People's Access to Public Information (PAPI)

FINAL NARRATIVE REPORT

1 November 2011– 31 December 2013

PRODUCED BY: ADVOCACY AND POLICY INSTITUTE

20 February 2014

FINAL NARRATIVE REPORT

> The purpose of the Project Narrative Final Report is to summarize the operational, administrative and substantive activities undertaken to implement UNDEF funded CSOP and CSOP + EA projects. In order to provide a complete picture of project implementation activities, please provide specific examples and anecdotes and attach supplementary materials (as per section 13, page 5). UNDEF will compare the information provided in this report with the signed project document and other materials on file. Please explain in full any changes in project implementation vis-à-vis the signed project. UNDEF will review the report and will request additional information as needed.
>
> The report should be no more than fifteen pages, excluding annexes and must be submitted to the UNDEF Secretariat by email (democracyfund@un.org) no later than:
> - 3 months after project completion of CSOP+EA projects
> - 1 month after project completion of CSOP projects

1. GENERAL INFORMATION

UNDEF Project Number: UDF-CMB-10-381	**Project Type:** ☒ CSOP ☐ CSOP+EA
Project Title: People's Access to Public Information (PAPI)	**Report Date: 20 Feb 2014**
Project Location: ☐ Global ☐ Regional ☒ Local	**Please specify target countries for global/regional projects; or target areas of the country for local projects: CAMBODIA, SIX COMMUNES IN THREE DISTRICS IN THREE PROVINCES**
Project Duration: 24 **Months**	**Project extension:** ☐ Yes ☒ No
Project Start Date: 1 November 2011	**Project End Date: 31 December 2013**

Implementing Agency: The Advocacy and Policy Institute (API)
Target group(s)/beneficiaries: Commune Councils, CBOs, NGOs and Communities
Executing Agency (if applicable):
Implementing Partner(s): DanChurchAid (DCA/CA)

2. SUMMARY OF THE PROJECT'S FINANCIAL STATUS (in US dollars)	
a) Amount of the UNDEF grant: USD 200,000.00	c) Amount utilized from received funds (see b) : USD 180,000.00
b) Funds received by the grantee: USD 180,000.00	d) Remaining balance from received funds (see b) : USD0.00

Co-financing, if applicable (matching, parallel, etc.): USD35,000.00_DanChurchAid (DCA), Copenhagen, Denmark

Any comments on the financial status (e.g., significant deviations from the original budget allocations, over/under-expenditures): By project end there was an under expenditure of USD 856.61. The PAPI project supports advocacy for a national legal framework on access to information. By using the funding of US$856.61 for the consolidation of API's publications and reports, the PAPI project will be supporting API in its work the Ministry of Information for developing an Access to Information law in Cambodia. The consolidated publication will include extensive research API has conducted on Access in Information during multiple projects including the PAPI project. This report is essential to ensure the Ministry of Information is made aware of the voices of the target communities and the current situation of Access to Information in Cambodia.

In addition to this final narrative report, for CSOP projects, the Implementing Agency should send a Final Financial Utilization Report no later than 3 months after the completion of the project.

For CSOP+EA projects, the Executing Agency should send a Final Interim Financial Report no later than 3 months after the completion of the project.

This interim financial report should be completed by a Final Certified Financial Statements to be received no later than 30th June of the year following the financial closing of the project

3. MANAGEMENT ACTIONS

Please indicate, where applicable, the actions undertaken to manage the project. Please indicate the functions of the management team.

Recruitment of Staff: The following personnel were assigned to the project: The Access to Information Programme Manager who oversees the planning and implementation of the Project. The Local Democratic Development Programme Manager responsible for the implementation of the project and coordinating with sub-national authorities. One Local Democratic Development Programme Officer and Access to Information Program Officer support the Programme Managers directly at the local level. The API Director provided strategic advice and supported to the Deputy Director and Programme Managers and also managed relationships with donors, the Government and other stakeholders. The API Deputy Director supported, supervised and assisted the Programme Managers. The Administration and Finance Manager and Admin and Finance Officer and Accountant provided administrative and financial back up to ensure the efficiency of project activities and that expenditure is recorded in a transparent and accountable manner. Few short term consultants developed training curriculum on information management and access to information in Khmer and English, Radio Documentary on Important of Access to Information – Khmer, Regional Review Report - Khmer and

English, Project Reflection Report - A Model law on Access to Information– Khmer and English, Strategy to Promote A2I – Khmer and English, Access to Information Pass Reflection and Future Direction Report – Khmer and English, Access to Information in Election Campaign Report.

The DCA Programme Officer provided technical support on the regional review of access to information. Six commune volunteers were selected for six target communes with clear roles and responsibilities to support project activity implementation as they are representing API at the commune level.

Procurement of Equipment: A Laptop, target commune facilities (cabinets, information board).

Partnership Agreements: DCA Project MCS no: _1010044-42. Project title: People's Access to the Public Information (PAPI). Period: November 1, 2011 to October 31, 2013.

Set up of Monitoring or Steering Committees: API set up a Project Steering Committee consisting of the Access to Information Programme Manager, the Local Democratic Development Programme Manager, One Local Democratic Development Programme Officer and Access to Information Program Officer, the Deputy Director and Director. The Deputy Director is responsible for monitoring and evaluation and the Director chairs the Project Steering Committee. API monitors project activities using quarterly, biannual and annual assessments of work plans, monthly programme staff meetings, bimonthly API management meetings and a Project operation meeting every two weeks. Quarterly project progress meetings with the target commune councillors and representatives of the CBOs. Annual project progress review meetings between API, the commune and district councillors and provincial partner organisations. Regular participant feedback, satisfaction surveys, on-going discussions and every activity evaluation.

Other Management Actions: API management monitored project activities quarterly in all target communes.

Please provide information on any shortcomings, delays or changes in the management actions, (e.g. turnover in staffing or relocation of project offices/activities), and remedial actions taken to overcome these challenges.

The Senior Access to Information Programme Manager and Local Democratic Development Programme Officer resigned early in the project implementation. They received scholarships to study in Australia and New Zealand. Both positions were replaced to implement project activities.

4. BASELINE DATA

Please summarize the baseline data collected, and describe the manner in which they were collected (if not already detailed in the project document). Please use bullet points

A project baseline survey on Access to Information was conducted in November 2011 by Tony Posnett, freelance consultant, SEDECA. The baseline study used document review, a quantitative survey (in the nine new communes) and qualitative tools to measure the current situation. The survey covered 737 respondents in 35 villages, and the qualitative work included 15 focus groups with community members and 23 interviews with commune councillors and CBO/NGO representatives. The findings are presented separately for the PAPI project areas (which are separated into results in the three new

target communes and the three old target communes).

Project document baseline data was already stated, and again it was updated the data after conducting a project based line in all new target communes. The updated finding are :

Understanding of rights to access public information

New communes - Community members were mostly totally unfamiliar with the idea of rights to access public information, although they saw it as useful and important to have this access. No one had received training or information on this topic to date.

Commune services were used to get various documents, with charges and speed of services very variable. Ta Lam commune (BMC) members appeared to have slightly clearer information on charges.

Old communes – Here there was much more familiarity with the concept of access to information, although this appeared to have only reached some community members. Those who were more active and involved in the previous project showed a reasonable understanding of their rights in practice. A longer implementation of the project may be helpful in reaching more people.

Clear information was available about at least some service charges, and community members were more expectant about having clear service costs. Information on some services was not available in all communes. Speed of services in Sethei commune was seen as slow by community members, possibly because of higher public expectations.

Community participation

New communes – 46% of community members had asked for information from village or commune level, with the majority receiving all they had asked for although still over 30% not completely satisfied. Most had received information through meetings, door to door announcements or megaphones; mainly verbal means. Other information was specific to NGO run programs, for example trainings on saving.

Meetings appeared regular, although 31% had never attended a commune meeting. OF those who attended only about 30% spoke out at the meeting.

Old communes – A slightly greater proportion (between 70% and 100%) of people appeared to attend commune and village meetings regularly, but still a majority feel nervous about participation, with about 30% of attendees speaking out. As with others, these communities found it difficult to use the accountability box in its current location.

Commune council systems and capacity

New communes - None of the commune authorities met had received any training or background on access to information and had no clear understanding; however, several were keen to learn more in this area.

As with other areas, commune meetings were regular but many were unaware of them. Verbal information was mainly used, including phone contact to authorities. Many were not invited to regular commune meetings.

Old communes – Capacity of commune authorities appeared to have been effectively built up by the previous project. There was a much clearer understanding of access to information and some authorities had published clear information on services.

Filing systems were better maintained and organised although some labelling could be improved. Minutes of meetings were clearly laid out and filed systematically in most places inspected.

Advocacy at National level

API has already been working at national level to promote changes in policy and law regarding freedom of information. Five provincial forums were organised in 2010 with a large number of stakeholders. Support

for an Access to Information law was seen from NGOs, Government officials and citizens. API has also reviewed existing laws in order to identify relevant articles.

The first law on Access to Information was rejected by the national assembly committee; since then further work and proposals have been made by groups working with API. Some positive changes have taken place, but the national assembly still needs to pass a Cambodian law on access to information.

5. ACTIVITIES UNDERTAKEN AND OUTPUTS

Please outline the __key__ outputs and activities that have been undertaken. UNDEF will use this to compare it to the activities outlined in the Annex III Results Based Framework of the signed project document. The description should include the title of the activity, its location and date, the topics covered and, where applicable, the number of participants.

Please provide both quantitative data (e.g. number of participants) and qualitative data (description of activity) for each output and corresponding activity (ies). Numbers should correspond with the Project Document. Add more rows as needed (in Word, go to table → insert → rows below).

Outputs	**Activities**

Output:	Activities:
Intended: 1.1 A comprehensive training needs assessment, baseline survey and training curriculum produced. A baseline survey and training needs assessment were conducted in the existing target communes; therefore, only three district assessments need to be conducted. *Actual: a comprehensive training needs assessment, baseline survey and three training curriculums on Access to Information, Information Management and Advocacy on Access to Information produced and printed both Khmer and English. Additional reports including a training needs assessment and baseline survey of Increasing Access to Public Information were translated and produced.*(This	*Intended:* Conduct a training needs assessment, baseline survey and develop training curriculums on access to information and information management. *Actual:* (1) Training Need Assessment of Commune Councils and CBOs on Access to Information and Information Management was completed in January 2012. This TNA was conducted with the purpose of measuring the current knowledge, attitude, experience and capacity (skills) of the commune councillors and CBOs in regards to access to information and information management. This assessment was requested to carry out in three new communes plus one old commune (who has received some training from API). This assessment was also asked to incorporate existing findings from the three old communes. Findings and recommendations from this assessment are to be used to improve training curriculum for both new and existing communes. 29 commune councillors including commune assistants (6 females) and 44 CBOs (9 females) participated in this survey. The average age of the commune councillors is 52 which ranged from 26 to 71. Most of them have lower secondary education (55%), primary education (31%), and only 10% high school education. These commune councillors consider their level of Khmer literacy good (34%) and rather good (45%). They rate their computer skill as very poor (52%) and poor (34%).

activity was implemented in November and December 2013 with additional support of the DCA/CA)	The age range of most village chiefs is 28 to 74 with an average age 53 years. The majority have lower secondary education (59%), high school (30%), and only 2% primary education. These CBOs think their level of Khmer literacy is good (34%) and rather good (50%). They also rate their computer skills very poor (59%) and poor (27%). Please see annex 2: Training Need Assessment Report.
	(2) Two training curriculums entitled "Access to Information" and "Information Management" were produced in response to the needs of commune councillors and community based organisations.
	Access to Information Training curriculum objective was to develop capacity of Commune councils, village chief, community representatives, and other relevant institutions at: Right of access to information and its importance in implementing their roles and livelihood; Legal frameworks stating roles and duties of local authorities and citizens to promote access to information; Reflection on and identification on the good practice and areas of improvement on access to information; Key strategies for effective information dissemination. Please see annex 3: Access to Information Training curriculum.
	Information Management Training Curriculum objective was to develop capacity of Commune councils, village chief, community representatives, and other relevant institutions at information management, data collection and analysis, reporting, information material development, commune information filling system management and dissemination. Please see annex 4: Information Management Training curriculum.
	2,801 copies of Access to Information Training Curriculum; 2,700 copies of Information Management curriculum; 2,307 copies of Advocacy for A2I curriculum were also developed and distributed to all trainers and peer educators both national and sub-national level. 24 banners on commune services were produced for display to all citizens who are going to request the services.
	(3) A project baseline survey on Access to Information was conducted again in November 2011 by Tony Posnett, freelance consultant, SEDECA. The survey covered in the 3 new target communes and the 3 old target communes. Its finding was stated baseline data section. Please see annex 1: Project baseline survey report.
	Produced and translated a training needs assessment and baseline survey for the IAPI project. The training needs assessment was conducted at four levels: National, Sub-national, implementing and individual levels. To assure the effective performance of local government in the target areas, the assessment would gather data for analysis and formation of training curriculum, bearing in mind the four levels of training needs. This would help bring about appropriate skills and methods for NGOs,

	CBOs, VCs, CCs and DCs/DoGs. The TNA and baseline also generate the operational guidelines of sub-national government. (This activity was implemented in November and December 2013 with additional support of the DCA/CA)
Output: *Intended:* 1.2 7 training courses: 3 on access to information and 3 on information management conduct in the three new targeted communes. 1 refresher course on access to information and information management for the existing targeted communes. (for 50% of newly elected councillors from the pilot communes (3) and 100% of Commune Councillors and CBO leaders in the three new target communes (3) delivered after the 2012 commune elections) Actual: three training course on "Access to Information", three training course on "Information Management" and one refresher course on "Access to Information and Information Management" were conducted with the participation of all commune councillors from different political parties, CBO leaders, commune clerks, and community representatives. And a refresher course on access to information and information management for 50% of newly elected councillors from the pilot communes (three) and 100% of Commune Councillors and CBO leaders in the three new target communes. Three training courses on SPSS, "Access to Information and	**Activities:** *Intended:* Deliver training on access to information and information management to CSOs, CBOs, and commune councils. *Actual:* (1) Three training courses on "Access to Information" and (2) three training courses on "Information Management" were delivered for all six target communes to the same 119 commune councillors, teachers, village chiefs, police officers, health centre staff, community based organisations and local communities, including 37 women increased their knowledge and skills on access to information and skills on information management on average 120.54%. They applied their skills to disclose public information to their respective local community people. They collected and analyzed data using simple methods wrote reports, commune administration letters and kept a good simple filing system, as well as producing information education and communication materials (IEC) especially related to (prices of issuance birth, marriage, and death certificates, price of health services, and commune profile, commune map, commune structure) and post those materials on the wall in the commune halls and disseminated to local people. (2) A refresher course on access to information and information management for the existing targeted communes for newly elected councillors from the pilot communes and 100% of elected Commune Councillors and CBO leaders in the three new target communes was delivered after the 2012 commune elections. (3) Two day workshop on "Access to Information" to 41 participants from Access to Information Working Group (A2IWG) members and NGO partners. The workshop aimed to bring about awareness and understanding of the concept of Rights of Access Information and its importance in public services and livelihoods; to reflect the roles and duties of local authorities and citizens to promote access to information; to improve the strategies of effective information gathering and dissemination; and to update the current situation of A2I in Cambodia as well as ASEAN countries and the needed A2I law among ASEAN members. (4) Two days trainings on "SPSS", Three days training on "Access to Information and Information Management" and Three day training on "Advocacy on Access to Information" to 34 participants (14 women)

Information Management" and "Advocacy on Access to Information" were conducted with 35 participants from five NGO partners. Echo training to 600 local councillors from target commune and district councils within five provinces provided.

At the end of October 2013, one training course on "Advocacy on Climate Change Policy" was conducted with participation from 21 participants (7 women) from environmental NGO networks and CBOs.

At the end of December 2013, 35 youths in Svay Chrum and Pongro commune increased their capacity on "Action Research"; they were all able to define questionnaires, interview for data collection, data analysis and reporting. (This activity was implemented in November and December 2013 with additional support of the DCA/CA)

from five NGO partners. The training was designed to increase NGO partner capacity in data collection and analysis and to develop a pool of master trainers to train local councils at provincial level with understanding and ability in the following areas: Provision of awareness and understanding of the concept of A2I and its importance in public services and livelihood; Reflecting the roles and duties of local authorities and citizens to promote access to information; Facilitating their involvement at commune level; Improving the strategies of effective information gathering and dissemination; and Information management for communes.

At the end of October 2013, one training course on "Advocacy on Climate Change Policy" was conducted with the participation of 21 participants (7 women) from environmental NGO networks and CBOs. The participants discussed how to prepare advocacy strategies and action plans 2014-2016. Five key strategies were identified (1) Compiling and awareness rising on international and national legal framework, (2) Ongoing and scaling-up the mechanism of the regional and international connection, (3) Monitoring national and international institutes in the implementation of the recommendations and orders, (4) Strengthening well-found advocacy, and (5) Initiating to create a space for national discussions to share knowledge and issues in international and national context. (This activity was implemented in November and December 2013 with additional support of the DCA/CA)

Intended: Follow up and coach CCs and DCs and provide technical assistance, when required.

Actual: The API project team conducted regular support supervision (bi-monthly and monthly basis) to the target communes in order to follow up, and provide coaching in the field on systems for public information disclosure and dissemination of information. This was carried out in every village including information about public services, rights on access to information, importance of access to information, principle of information disclosure, and obligation of sub-national Government for disclosure.

The API team provided one training course on "Action Research" to 51 participants (28 women) from youth groups, NGO partners, commune councillors, health centre staff and police officers in Pongro and Svay Chrum commune, Kampong Chhnang province. (This activity was implemented in November and December 2013 with additional support of the DCA/CA)

Output:	**Activities:**
Intended: 2.1 Information Education and Communication (IEC) materials produced and widely distributed to the three	*Intended:* Develop and produce information and education materials (Booklets, posters, stickers etc.) *Actual:* Information and education materials were developed, printed and distributed to all households in the three new communes with the

new targeted communes. Actual: Different IEC materials were developed and distributed widely in six communes. They are booklets on commune services and development project information, three posters of rights to information; stickers and leaflets of Emergency Services Contact Information, Political Platform of all political parties booklet, decentralization and de-concentration legal book, Strategies to Promote A2I Law, Past Reflection and Future Direction Report, Government Official Public Services Fee Book and distributed for all families in all targeted communes.	content of rights to information, practical information regarding public services such as registration and administrative services, (births, deaths and marriage certificates) on fee, time and procedure, its importance, regular meetings of the commune and district councils in 2013. The commune books also include key messages and articles quoted from Cambodia laws on child rights, public health care, administration law, forestry, water pollution, family law, domestic violence etc. as following: - 21,699 copies of three booklets on commune services and development project information; - 8,525 copies of three posters rights to information for the three new target communes; - 10,000 stickers of Emergency Services Contact Information, - 40,000 copies of Emergency Services Contact Information leaflets - 2.625 copies of Political Platform of all political parties in the 5th Government mandate national election campaign - 120 copies of decentralization and de-concentration legal document, - 180 copies of strategies to promote A2I law, - 180 copies of Past Reflection and Future Direction Report on A2I, - 200 copies of Regional Review Report - 210 copies of Government Official Public Services Fee Information Book Please see annex 11 to 29: all above publications.
Output: *Intended:* 2.2 Access to information outreach activities carried out throughout the target areas Actual: The outreach activities to promote right to Information and public information disclosure completed with campaigns, drama and door to door disseminations. All information related to the commune issues was released to all commune councillors, CBOs, local NGOs and community members.	**Activities:** *Intended:* Information dissemination campaign to schools/villages. *Actual:* 19 information disseminators had directly reached 30,829 citizens including 14,414 women door to door and 40 villages for information disseminations on rights on access to information and information related to sectorial issues. Local people who participated gained more knowledge on access to information related key education messages quoted from relevant laws related to fishery law, forestry issues, public service of health centre and commune, rights of access to information, road traffic law, role of citizen in promoting information election information, safety road, election, civic registration, report of land issues addressed, emergency contacts and environmental issues. Another 60.33% households (3,000 families) in three target communes (Toul Ampil, Talam and Tlork Vien communes) are aware of the sub-national Government's roles and responsibilities and their mandates in disclosing public information. These information dissemination activities contributed to an increase in the number of local people who accessed public services without paying unofficial fees. Commune Councillors and Village Chiefs expressed in the follow up meetings that at least 60% of the total population in all six target

	communes had been informed or received information through above activities. According to the commune records an average of ten community members accessed information at the Commune Hall directly each day. They were looking for information on forestry, land, fisheries and environmental issues, civic registration and water usages. Base on the commune boxes, 71% of community confirmed about they were requested commune information and most of them request by verbally and around 79% of them got those information requested but only half of them got full information.
Output: *Intended:* 2.3 Regular media campaigns broadcast at national level in Cambodia on the importance of access to information, governance and NRM issues as well as the achievement of the Cambodian MDGs Actual: 45 radio talk shows broadcasted through eight channels both located in city and province. The radio clip was downloaded over 1,145 times from the website, 5,570 users accessed the Facebook page and 2,236 visitor linked to the website (www.a2icambodia.org) about the importance of access to information, governance and NRM issues as well as the achievement of the Cambodian MDGs. More articles on the importance of access to information were publicised via 13 local and international mass media and internet outlets, UN agency' websites, four radio channels, three TV channels, and 6 newspapers.	**Activities:** *Intended:* Organise media campaigns through radio, television, newspaper spots and talk-shows on access to information in a democratic country. Actual: 8 times of 1 hour radio talk shows with local radio stations, three articles of international printed newspapers (Phnom Penh Post and Cambodia Daily), A five minute video clip on A2I message was broadcasted regularly during the Cambodia Commune Council Election Campaign in May and June 2012 through The Cambodian National TV Channel named TVK. At least 10% of Cambodia's population (approx. 14 million) are aware about access to information and the importance of having land title. Several articles on the importance of access to information were publicised via 13 local and international mass media and internet outlets, UN agency' websites, 4 radio channels, 3 TV channels, and 6 newspapers. Most of the articles stated having no access to information caused problems for journalists, the private sector and the public's interests. Three radio stations COMFREL 105 MHz, WMC 102 MHz and VOD 106.50 MHz collaborated with API run media and social media programmes on access to information. Above media channels had reached to most Cambodia population through the country. *Intended:* Produce documentation on the importance of access to information to ensure transparency in reporting on the Cambodian MDGs, Governance and NRM. *Actual:* A radio spot on the Important of A2I at sub-national level; were produced and broadcasted by CCiM to all Cambodian citizens. During the Cambodia Development Cooperation Forum (CDCF) 2012, Access to Information Law was the key subject discussed and became an important issue for CSOs and NGOs to campaign and included in the NGO position papers which strongly recommended that the Royal Government of Cambodia consider and pass it. Please annex 6 to 8: NGO position paper on Access to Information Law; annex 31 and 32: radio spots on the Important of A2I at sub-national level.

Output:	Activities:
Intended: 2.4 12 public community forums have taken place with participation from 720 people. Actual: 14 public forums and one drama (role play) were organised with the participation of 4,007 community members, commune councillors, district councillors, CBO and NGO representatives.	*Intended:* Organise public community forums and produce education materials. *Actual:* Fifteen public community forums and a role play were organised in a target communes with 4,007 participants, including 1,986 women. These foras allowed local people to raise and discuss several community issues including commune investment plan, yearly commune achievements, factory issues, safe migration, preventing violence on women and children, local natural resources, environmental and public services. At least 246 questions were asked by participants to their local authority. 639 forum participants were provided feedback through the evaluation form, 61% of them are women. Around 90% of evaluators satisfied with the forum and they said that the forum was responded to the commune issues.
Intended: 3.1 Improved information management systems of commune councils to disclose information. *Actual:* All communes gained support on the information managements systems including capacity building, office supplies, and documents relevant to law, degree, sub-degree, agriculture documents and other documents relevant to commune issues.	*Intended:* Support equipment/furniture for improving information management. Create mechanism/tools for information collection, management and disclosure. *Actual:* API supported equipment/furniture for improving information management. Created mechanism/tools for information collection, management with three filing cabinets, 24 banners, 50 accountability boxes, 4 public information boards in order to improve information management and creating information disclosure mechanism by forming Village Information Disclosure Network. 150 boxes of equipment materials (big box files, small box files, magazine files, desk organisers, punch holders, staplers, scissors and stands) that enable easy access to information were provided.
Intended: 3.2 Elaborate a "Citizen Feedback form" enabling communities to anonymously report on performance of commune councils. *Actual:* 785 citizen feedback sheets were collected from the accountability boxes and two different feedback forms for public foras and commune box were produced, distributed, collected and analysed.	*Intended:* Produce citizen feedback mechanism and conduct ongoing feedback and evaluation of the commune and district delivery service. *Actual:* A Citizen Feedback Mechanism has been produced and on-going feedback and evaluation has been conducted regularly. A citizen feedback form and the commune assessment form were developed. The API Project team used these forms to regularly in community public forums, trainings and commune and district council meetings and workshops to assess and reflect the performance of the commune councillors regarding roles, responsibilities, governance and participation of CBO, district and citizen levels.
Intended: 3.3 Create space for CBO representatives to	*Intended:* Provide financial and technical support and coaching for CBOs to actively engage with local councils and participating in

Each of the four rows begins with a bold header "Output:" (left column) and "Activities:" (right column).

meaningfully engage and go into dialogue with local councillors (including creating a physical space for CBOs to attend the meeting and discuss with local councillors. Actual: all CBO leaders and representative were presented regularly during commune meetings, forums, partnership meetings, trainings and workshops.	monthly meeting. *Actual:* API has supported 25 CBO's engagement with Commune Councils activities. At least 25 CBO representatives actively participated in regular commune council meetings. Moreover, there were many cases of conflicts that have been raised and solved by the CBO representatives attending the commune council meetings. For instance, a land case of 8 hectares and another three cases on illegal logging, illegal fishing, and air pollution were solved completely. These were found in the focus group discussions during follow up and coaching activities with 12 CBO and NGO representatives. 89% of forum participants informed about the CBO bring their issues to commune councillors during meeting and forums. Please see annex 20: A case study on CBO representative's participation in commune council meeting included in the Project Reflection Report on page 22.
Output: *Intended:* 3.4 Access to information will be integrated into the new target communes. Actual: All target communes have integrated access to information into their yearly Commune Investment Plan (CIP) 2013. 87% of forum participants informed about the CIP response the community needs. All commune chiefs highly committed to allocate at least 5% of the commune budget for the Access to information activities, continue to collaborate with local NGOs to continue the A2I works, and work with all commune councils to promote A2I in the commune.	**Activities:** *Intended:* Provide technical support and coaching to Commune Councillors in integrating access to information and information disclosure into the annual commune investment plans and reporting systems. *Actual:* The API project team has provided technical support and coaching on a regular monthly basis to all six target communes and afterwards they have had inputs into the dissemination activities of their work plans especially information regarding public services. The communes have also included dissemination activities regarding special events or outbreaks into their monthly action plans. Moreover the dissemination on access to information by village chiefs is also displayed in the monthly commune report. Over 80% of the sampled 118 commune council members, village chiefs and CBOs shared their views that the project activities were effective. It ranges from 83% in Talom commune and up to 93% in Sethei that agreed to the idea that the project activities were effective and responsive to the needs to improve public services and lent support to strengthen transparency.[1]
Output: *Intended:* 4.1 Best practice of access to information law at a regional level. *Actual:* A legal regional review was conducted with ASEAN	**Activities:** *Intended:* Regional legal review and analysis on access to information. Regional comparative review of successful civil society engagement in promoting access to information. *Actual:* A regional legal review on access to information and successful civil society engagement in supporting A2I legislation were produced with the critical inputs from A2IWG as well as UN agencies. The

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[1] Project Reflections Report – October 2013

member states, Indonesia, Thailand, Malaysia, Philippine, Vietnam, and three powerful economic growths include Japan, China, and South Korea.

Analysed the Cambodian laws, sub-degrees passaged behind November 2010 in order to identify and assess the Cambodian laws and policies that state about information disclosure.(This activity was implemented in November and December 2013 with additional support of the DCA/CA)

Conducted a national workshop on "Access to Information in Cambodia: A Step Forward for development of an Access to Information Law" were conducted with the participation of senators, parliament members, politicians, NGOs, UN agencies, CBOs and networks.(This activity was implemented in November and December 2013 with additional support of the DCA/CA) | regional review report also recommends the Cambodian Government to passage the access to information law follow the international standard. The regional review reports and other publications were released to 298 participants during national workshop on "Access to information" and the workshop on "Decentralization, De-concentration and Access to Information" especially in the presented of 68 parliament members and senators. Please see annex 13: Regional legal review and analysis on access to information report, 2013.

Analysed the Cambodian laws, sub-degrees passaged behind November 2010 in order to identify and assess the Cambodian laws and policies that state about information disclosure. It is believed that the results from this development will be an asset for both executive and legislative branches while they develop a Cambodian law on access to information which follows international standards.

A national workshop on "Access to Information in Cambodia: A Step Forward for development of an Access to Information Law" was conducted with the participation of senators, parliament members, politicians, NGOs, UN agencies, CBOs and networks. The objectives of the workshops were to engender dialogue among relevant Government ministries, civil society, and development partners about the issues and challenges involved in passing an international-standard Access to Information law in Cambodia, and to learn from regional and international experts about drafting, passing and implementing the law. Please see annex 37. |
| **Output:**
Intended: 4.2 Issue based NGO networks engaged and called for Cambodian access to information legislation and/or better information disclosure.

Actual: Nine issue based NGO networks were engaged and they all called for A Cambodian Access to Information Law follow the international standard. | **Activities:**
Intended: A workshop to strengthen collaboration and coordination with civil society and donors on advocacy and constructive dialogue with national Government institutions on a legal framework for access to information.

Actual: API, Access to Information Working Group with another nine sectorial NGO networks: CRRT(Cambodians for Resource Revenue Transparency), HRTF(Housing Rights Task Force), EISEI (Extractive Industry Social Environmental Impact), EFN(Environment Forum Network), PRN-C(Pesticides Reduction Network in Cambodia), RCC(Rehab Craft Cambodia), REDD(Reduced Emissions from Deforestation and Degradation), NGO Forum on Cambodia and CPN(Community Peace-Building Network) have organised workshops on access to information related to sectorial issues on forestry, rights in |

settlement, economy and commerce, women and children issues, and extractive industry. This is aimed at raising awareness and building capacity about access to information and its significance for development in Cambodian society and seeking their support for an Access to Information Law campaign and a better disclosure of information in relevant sectors.

They gained more knowledge on the updated of A2I model law. They all provided valuable feedback and comments to improve the last version of A2I model law; in addition, they all ask the Royal Government of Cambodia for passing and enforcing the A2I law strictly.

Output: *Intended:* 4.3 Facilitated legal reviews and recommendations on Access to Information produced and submitted to the Cambodian Parliament and to concerned ministries. *Actual:* An A2I model law were produced with inputs from UN agencies, NGOs, legal experts, and A2IWG members. The model law were shared to all relevant stakeholders including parliamentarians, senators, politicians, UN agencies, NGOs, and Networks.	**Activities:** *Intended:* Technical support on the drafting of the law on access to information by working with Article XIX organisation and others includes UN agencies (UNDP, UNESCO and UNOHCHR). *Actual:* API produced an analysis of "Access to Information in Cambodia, a Model Law on Access to Information (A2I), NGOs Position Paper on A2I, A2I on ten key sectors for debriefing to the Royal Government of Cambodia (RGC) and members of parliament (MPs), encouraging them to pass an A2I law. While an A2I model law was produced by Civil Society Organisations, A Law on A2I proposed by Members of Parliament (MPs) from an opponent political party was submitted to the National Assembly in March 2012. A second improved version was originally proposed by MPs in 2010. A copy of this second version was released to the public and key relevant stakeholders. The MPs 'proposed law was again reviewed by the A2IWG led by API. It found that recommendations from 2010 Article 19 and A2IWG had been fully integrated. A2IWG actively in mainstream the A2I into the Environmental Impact Assessment (EIA) law. The working group also recommend the EIA law must be follow the nine principles of access to information.
Output: *Intended:*4.4 Civil society network meetings at national level with Government, parliament lobbying access to information, transparency, performance and accountability issues (two per year) *Actual*: 6 Civil society network meetings at national level with Ministry of Information, Ministry of Interior members of	**Activities:** *Intended:* Lobby meetings with the National Assembly, Senate and relevant ministries. *Actual:* 6 Civil society network meetings of Cambodia Civil Society Organisations (CSO) with Ministry of Information, Ministry of Interior, members of parliament from controlling and opposition parties to publish the Royal Government of Cambodia on an early passage of the draft Law on Access to Information with clear rules and time frames which was demanded in the "NGO position papers on Cambodia's Development in 2010-2012" put together by more than 500 organisations for action. CSOs' efforts have partly contributed to the Royal Government of

parliaments from controlling and opposition parties lobbying access to information law, transparency, performance and accountability of national and sub-national administration.	Cambodia assigning a spokesperson and Information Officer within national and sub-national Government offices. At the same time, the Ministry of Information and Ministry of Interior have drafted guideline for Officials in charge of administrative information at all 24 provinces and municipalities.
Output: *Intended:* 4.5 Multi-stakeholder workshops organised. *Actual:* The National Conference on "Access to Information" and the workshop on "Decentralization, De-concentration and Access to Information" were conducted with the participation of senators, parliament members, politicians, NGOs, UN agencies, CBOs and networks.	**Activities:** *Intended:* Organise multi-stakeholder workshops (with relevant stakeholders (relevant ministries, politicians, civil society organisations and donors). *Actual:* Two multi-stakeholder workshops were organised with participation of 298 participants the National conference on "Access to Information" from 30-31 May 2013; and the workshop on "Decentralization, De-concentration and Access to Information" on 31 October 2013. The workshop participants are 16 senators, 60 parliament members, political party representatives, NGOs, UN agencies, CBOs, and networks. The objectives of the workshops were to engender dialogue among relevant Government ministries, civil society, and development partners about the issues and challenges involved in passing an international-standard Access to Information law in Cambodia, and to learn from regional and international experts about drafting, passing and implementing the law. Ms. Anne Höglund, Ambassador, Embassy of Sweden confirmed that access to information is very high on the agenda of the Sweden Government for international and Cambodia development agenda; A2I is empowering people in the world and open Government; Sweden was the first country to pass an A2I law in 1766; importance of A2I for the Government; confirmed that Cambodia needs A2I law for its greatest benefits of Cambodia for current and future; A2I confirmed Cambodia Constitutional support; we want don't want just today and tomorrow conference, but we need A2I for Cambodia. H.E. Mr. Cheam Yeap, Representative of Cambodia People's Party (CPP), and H.E. Mr. Son Chay, Representative of Cambodian National Rescue Party confirmed about the political platform on A2I. Both parties acknowledged the importance of A2I which positive contributed to all sectors of development and human rights recognised by the Cambodia Constitution and Press Law and Organic law and Universal Human Rights Declaration. However, some information considered as confidential related to public security, individual, health, legal process, and commercial secret. Both parties acknowledged the need to have a closed cooperation between CSOs and the state actor. It is very important with principle of good governance and state of law. Constructive engagement with private sector and media are necessary.

	H.E. Men Sam On, Deputy Prime Minister, accepted the seven recommendations of the workshop and she will inform about the need of A2I law to the Prime Minister.
Output: *Intended:* 4.6 Planning networking, partnership meetings held. *Actual:* Regular meetings	**Activities:** *Intended:* Project planning, networking and partnership, monitoring, review and reporting. *Actual:* Regular Working Group monthly meeting and annual project review meetings were conducted to review the progress and challenges, the A2IWG work plan, strategy to release and draft A2I model, review second draft A2I law, inputs and comments on A2I strategies and approaches, update A2I law campaign focusing on progress and challenges, report on A2I in Cambodia, A2I join statement and position papers. 64 key national and sub-national project stakeholders (11 women) from six communes and A2IWG actively participated in the project reflection report. They all have highly commitment after project phase out, they will at least allocate 5% of the commune budget for the A2I activities, collaborate with local NGOs to continue the A2I works, and work with all commune councils to promote A2I in the commune.

6. FINAL OUTCOMES

Please describe the results made on achieving the outcomes <u>in a manner that can be compared</u> to the projected outcomes and outcome indicators in the signed project document (Results Framework)

Add more rows as needed (to do this go to table → insert → rows below).

Outcome 1: Capacity of local councils and community-based organisations enhanced to promote access to information to best serve the interest of the people.

Target: 2013: 60% of the population in the targeted areas actively access to public information for their own, their family or / and their community's use.

Comment on Progress: By the commune records an average of ten community members accessed information at the Commune Hall directly each day. They looked for information on forestry issues, land issues, fisheries and environmental issues, civic registration, election registration and water usages.

Base on the commune boxes, 71% of respondents confirmed about they were requested commune information and most of them request by verbally and around 79% of them got those information requested but only half of them got full information.

63.4% of sampled population of 132 villagers reported of having access to public information despite that their low education level. The majority did not even complete primary schools and over 20% of them were not literate and only one of the sample group completed grade 12. Thus, effective method

to disclose public information and interactive participation is the weekly village-level meeting/forum.[2]

Outcome 2: Awareness about access to information among local communities increased

Target: 2013: 70% of the people living in the target communities (43,600) and 23 CBOs (80%) of 29 CBOs in the target communities have increased their knowledge on right to information and correctly describe what it means.

Comment on Progress: 70.71% local citizen (43,600) and 24 CBOs (83%) in target communities directly participated in project information dissemination activities and gained more knowledge on the rights of access to information and role of citizen in promoting commune election information, environmental issues and other various sectorial issues.

Outcome 3: Access to information integrated into the target council's administration and plans.

Target: 2013: At least 70% of the target communities have setup information management system where free flow of information and public access to disclosure of specific information is easy accessible.

Comment on Progress: 100% (All) six target communes have integrated access to information into their annual work plans especially information regarding public services where free flow of information and public access to disclosure of specific information is easy accessible. They are professionally managing commune documents including filing systems, contents and displays via Information Board for public access to information. Public people accessed 558 subjects of comprehensive written information such as Government plans, decisions, sub-degree and laws.

Outcome 4: Public dialogue on access to information increased to support the passage of an Access to Information law.

Target: 2013: 45% of parliament members and senators participated in formal and informal discussions with civil society on a legal framework for access to information.

Comment on Progress: In total 64% (79 members) of parliament from the National Assembly and Senate (17 women) attended project activities to discuss on a legal framework for access to information.

7. PROJECT SCHEDULE CHANGES

Please outline any significant changes in the project document and any impacts on the project schedule. Explain the reasons for any changes. .

N/A

8. CONSTRAINTS OR ISSUES AFFECTING IMPLEMENTATION

Please explain any constraints or issues which have affected implementation. Please be as specific and concise as possible.

The flood disaster during rainy season in October 2013 made trouble the project activities such as conduction public forums and information dissemination activities. National election campaign and long delay of political deadlock issues affected to delay of implementing some project activities;

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[2] Project Reflections Report – October 2013

however, all planned activities were completed within the project ending period.
9. SUCCESSES AND ACHIEVEMENTS
Please outline the project's major successes and achievements. Be as specific and concise as possible.

Demand for an Access to Information law is strong amongst all Cambodian people through radio programs and social media. This law is also a priority that both political parties raised and pledged to adopt during election campaign. Demand for freedom of expression still exists and voices of Cambodian people especially youth groups were stronger. They reveal hot issues provoked by public officers through social media especially on Facebook with more debates and comments.

During the Cambodia Development Cooperation Forum (CDCF) 2012, an Access to Information Law was supported by 500 NGOs. They identified an A2I law as the first key priority in the NGO position papers and recommend the Royal Government of Cambodia pass it. 12 media articles relating to freedom of expression, culture of information disclosure and demand for an A2I law were broadcasted widely across the country at different times and through channels including newspapers, TV, radio and websites. After numerous public workshops and conferences involving Government officials, members of civil society, local and international NGOs, as well as members of the general public, the Council of Ministers mandated the Ministry of National Assembly Senate Relations and Inspections (MoNASRI) to the drafting of a national Access to Information law. On 8 November 2013, Prime Minister Hun Sen announced the Ministry of Information, a leading ministry for process, will work with relevant partners to develop a draft law on Access to Information, which will be passed in the near future. With a high appreciation for the RGC's commitment for having the law, Civil Society Organisations (CSO) strongly suggested the Government take comments from the draft law to ensure real benefits to citizens. At the same time, the Prime Minister reminded the sub national Government and relevant public institutions to exercise Inter-minister Prakas on the establishment of information officers and spokesmen, signed by H.E Sor Kheng, Deputy Prime Minister and Minister of Ministry of Interior and H.E Khiev Kanharith, Minister of Information, issued on 26 July 2012. On 12 November 2013, API led the CSO Working Group on Access to Information and met with the Ministry of Information (MoIn). The meeting was attended by the General Director, three Advisors to the Minister and three key officials. During the meeting, API handed key documents (including a Model Law on Access to Information drafted by CSOs) to the Ministry of Information as the foundation to develop the future law. At the meeting MoIn in principle agreed that the Working Group would include: Ministry of Information, as a leading and permanent chairman, Representative from MoNASRI, as a member; Representatives of CSOs, as members; Representatives from the Media, as members and others. Meanwhile, the opposition Cambodian National Rescue Party (CNRP) confirmed on 9 October 2013 that passing the proposed law on access to information is one of the conditions in the political negotiation meetings between CNRP and CPP (Cambodian People's Party).

All commune councillors and most CBO leaders improved their capacity on access to information and information management. They used their knowledge and information regularly. This contributed to an increase in community people accessing public information in all target communes. At least 10 to 20 people request information per day per commune regarding births, deaths and marriage certificates, land law, domestic violence, and other laws. Around 15 people accessed information displayed in the commune's cabinets. The commune councillors demanded more Information,

Educational and Communication materials (IECs) with various topics for readers. Around 20 people accessed health services per day per commune. 60% of the people in a target commune (Svay Rumpear Commune) paid more attention and got involved in the commune investment planning process. Another target commune (Kork Balangk Commune) there is a remarkable increase in people participation in the local planning process and civil registration. People are aware about the commune councils' meeting which has been scheduled on 18th of the month. CBOs representatives to attend the monthly meeting.

This project has significantly improved social accountability and transparency, strengthened administrative and management procedures and improved local authorities' response to the needs of local communities by promoting 70.71% all local citizens access to public information in six target communes by the intervention of project within two years. These impacts have been recognised officially and publicly by all key stakeholders including local and national Government officials, communities and project partners represented in the final national project reflection workshop on 27 September 2013.

10. MEDIA COVERAGE AND PUBLIC OUTREACH

Please list all media coverage of project activities (newspaper, television, radio, internet), as well as the date of publication or broadcast, and relevant web links.

Besides IEC materials printed as hard copy, there are many different ways for API and its partners to disseminate the information and broadcasted it. They include; websites (www.apiinsitute.org, www.camnews.org), broadcasted on Cambodian National Television (TVK), and a 5-Minute Video Clip on A2I message was broadcasted regularly during the Cambodia Commune Council Election Campaign in May and June 2012. At least 45 radio talk shows about A2I in all sectors including demanding A2I law were broadcasted and rebroadcasted by WMC, CCiM and COMFREL. Moreover, A2I also reaches mass media such ABC, 103, and 106.5 Radio Station, on websites and social media (Facebook), newspapers and TV stations mostly well-known Cambodia Daily Newspaper and Phnom Penh Newspaper.

11. DOCUMENTS, MATERIAL, AND PUBLICATIONS

Please list all documents, materials and publications produced by the project so far.

1. Training Curriculum on Access to Information - Khmer and English
2. Training Curriculum on Information Management – Khmer and English
3. Training Curriculum on Advocacy on Access to Information – Khmer and English
4. Brochure on "Right to The Public Emergency Services" - Khmer
5. Pocket Materials on "Right to The Public Emergency Services" - Khmer
6. Three Kinds of Commune Book – Khmer
7. Three Kinds of Commune Poster – Khmer
8. Radio Documentary on Important of Access to Information – Khmer
9. Regional Review Report - Khmer and English
10. Project Reflection Report - English
11. Four Kind of Commune Information Banner - Khmer
12. A2I Model law – Khmer and English
13. Political Platform Book – Khmer

14. Public Service Book – Khmer
15. Decentralization and De-concentration Book - Khmer
16. Strategy to Promote A2I – Khmer and English
17. A2I Pass Reflection Report – Khmer and English
18. A2I in Election Campaign - English

12. ANY OTHER REMARKS (highlights, brief anecdotes, etc.)

Mrs. Soeun Nop is 65 years old. She is married to Men Tea aged 59 years old with six daughters. She finished her primary education during the 1960s. She actively participates in community activities, such as community based organisation (CBOs) and takes part in community saving bank. She had been a chief of women in her village since 1982. She presently works as a village chief of Mie Leav village, Tuol Ampel commune, Bosedh District, Kampong Speu province.

Mrs Nop has been involved in "access to public information" since API started its A2I project in 2011. She has participated in the API trainings and public forum discussion on the "access to public information" at commune hall three times. She has organised village meetings with support from other village chiefs on the public information to her communities at Tuol Ampel commune for two times. She has committed to provide feedback to the director of primary school during the public forum discussion to make better changes and regulation of school so that the students and teachers are not late for classes. Because she has often seen primary school students skip class and some are late for class, she requested the school director to take consideration to improve class management and learning quality for the students.

She told the project researcher that after the training and public forum at commune hall with API, she felt more confident to speak in public and dare to express her feeling and raised the community concerns such as community development, security, and daily business. She also informed that on the last day of Phchum Ben, she had met with suspected man who attempted to trick her by selling fraud watch to her when she stayed at home alone. The man failed as she has already knew about this dirty trick. She reported the incident to the commune chief and the police to prevent any bad effects to people in the communities.

After she has attended the public forum events and organised village meetings with community people which are supported by API, she found that the majority of community people who face more challenges in society issues such as earning family income, daily family economics, child education, health care, etc. were women, and they are more responsible for dealing with these issues than their husbands. She is aware that, a woman like her who is a village chief can better serve and solve women problems, because most of vulnerable groups are women, and they are confident enough to talk about their issues with the village chief as woman.

Please annex 20: Story of Change in each target commune included in the Project Reflection Report on page 21 and 22.

13. ANNEXES

Please attach all documents, materials and publications mentioned in sections 10 and 11 as well as any other relevant information regarding project implementation (e.g. curriculum outline,

training evaluation, conference/workshop programs and reports, pictures of events, press clippings, etc.). These documents can either be sent by email or on a disc by post (as part of the project costs).	
14. SIGNATURE	
Executing Agency *(if applicable)*	**Implementing Agency**
Name and Title of the person responsible for the project:	**Name and Title of the person responsible for the project: Sinthay Neb, Director of API**
Signature:	**Signature:**
Date:	**Date: 20 Feb. 2014**
Do you have any objection to this report, or part of it, being published? API has no objection.	