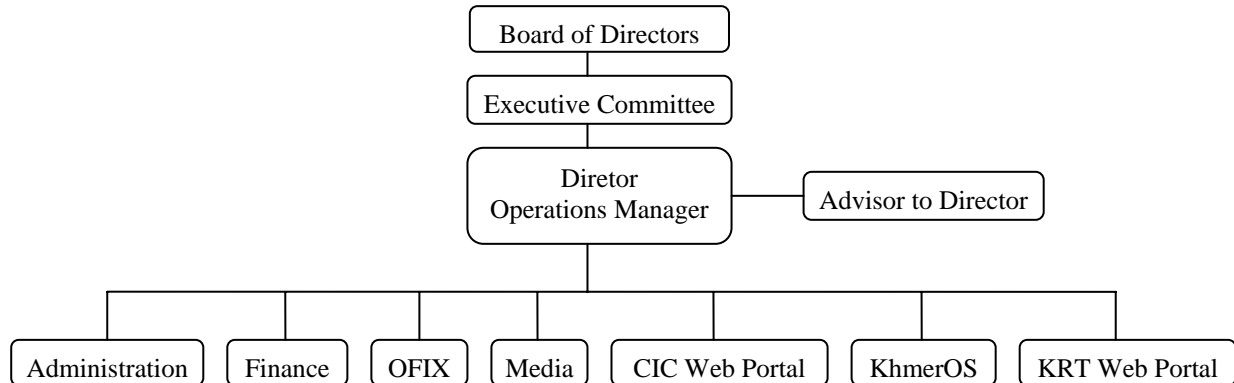


Structure of ICT Development in Cambodia (No 12)
(Continue No 11)

3. Structure of Open Forum of Cambodia



• **Community Information Center Web Portal (CIC Web Portal)**

The main activities of the **CICC** Web Portal are:

- Collect contents from content providers of different fields such as democracy, human rights, economic development, gender, education, health, agriculture, environment, tourism, history, culture, geography and so on to publish in the CIC web portal
- Manage CIC web portal and email system
- Promote electronic group discussions, mailing lists
- Good cooperation with content providers

• **KhmerOS**

The main activities of **KhmerOS** are:

- Develop glossary of computer terminology, English-Khmer
- Software adaptation in Khmer
- Translation of software
- Typography and keyboard
- Translate training manual in Khmer for training
- Provide training on Khmer Open Source software
- Group discussion by email relates to Khmer Open Source

• **Media**

The main activities of **Media** are:

- Publishing weekly press review in Khmer “Kanychok Sangkum”
- Publishing weekly press review in English “The Mirror”
- Monthly press analysis
- Monthly newsletter
- Press clipping

• **KhmerRouge Trial Portal (KRT)**

The main activities of **KRT** Web Portal are:

- To collect information from the information sources on Khmer Rouge profiles, voice of victims, Khmer Rouge trial, activities of related institutions, financial support, legal documents, reports, announcements, poems, songs, and so on to update to the web portal
- Administer and maintain the web portal
- Promote electronic discussion
- Close cooperation with information providers

- **Open Forum Information eXchange (OFIX)**
The main activities of **OFIX** are:
 - Email Service Provider
 - Promote the use of Khmer in email communication
 - Promote how to develop web site in Khmer
 - Promote electronic group discussion, mailing list
 - Conduct short trainings of how to use email, Khmer font, mailing list to other institutions
 - ICT Forum

- **Finance**
The main activities of **Finance** are:
 - Manage all incomes and expenditures of the organization
 - Regularly report and provide update information of income and expenditure on time
 - Cooperate with leaders in providing information or explain auditors and donors of income and expenditure flow of the organization
 - Prepare budget plan to donors
 - Manage Inventory
 - Do financial reports
 - Cooperate with Audit Company for semi annual and annual audit

- **Administration**
The main activities of **Administration** are:
 - Manage data system, important documentation of the organization such as policy of the organization, of the Executive Committee, and of Board of Directors, contracts, and other documentation; also cooperates with leaders to check and update those information to the data system
 - Be responsible to manage and supply office stationeries
 - Coordinate Admin department and office materials and provide facilities to carry out other projects of the organization
 - Communicate with other institutions to ensure smooth processes of paper works of the organization
 - Manage staff records. For example, contracts, employment identification cards, holidays, number of staff, staff recruitments and so on
 - Check presence staff records and incoming and outgoing letters
 - Do meeting reports and cooperate with leaders in doing semi-annual report, and annual report
 - Responsible for sanitation and guarding
 - Announce information and distribute reports to staff

Key Members of Open Forum of Cambodia

No	Name	Position	Phone	Email
1.	Ms. Houth Ratanak	Chairperson of Executive Committee	012 802 551	ratanak@forum.org.kh
2.	Mr. Norbert Klein	Member of Executive Committee	(855)23 360345	norbert@forum.org.kh
3.	Ms. Kong Sidaroth	Member of Executive Committee	(855)23 360345	daroth@of.forum.org.kh
4.	Ms. Nin Sokmalen	Member of Executive Committee	(855)23 360345	

*** Hot News

The First International Exhibition on Engineering Technology



The First International Exhibition On Engineering Technology (IEET 2006) organized by **Classique International Pte Ltd** (a company established in Singapore) hold from 16-18 February 2006 at the Mondial Center, Phnom Pehn, Cambodia. It was approved by the Ministry of Commerce & Supported by several other ministries in Cambodia including Cambodia Chamber of Commerce and Municipality of Phnom Penh; and focused

on technologies, equipments and services from various fields covering

- Apparel & Textile
- Agriculture
- Electrical & Electronic
- Environmental Conservation & Protection
- Food Processing
- Infrastructure Development
- Materials & Mechanical Handling
- Mines & Energy
- Power Generation
- Safety & Security
- Telecommunication & Information Technology
- Transportation
- Water Management