</i> ▪ <i>Ground Rule Development</i> ▪ <i>Objectives and Agenda of Orientation Session</i> 	
08:20-8:35	Plenary	2. Brainstorming (15mn) <ul style="list-style-type: none"> ▪ <i>Why do councils need to organize Dissemination and Consultative Forum?</i> ▪ <i>How should a participatory forum be organized?</i> 	
08:35-8:50	Plenary	3. Presentation of the Overview of the TD (15mn)	
08:50-09:35	Group work	4. Group Discussion and clarifications on TD, Part I, Step 1-3 (45mn) <ul style="list-style-type: none"> - <i>Briefly describe the roles and responsibilities of key actors in each step.</i> - <i>What are the overall results of each step and timeframe?</i> 	
09:35-9:50	Plenary	5. Presentation and Q&A Step 4, 5 &6 (15mn)	
09:50-10:10		Break	
10:10-10:35	Pair-work	6. Pair Work and clarifications on Part I, Step 7&8 (25mn) <ul style="list-style-type: none"> - <i>Briefly describe the roles and responsibilities of key actors in each step.</i> - <i>What are the overall results of each step and timeframe?</i> 	
10:35-10:50	Plenary	7. Presentation and Q&A on TD, Part II (15mn) Conducting dissemination and consultative forum	
10:50-11:25	Group Work	8. Group Discussion & Clarifications on Part III, Step 1-3 (35mn) <ul style="list-style-type: none"> - <i>Briefly describe the roles and responsibilities of key actors in each step.</i> - <i>What are the overall results of each step and timeframe?</i> 	
11:25-11:30	Plenary	9. Closing	

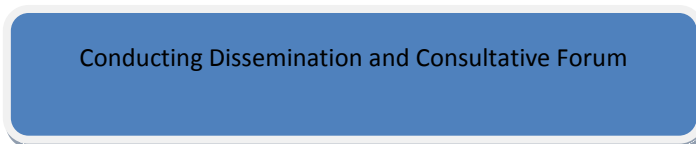
Agreement on Coaching Topics and Schedule

Topic	Preparation for Dissemination and Consultative Forum	Tools and References
Objective	At the end of this session, coach and coachees agree on coaching session and schedule to support council in preparing for Dissemination and Consultative Forum.	
Coachee (s)	Chairperson of the council , Board of Governor , Administration Director, Director of Finance Division (for Capital and Province) or Chief of Administration and Finance Office (for Municipality, District or Khan)	
Duration	1h30mn	
Process (1 h 15mn)	<p>Brainstorming (60min)</p> <p>Coach starts by asking coachees the following questions:</p> <ul style="list-style-type: none"> ▪ What are the steps required to organize a D&C Forum? ▪ What are the steps in which you need technical support? <p>Note: to help coach to smoothly facilitate coachees to come agreement on coaching topics with right schedule please see the Support Tool on Overall Outputs and Timeframe Sheet on page 13.</p> <p>Coach list answers and presents the proposed coaching topics (part 1& 3 total 8 coaching sessions).</p> <p>Coaches summarize the final agreement and schedule on coaching topics.</p>	<p>Poster 1 Poster 2 Poster 3</p> <p>Form 1</p>
Wrap up and conclusion 15mn	<p>Coach asks coachees to summarize key learning points.</p> <ul style="list-style-type: none"> - Coaching topics - Schedule for coaching on organizingthe forum 	Coaching Schedule

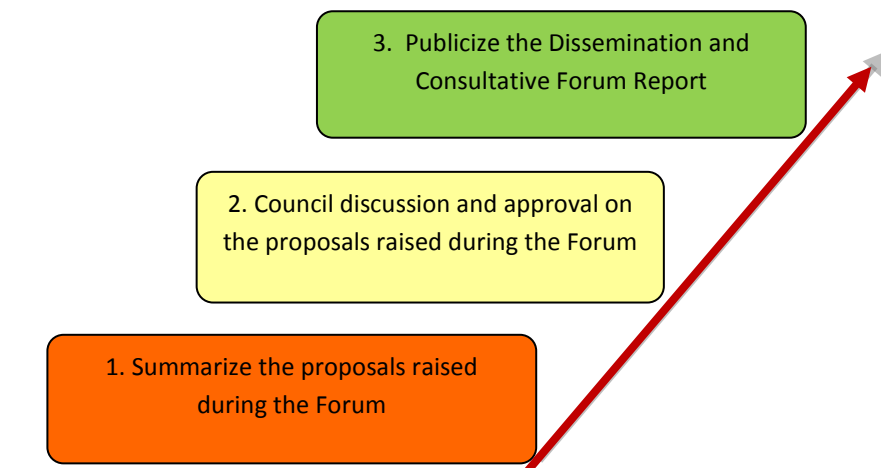
Poster 1: Preparation of Dissemination and Consultative Forum



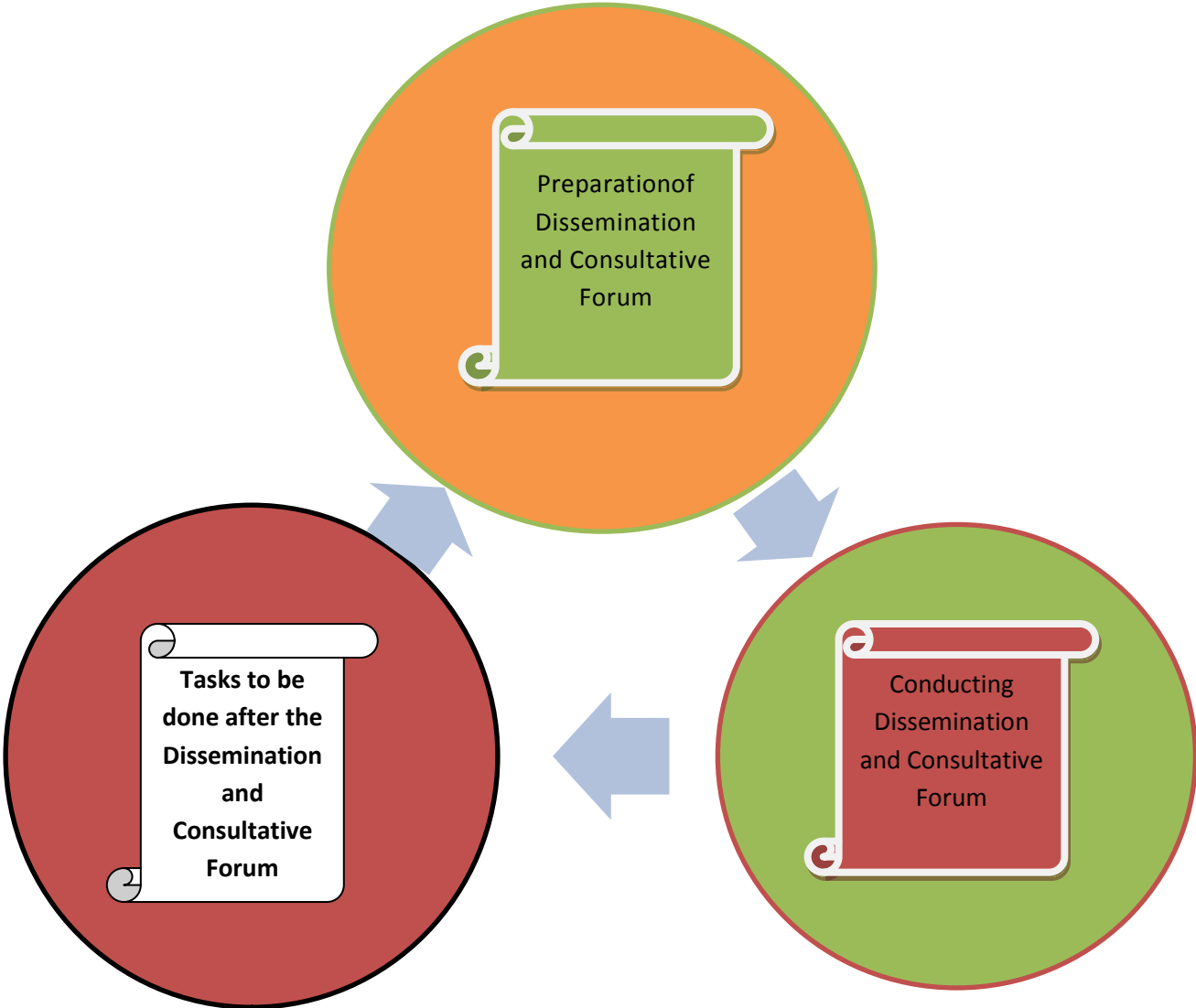
Poster 2: Conducting Dissemination and Consultative Forum



Poster 3: Tasks to be done after the Dissemination and Consultative Forum



Overview



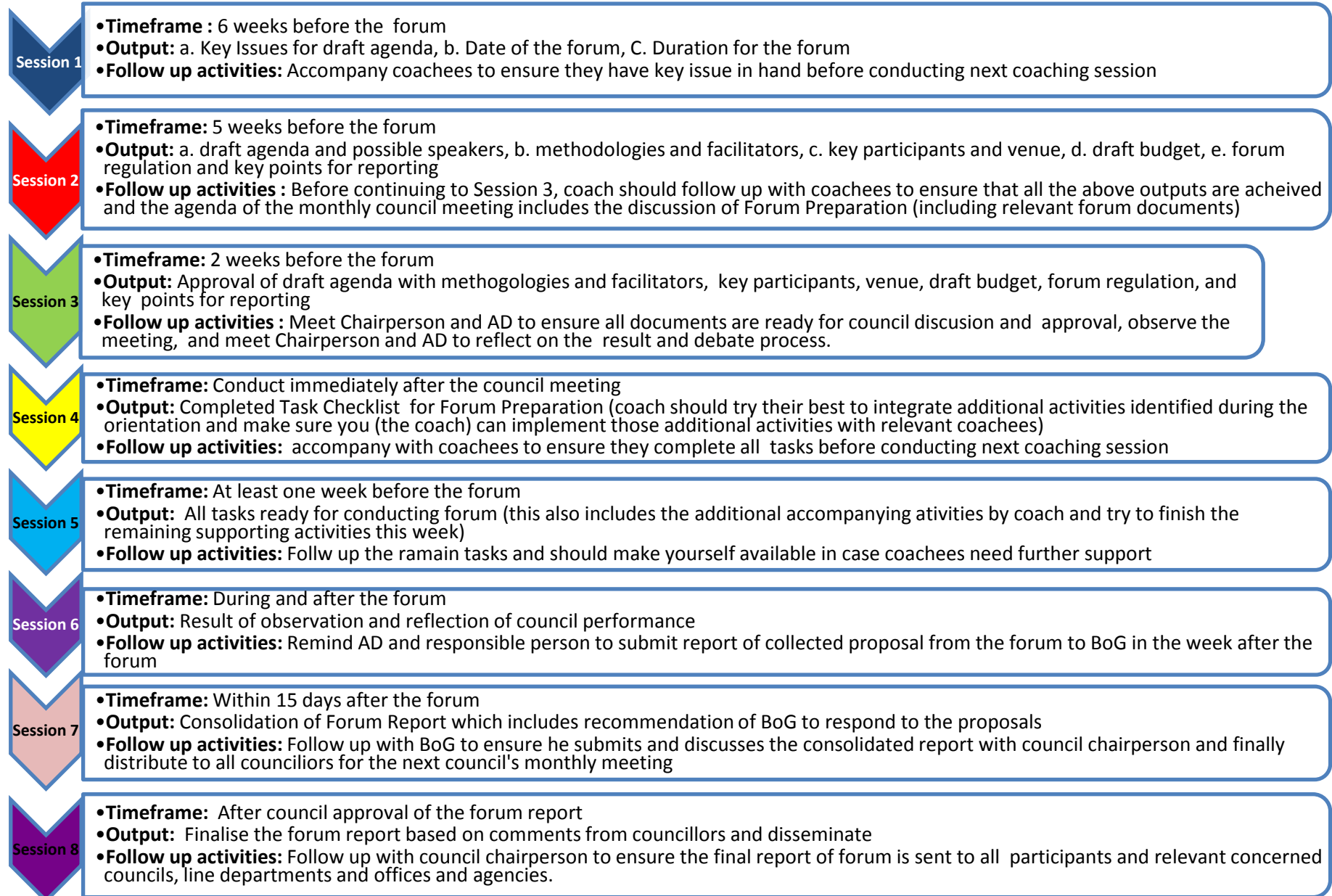
Form 1: Coaching Schedule for Organizing Dissemination and Consultative Forum

Capital/Province:.....

Municipality/District/Khan:.....

	Topic	Participants/Coachees	Support <input checked="" type="checkbox"/> <input type="checkbox"/>	Date	Time	Location	Remarks
1	Identify issues and timeframe for the draft agenda of the forum	Chairperson, BoG and Administration Director (AD)	x				
2	Preparation of Agenda, Methodologies, List of Invitees, Venue, Forum Regulation, Key Reporting Point, and Facilitator Identification	AD, Director of Finance Division (For Capital and Province) or Chief of Administration and Finance Office (for Municipality, District or Khan)	✓	09/05/2011	8:00-10:50	District Office Of Boribo	
3	Finalize the documents of the Forum and seek council's decision	Chairperson and AD					
4	Task division before conducting forum	Chairperson, BoG, AD and Director of Finance Division (For Capital and Province) or Chief of Administration and Finance Office (for Municipality, District or Khan)					
5	Confirmation of Task division for Conducting Forum	Chairperson, BoG, AD and responsible persons					
6	Conducting Dissemination and Consultative Forum	Chairperson, BoG, AD and responsible persons					
7	Summarize the proposals of Dissemination and Consultative Forum	BoG					
8	Publicize Dissemination and Consultative Forum Report	Chairperson and BoG					

OVERALL OUTPUTS AND TIMEFRAME FOR DISSEMINATION AND CONSULTATIVE FORUM



Part I

Preparation of the Dissemination and Consultative Forum

Session 1: Identify Issues and Timeframe for the Draft Agenda of the Forum (TD Part I, Step 1)

Topic	Identify issues and timeframe for the draft agenda of the forum.	Tools
Objective	At the end of this session, coachees will be able to identify timeframe and which issues will be disseminated and discussed during forum.	
Coachee (s)	Chairperson, Board of Governor and Administration Director	
Duration	1h	
Process	<p>Brainstorming (45mn)</p> <p>The coach asks the following questions:</p> <ul style="list-style-type: none"> ▪ What are the tasks required to identify issues for forum agenda? ▪ Which problems do you think female as well as male citizens are especially concerned about? ▪ What are the priorities of the council for the next year? <p>Coachees summarize issues.</p> <p>The coach should also ask coachees about issues that have been reported in the BoG reports and Committee reports, especially the report of the WCCC.</p> <p>The coach asks which other issues they would like to raise from other sources. For instance:</p> <ul style="list-style-type: none"> - Report from the chief of finance on the budgetary situation - Consultation process on the priorities of the councils - Reports on youth gangs, HIV/AIDS, domestic violence, rape crime and insecurity for girls and women, unsafe migration, etc. <p>List all the issues raised on the flipchart.</p> <p>The coach asks coachees to summarize answers and identify key issues for draft agenda, date and duration of the forum.</p>	<p>BoG, financial, and Committee reports</p> <p>TD Part I, step1</p>
Wrap up and conclusion (15mn)	<p>The coach summarizes the key issues and makes agreement with coaches on draft the agenda for the forum.</p> <p>The coach emphasizes that coachees will bring the identified and agreed key issues to write in the Draft Agenda Form, which will be provided in the next coaching session.</p> <p>Confirm next coaching schedule</p> <p>The coach asks coachees to look at the Coaching Schedule agreed during the first coaching session and confirm the next coaching date.</p>	<p>Coaching Schedule of Forum Preparation</p>

Session 2: Preparation of Draft Agenda, Methodologies, List of Invitees, Venue, Budget, Forum Regulation, Key Reporting Point, and Facilitator Identification (TD Part I, Step 2-5)

Topic	Preparation of Draft Agenda, Methodologies, List of Invitees, Venue, Budget, Forum Regulation, Key Reporting Point, and Facilitator Identification	Tools and References
Objective (s)	At the end of this session, coachees will be able: <ul style="list-style-type: none"> - to develop a Draft Agenda and Forum Regulation; - to identify facilitator, Master of Ceremony (MC), female and male speakers, female and male key participants, methodologies, key reporting points and suitable location; - to estimate budget for dissemination and consultative forum. 	
Coachee (s)	Administration Director, Director of Finance Division, (For Capital and Province) or Chief of Administration and Finance Office (Municipality, District or Khan)	
Duration	2h50mn	
Process (2h20mn)	<p><i>Develop Draft Agenda, and Identify Facilitators and Methodologies(45mn)</i></p> <p>The coach checks with coachees if they already have developed Draft Agenda</p> <p>The coach introduces Form 2: Draft Agenda Form</p> <p>The coach asks coachees to review key issues identified and agreed from the previous coaching session to draft the agenda for the forum.</p> <p>The coach and coachee(s) discuss and finalize Draft Agenda Form.</p> <p>Coachees list down all issues for agenda into Draft Agenda Form and decide time allocated for each agenda item.</p> <p>Coachees identify responsible person (Master of Ceremony (MC) and facilitators) and methodologies for each agenda item.</p> <p><i>Identify Key Participants and Venue (30mn)</i></p> <p>Coachees go through each agenda item and determine relevant people to the agenda and list down all the key</p>	<p>Form2 <i>Note: coach can refer to Part I Step 2 of TD</i></p> <p>List of key issues for Agenda</p> <p><i>Part I Step 3 of TD</i></p> <p><i>Part I Step 4 of TD</i></p>

	<p>women and men that should be invited to the Forum. AD should consider including both speaker and key participants (i.e CBOs, under-represented groups, line departments /offices, local media, etc.) in the list of invitees. The AD shall make efforts to have a gender balance in invitees to the extent possible.</p> <p>After identifying the participants, coachees will identify a location that is suitable according to the number of participants to be invited and the public. It should be emphasized that the selected location should not be in the compound of a political party.</p> <p>Estimate budget for Forum (30mn)¹ The Coach asks:</p> <ul style="list-style-type: none"> - Have you ever prepared a budget for a forum? - Do you have a budget form? - What items do you need to spend for? <p>Coachees list down all items they need to spend money on. If the budget form exists, coachee can use his/her own budget estimation form. If not, coaches can introduce form 3</p> <p>Develop Forum Regulation (20mn) Brainstorming</p> <p>What are possible regulations for the Forum? The coach lists answers on flipchart.</p> <p>The coach emphasizes the Forum Regulations that should include the following:</p> <ul style="list-style-type: none"> - All women and men have the opportunity to participate, and to share their ideas and opinions. - All participants are treated with respect when speaking. This is particularly for women who are more often than men being 'ignored' or 'laughed at' when speaking up. - A participant who wishes to speak must raise her/his hand - A participant called upon by the facilitator has up to 5 minutes to speak - The participant begins by addressing the 	<p>Form3Draft Budget Estimation</p> <p><i>Part I Step 5 of TD</i></p>
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¹This will be followed the sub-national financial scheme of the Ministry of Economic and Finance

	<p>chairperson, giving her/his name, position and the item he/she wants to discuss.</p> <ul style="list-style-type: none"> - The facilitator ensures that the participant does not exceed the time limit - The facilitator ensures that the participant limits her/himself to the issue of the agenda; political statements are not allowed <p>AD lists agreed regulations for discussion and decision in the council meeting.</p> <p>Key points should be reported during the Forum (15mn) The coach asks coachees:</p> <ul style="list-style-type: none"> - What are the main points that should be reported during the Forum² (i.e. council report, BoG report, finance focal point report, issues related to women, children, youth and other vulnerable groups etc.)? <p>It should be noted that the main points shall illustrate:</p> <ul style="list-style-type: none"> - Achievements; - Challenges and action to be taken; - Priorities after the forum. <p>Coachees notes down the agreed Key Report Points on Flipchart.</p>	
<p>Wrap up and Conclusion (30mn)</p>	<p>AD raises key outputs developed during the coaching for discussion and decision during council meeting. The outputs should include:</p> <ul style="list-style-type: none"> - Draft Agenda including responsible person and methodologies - Key participants to be invited and forum venue - Draft budget estimation for forum - Forum Regulation - Key points that should be reported on during the Forum <p>Coach stresses with AD that chairperson, BoG and AD will meet to finalize the agenda, facilitators, methodologies, venue and the list of invitees to the forum and draft budget before AD distributes them to all council members for approval during the council meeting.</p> <p>Coachees conclude key learning points and tasks needed to be accomplished after this coaching session.</p>	<p>Draft Agenda</p> <p>List of invited participants</p> <p>Draft Budget Estimation</p> <p>Forum Regulation</p> <p>Flipchart of Key Reported Points</p> <p>Draft Budget Estimation</p> <p>Coaching Schedule of Forum</p>

²Key points should be written on the flipchart for reporting during the forum

	<p><i>Confirm next coaching schedule</i> The coach asks coachees to look at the coaching schedule agreed during the first coaching session and confirm the next coaching date.</p>	Preparation
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Session 3: Finalize the Documents of the Forum and Seek Councils 'Decision (TD Part I, Step 6)

Topic	Finalize the documents of the Forum and seek council's decision	Tools and References
Objective (s)	To finalize and get approval on: <ul style="list-style-type: none"> - Draft Agenda includes responsible person and methodologies - Key participants to be invited and forum venue - Budget estimation for the forum - Forum Regulation - Key Reported Points 	
Coachee (s)	Chairperson and Administration Director (AD)	
Duration	Half day	
Process	<p>Key Note for Coach:</p> <p>Pre- council meeting Before this session, the coach should follow up with the Chairperson and AD 1 or 2 days before the council meeting to ensure the agenda of the council meeting includes the discussion of Forum Preparation and documents (Draft Agenda, List of Invitees, Budget estimation, Forum Regulation, Flipchart of Key Reported Points) are ready for discussion and approval.</p> <p>During council meeting (depends on council meeting) Coach observes the council meeting. If requested, coach can provide comments to the chairperson and/or AD during break time or during discussion.</p>	
Wrap up and Conclusion (20mn)	<p>After council meeting (15mn) Coach meets the chairperson and AD to review the general aspects of council discussion on Forum Preparation including discussion on relevant forum documents.</p> <p>Confirm next coaching schedule (5mn) At the end of the session the coach asks coachees to look at the Coaching Schedule agreed during the first coaching session and to confirm the next coaching date.</p>	Coaching Schedule of Forum Preparation

Form 4: Invitation Letter

Kingdom of Cambodia
Nation Religion King

Administration of :.....

No.....

Date:.....

Invitation Letter

To invite: Mr. XXXXXXXXXXXX

Objective: to attend the Dissemination and Consultative Forum of Council

Date:

Time:

Location:

Attached documents: Agenda of the Forum

Chair Person of Council
(Signature and Stamp)

Session 4: Task Division before Conducting the Forum (TD Part I, Step 7)

Topic	Task division before conducting forum	Tools and References
Objective (s)	At the end of this session, coachees are aware of tasks to be done after the council meeting, divide tasks and develop checklist	
Coachee (s)	Chairperson, Board of Governor(BoG),Administration Director (AD), and Director of Finance Division (For Capital and Province) or Chief of Administration and Finance Office (For Municipality, District and Khan)	
Duration	1h15mn	
Process (1h)	<p>Note: <i>This coaching session should be conducted immediately after the council meeting to summarize key results and tasks that need to be done after the council meeting.</i></p> <p>Review progress on preparation tasks AD lists meeting results on Forum Preparation and discusses task division after the meeting. Coachees should also identify a deadline for tasks to be accomplished. Chairperson, Board of Governor, Administration Director, Director of Finance Division (For Capital and Province) or Chief of Administration and Finance Office (For Municipality, District and Khan) agree with each other to take action on tasks that have to be completed.</p> <p>The coach discusses with coachees to develop a checklist of preparation tasks for follow-up. If needed the coach can introduce Form 4. The coach can refer to Example of Completed Checklist for tasks that needed to be carried out.</p> <p>The coach emphasizes to coaches that all tasks should be completed before the next meeting. The coach reminds coachees to share the Checklist for the next meeting.</p>	<p>Minute of previous council meeting (if available)</p> <p>Form 4 Checklist for preparation tasks</p> <p>Example of Completed Checklist for Coaches</p>
Wrap up and Conclusion(15mn)	<p>Coachees summarize activities discussed during the coaching session and conclude on tasks that will be accomplished before the next meeting.</p> <p>Confirm next coaching schedule (5mn) At the end of the session, the coach asks coachees to look at the coaching schedule agreed during the first coaching session and confirm the next coaching date.</p>	<p>Coaching Schedule of Forum Preparation</p>

Form 5: Checklist of Tasks for Forum Preparation

No	Items	Status			Date to Complete	Responsible Persons	Remarks
		Completed	Ongoing	Not yet started			

Example of Completed Checklist for Coaches

NO	Items and tasks	Remark
1.	Prepare invitation letters including agenda	
2.	Deliver invitation letters	
3.	Follow up with invitees	
4.	Follow up with key speakers	
5.	Invite local media	
6.	Publish forum announcement	
7.	Confirm availability of facilitators and note takers	
8.	Logistic arrangement (flipchart, markers, tape, loud speaker, snack, banner)	
9.	Location reservation	
10.	Prepare attendance list	
11.	Finalize budget for forum	
12.	Prepare presentation on flipcharts and related documents	
13.		
14.		
15.		
16.		

Session 5: Confirmation of Task Division for Conducting the Forum (TD Part I, Step 8)

Topic	Confirmation of Task Division for Conducting Forum	Tools and References
Objective (s)	At the end of this session, division of tasks is ready for conducting the forum.	
Coachee (s)	Chairperson, Board of Governor(BoG), Administration Director(AD) and responsible persons	
Duration	1h45mn	
Process (1h30mn)	<p>Plenary Discussion</p> <p>The coach asks AD to share progress activities from the Checklist with others and allows time for questions for clarification.</p> <p>The coach meets coachee(s) to review Forum Agenda.</p> <p>Chairperson ensures readiness of responsible persons (MC, facilitator, minute taker, speaker, etc.) and relevant documents.</p> <p>Chairperson verifies logistic arrangements.</p> <p>Chairperson summarizes activities discussed during the meeting.</p>	<p>Checklist for Preparation Tasks</p> <p>Agenda Forum</p> <p>Key reporting points for Forum</p>
Wrap up and Conclusion(15mn)	<p>After the meeting, coach briefly meets with chairperson and AD to summarize and review what they have done.</p> <p>Next Coaching Date After the Forum</p> <p>The Coach and BoG agree on the next coaching date to follow-up the forum.</p>	

Part II

Conducting Dissemination and Consultative Forum

Session 6: Conducting Dissemination and Consultative Forum (TD Part II)

Topic	Conducting Forum	Tools and References
Objective (s)	To observe performance of the council in conducting the forum	
Coachee (s)	All councillors, Chairperson, Board of Governor (BoG), Administration Director(AD), Director of Finance Division (For Capital and Province) or Chief of Administration and Finance Office (For Municipality, District and Khan) and responsible persons	
Duration	Half day	
Process	<p>Coach observes the process of forum using coaching observation form. Observation points should cover the following:</p> <ul style="list-style-type: none"> - Strong points - Weak points <p>If requested, coach can provide comments to coachee(s) during break time.</p> <p>Note: <i>the coach should not distract coachee(s) during observation.</i></p>	Form 5 Coaching Observation Form
Summary and Reflection (2h30mn)	<p>The reflection session should be flexible depending on coachees. The coach can hold this session at an appropriate time (i.e. immediately after the forum, after lunch break, or one day after the forum).</p> <p>Before conducting reflection with AD, Chairperson, BoG, Director of Finance Division (For Capital and Province) or Chief of Administration and Finance Office (For Municipality, District and Khan) and responsible persons, the coach should conduct a reflection meeting with the whole council excluding the chairperson to collect their impressions of the forum.</p> <p>1. At the reflection meeting with the whole council (excluding chairperson) (1h), the following questions could be used:</p> <ul style="list-style-type: none"> ▪ What did you do during the forum? ▪ What went well and what needs improvement? ▪ What did you learn? ▪ What will you do differently in the next forum? 	<p>Action, Reflection, Learning and Planning (ARLP) tool</p> <p>Observation Form for Conducting</p>

	<p>Make a list of female and male councillors' answers on flipchart.</p> <p>Coach shares his/her notes, from observation form for Conducting Forum and comments from female and male participants, with the whole council (still excluding chairperson) his/her notes.</p> <p>2. Reflection meeting with AD, Chairperson, BoG, Director of Finance Division (For Capital and Province) or Chief of Administration and Finance Office (For Municipality, District and Khan) and responsible persons (1h30mn)</p> <p>Refer to the same meeting process with the whole council.</p> <p>The coach shares with coaches his/her notes from Observation Form for Conducting Forum and comments from the whole council and participants. The coach should not mention which comments were received from whom; s/he should say all comments or feedback is from his/her own observation.</p> <p>The coach and coachee(s) agree on points for improvement for further actions.</p> <p>The coach reminds AD and related persons to submit collected proposals of the Forum to BoG in the week after the Forum.</p> <p><i>Confirm next Coaching Date After the Forum</i> The coach confirms with BoG on the meeting date to follow-up tasks to be done after the Forum. The next coaching session shall take place within a period of 15 days after the Forum.</p>	Forum
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Form 6: Attendance List of Dissemination and Consultative Forum

Kingdom of Cambodia
 Nation Religion King

Administration of

Attendance list of Dissemination and Consultative Forum

Date:.....

No	Name	Sex	Position	Institution	Phone	Email	Signature
1							
2							
3							
4							
5							
6							

7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

Form 7: Proposal/request

No	Proposal/request	Requested by
1		
2		
3		
4		

5		
6		
7		
8		

Form 8: Coaching Observation Form during Dissemination and Consultative Forum (to be filled in by coaches)

Reported by:	Date:
	Location:
Coachee (s):	
Number of councillors <input type="checkbox"/> Provincial:.....Female:..... <input type="checkbox"/> Municipal:.....Female:..... <input type="checkbox"/> District:.....Female:..... Total:.....Female:.....	Board of Governor(s) <input type="checkbox"/> Provincial:.....Female:..... <input type="checkbox"/> Municipal:.....Female:..... <input type="checkbox"/> District:.....Female:..... Total:.....Female:.....
Number of councillors <input type="checkbox"/> Commune:.....Female:..... <input type="checkbox"/> Sangkat:.....Female:..... Total:.....Female:.....	Other (please specify): <input type="checkbox"/>:.....Female:..... <input type="checkbox"/>:.....Female:..... Total:.....Female:.....
Brief description of the council meeting observed	
Strong Points of Coachees	Weak Points of Coachees
Recommendations by Coach(es) for Improving Coachees' Performance	

Part III

Tasks to be done after the Forum

Session 7: Summarize the Proposals of the Dissemination and Consultative Forum (TD Part III, Step 1)

Topic	Summarize the proposals of the public forum	Tools and References
Objective (s)	At the end of this session, coachees will be able to consolidate all proposals and recommendations from participants.	
Coachee (s)	Board of Governor(BoG)	
Duration	1h15mn	
Process (1h)	<p><i>Plenary Discussion on Forum Report and Proposals</i> Coach starts by questioning BoG:</p> <ul style="list-style-type: none"> ▪ Have you received Forum Report including proposals from chiefs of units or of line departments through Administration Director (AD)? <p>BoG goes through the report and proposals and describes main proposals from the forum.</p> <p>Make list of main proposals on flip chart to discuss, consolidate and evaluate the proposals. The consolidation and evaluation of the forum report should include recommendations or measures of BoG to respond to the proposals of the local needs. Suggestions and comments by men and women should be reported separately because they are not always the same.</p> <p>The coach reminds BoG to submit the report to and discuss with the chairperson and to distribute the Forum report to all councillors for the next council meeting.</p> <p>The coach and BoG discuss the requests/proposals that concern other councils in order to forward them to the respective council, e.g. Sangkat Councils in the Municipality or District Councils in the Province. In case the proposals involve line offices/departments, line ministries and other relevant agencies, the BoG forwards the proposals accordingly.</p>	<p>TD Part III Step 1</p> <p>Form 6: Forum report</p> <p>Form 7: Concern proposals related respective councils and relevant agencies</p>
Wrap up and Conclusion(15mn)	<p>BoG summarizes key point discussed during the coaching session and actions to be taken.</p> <p>Coach stresses to BoG to ensure the chairperson includes the Forum Report in the agenda of the next council</p>	

	<p>meeting.</p> <p>Next Coaching Date</p> <p>Coach discusses with BoG to propose coaching date after the next council meeting. Coach needs to inform chairperson about the proposed date for next coaching session.</p> <p>Note: Coach can attend the council meeting to observe the consultation on the proposal in the council meeting.</p>	
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Form 9: Report of the Dissemination and Consultative Forum

Kingdom of Cambodia
Nation Religion King

Administration of

Report of the Dissemination and Consultative Forum

Date:

Venue:.....

Number of Participants:

Agenda:.....

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Introduction

Short summary:

- Councils’ objectives regarding the forum
- The atmosphere during the forum (lively discussion or little discussion, critical or positive discussions etc.
- Well-attended or not so well-attended (compare number of invitations with number of guests)
- The participation of women during the forum
- The arrangement
- Many or few complaints and proposals
- Reactions of the participants

Report of Council: Summary of key issues

Report of Governor: Summary of key issues

Financial Report: Summary of key issues

Consultation

- How the consultation process was organized (working groups, plenary)
- The total number of proposals
- The key requests of the men; the key requests of women
- Process of decision making after the forum

Decision of the council on the proposals and recommendation

1. Proposal:

Decision of Council:.....

Reasons.....

2. Proposal:

Decision of Council:.....

Reasons.....

3. Proposal:

Decision of Council:.....

Reasons.....

Annex: Attendance list

List with proposals of citizens

Session 8: Publication of the Dissemination and Consultative Forum Report (TD Part III, Step 2&3)

Topic	Publication of the Report	Tools and References
Objective (s)	Coachees discussed council's recommendations after the meeting and finalize the Forum Report	
Coachee (s)	Chairperson and Board of Governor(BoG)	
Duration	1h15mn	
Process (45mn)	<p><i>Discussion on council's proposals to the report</i> The coach discusses with BoG to revise the Forum Report based on results of council deliberation, particularly the requests that require concerned councils' response and those that were forwarded to line offices/departments, ministries and other agencies.</p> <p>The coach reminds BoG to finalize the revised Forum Report and submits to the Chairperson.</p> <p><i>Note: The coach makes sure that the Chairperson checks whether all suggested changes/recommendations decided by the council have been included in the report.</i></p> <p>The coach asks coachee(s):</p> <ul style="list-style-type: none"> ▪ What will you do after BoG submits the final report to the Chairperson? <p>The coach asks coaches to go through and discuss Technical Document, Part III: Tasks to be done after the Forum, Step 3.</p> <ul style="list-style-type: none"> - Chairperson instructs AD to distribute Forum Report to all participants of the Dissemination and Consultative Forum. - Deputy Governor summarizes key recommendations from the Forum Report and posts this on information boards and shares with local media. - BoG forwards recommendations concerning other councils, line offices/departments, line ministries and other relevant agencies to induce action. 	TD Part III Step 3
Wrap up and Conclusion(30mn)	Coachees summarize key points discussed during the coaching session and actions to be taken. The coach lets coachees reflect on the overall coaching process and their confidence to conduct the next forum.	