

# Operations/Network

## Department Summary

Please summarize your department's work this month.

To assist the administration office tasks were coordinated with other sectors. This was a successful process and involved the following:

- QIS evidence was collected for the Doorstepll Project, Chab Dai.
- Computer maintenance of and reinstallation of software, including antivirus software, was conducted for the Education Assistant, and the Social and Finance Departments.
- The bus for the volunteers was booked.
- Staff attending the monthly meeting was confirmed. At this meeting the Riverkids Vision, Mission, Staff Policy and Child Protection Policy was conveyed to those in attendance.
- The Riverkids activities banner, that included photos and description, was designed.
- Assessed the broken monitor.
- Printed and provided one Certificate for Volunteer.
- Prepared Timesheet.

Sign-off by Department Head

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**Operational and Administration**

## Reporting:

Staff in charge of report: Mr. Yim Sophal

## Highlights

- Photos were taken and printed, framed and hung at the Central Office.
- Antivirus software was update for a client computer and updated to the server.
- Attended the Chab Dai member meeting at ICF.
- QIS evidence was collected.
- Photos were selected and then sent to the Singapore Office.
- QIS document was copied for Chab Dai.
- Meeting held with Sopharith about QIS evaluation.
- A letter has been sent informing all the staff about the Water Festival Day.
- Attended the Advocacy Walk along with other staff members.
- Made copies of: Chab Dai Charter, Riverkids Vision and Mission, and Child Abuse books.
- Server data and staff documents was backed up.
- Produced the schedule for the Riverkids Tuk Tuk.
- Produced a meeting agenda to assist the Chairmen's weekly meeting at Riverkids.
- Photos were taken and printed for hanging at Blum House.
- Oversaw the booking of transport for volunteers to take the children of Compassion House on an excursion to the water park.
- Attended the excursion to assist the staff and help oversee the children at the water park.
- A copy of the Riverkids Vision, Mission and Child Protection document was provided to all the Riverkids staff.
- The monthly meeting was held with all the staff members where the following was communicated: the Vision and Mission, Child Protection Policy, Staff Policy, and Discipline and Termination Procedures of Riverkids.
- Two (2) laptops have had Windows 7 and other software installed. In addition, they can now be connected to the Riverkids domain and server.
- The toner for the Social Department printer was refilled.
- Prepared the photos to be framed and hung at Blum Project.
- Staff attendance for the month was checked.
- Chaired a meeting with all the house mothers and communicated to them the Riverkids Staff and Child Abuse Policies.
- A QIS team visited Riverkids to evaluate the following: people care, child protection, child well-being, project planning and design, governance and financial accountability. This involved the interviewing of staff members, children and house mothers to collaborate their findings.
- The Metfone Company was contacted to provide installation and connection to the internet at the Family House.
- The broken monitors were assessed.
- A white board was purchased for the Director.
- Met Mr. Jackie at Central Office.
- All the time-sheets were collected and then submitted to the accounting company.

- Prepared the timesheet so staff are able to record their December 2011 attendance.
- Visited the slum with Uncle Sophon.
- Purchased frames to hold volunteer and other Riverkids certificates.
- The computer at the Family House was updated with antivirus and other software.
- Repaired the computer for the Education and Finance Assistant.
- Fixed the computer for the Finance Manager.
- Completed the monthly report.

### Evaluations

None Due

Yes, attached as \_\_\_\_\_ (file name)

### Next Month

Please briefly describe activities planned for next month:

- Prepare Thanksgiving, Christmas and Happy New Year cards for a Cambodia contributor.
- Conduct an audit of all Riverkids fixed assets.
- Pay the insurance fee for new staff members.
- Update 2012 forms and documents.

Activities This Month:

Activity	Start Date	End Date	Staff	Notes
Photos were taken and printed, framed and hung at the Central Office.	01-Nov-11	05-Nov-11	Mr. Sophal	
Antivirus software was update for a client computer.	02-Nov-11	02-Nov-11	Mr. Sophal	

Attended the Chab Dai member meeting at ICF.	03-Nov-11	03-Nov-11	Mr. Sophal Mr. Sophon Ms. Sinoy Ms. Kunthea	Attended the Chab Dai member meeting where the Riverkids were recipients of certification of the Chab Dai Charter.
QIS evidence collected from: the Finance Department, Education Department, Mr. Phea and Mr. (Uncle) Sophon.	03-Nov-11	04-Nov-11	Mr. Sophal	Collected QIS evidence and then submitted to Chab Dai.
Photos were selected and sent to the Singapore office.	04-Nov-11	04-Nov-11	Mr. Sophal	
Copied QIS documentation for: People Care, Child Protection, Child Well- Being, Project Planning and Design, Governance and Financial Accountability. Copies provided to Chab Dai for Project DoorstepII.	07-Nov-11	07-Nov-11	Mr. Sophal	One (1) copy for Chab Dai and one (1) copy for Riverkids.
Meeting with Sopharith (Manager of Project DoorstepII) about QIS evaluation and then submitted QIS document,	08-Nov-11	08-Nov-11	Mr. Sophal Mr. Sophon Mr. Sophea	
Updated antivirus software on server and client computer.	08-Nov-11	08-Nov-11	Mr. Sophal	
A letter was sent informing all the staff about Water Festival Day.	08-Nov-11	08-Nov-11	Mr. Sophal	
Attended the Advocacy Walk with fellow staff members.	10-Nov-11	10-Nov-11	Mr. Sophal Mr. Sophon Mr. Sophea In An Gnem Touch Vet Sengly Pang Sina Chin Chea Soklee	The Advocacy walk was a one day event and included students from Singapore.
Photos were framed and hung at Central Office.	14-Nov-11	15-Nov-11	Mr. Sophal Vanny	

Checked staff attendance	14-Nov-11	14-Nov-11	Mr. Sophal Vanny	<ul style="list-style-type: none"> <li>- Central Office</li> <li>- Social and Micro Office</li> <li>- Family House</li> <li>- Blum House</li> <li>- Compassion House</li> <li>- Kilometer 6</li> </ul>
Made copies of: Chab Dai Charter, Riverkids Vision and Mission, and Child Abuse books.	15-Nov-11	15-Nov-11	Mr. Sophal Vanny	
Server data and staff documents was backed up.	15-Nov-11	15-Nov-11	Mr. Sophal	
Produced the schedule for Tuk Tuk.	16-Nov-11	16-Nov-11	Mr. Sophal	
Produced a meeting agenda to assist the Chairmen's weekly meeting at Riverkids.	16-Nov-11	16-Nov-11	Mr. Sophal	
Staff photos were selected and filed.	16-Nov-11	17-Nov-11	Mr. Sophal	
Oversaw the booking of transport for volunteers to take the children of Compassion House on an excursion to the water park.	17-Nov-11	18-Nov-11	Mr. Sophal	
Attended the excursion to assist the staff and help oversee the children at the water park.	18-Nov-11	18-Nov-11	Mr. Sophal	Following the excursion at the waterpark the children were treated to pizza at the Pizza Company.
A copy of the Riverkids Vision, Mission and Child Protection document was provided to all the Riverkids staff.	18-Nov-11	18-Nov-11	Mr. Sophal	
Contacted all staff requesting attendance to the monthly meeting held at Family House.	18-Nov-11	18-Nov-11	Mr. Sophal	
Attended the monthly meeting and reviewed with the staff the following: Riverkids Vision and Mission, along with Riverkids procedures and policies with regard to Child Protection, Staff Discipline and Termination.	19-Nov-11	19-Nov-11	Mr. Sophal and all staff	Following the meeting the group ate Curry Chicken and bread.

Windows 7 and software was installed on two (2) laptops and configured to connect to the Riverkids domain and server.	21-Nov-11	22-Nov-11	Mr. Sophal	Lenovo and Dell Laptop
The toner for the Social Depart printer was refilled.	21-Nov-11	21-Nov-11	Mr. Sophal Vanny	
Prepared photos at Blum Project.	22-Nov-11	23-Nov-11	Mr. Sophal	
Checked staff attendance.	22-Nov-11	22-Nov-11	Mr. Sophal Vanny	
Chaired a meeting with all the house mothers and communicated to them the Riverkids Staff and Child Abuse Policies.	22-Nov-11	22-Nov-11	Mr. Sophal Mr. Sophea	
A QIS team visited Riverkids to evaluate the following: people care, child protection, child well-being, project planning and design, governance and financial accountability. This involved the interviewing of staff members, children and house mothers to collaborate their findings.	23-Nov-11	23-Nov-11	Mr. Sophal Mr. Sophon Mr. Sophea Ms. Pheakdey	
Contacted the Metfone Company to install and connect the internet at Family House.	24-Nov-11	24-Nov-11	Mr. Sophal	
Tested the broken monitors.	24-Nov-11	26-Nov-11	Mr. Sophal Vanny	
Purchased a white board Mr. Sophon and office supplies.	24-Nov-11	24-Nov-11	Mr. Sophal Vanny	
All the time-sheets were collected and then submitted to the accounting company.  Prepared the timesheet for the staff to record for December 2011.	25-Nov-11	25-Nov-11	Mr. Sophal	
Visited the slum with Mr. (Uncle) Sophon. Photographs were taken and sent to the Singapore office.	25-Nov-11	25-Nov-11	Mr. Sophal Mr. Sophon	

Purchased frames to hold volunteer and other Riverkids certificates.	28-Nov-11	28-Nov-11	Mr. Sophal Vanny	
The computer at the Family House was updated with antivirus and other software.	28-Nov-11	29-Nov-11	Mr. Sophal	
Repaired the computer for the Education Assistant and Finance Assistant	29-Nov-11	29-Nov-11	Mr. Sophal	
Fixed the computer for the Finance Manager.	30-Nov-11	30-Nov-11	Mr. Sophal	
Monthly report written.	30-Nov-11	03-Dec-11	Mr. Sophal	

## Our Partners

Please list all Riverkids collaborating partners for this month, e.g. Chab Dai.

### Reporting:

Staff in charge of report: Mr. Yim Sophal

Name	Work
Mr. Chhun Srun	Attended training - “ <b>Annual Conference for Changing A Approval New Constitution</b> ” - with CRC Organization.
Mr. Gnem Touch Mr. In An Ms. Srun Sokkhim	Attended training - “ <b>Child Sex Tourism, Human Trafficking in Cambodia</b> ” - with Chab Dai Organization.

## Staff

### Reporting:

Staff in charge of report: Mr. Yim Sophal

### Highlights.

- Output from Riverkids of eleven (11) documents:
  - 3 Oversea Volunteer Certificates
  - 5 letters to community and authority organisations
  - 1 letter to Oxfam
  - 2 letters to other NGO.
- Three (3) documents have been received for November 2011.
- Eleven (11) staff members has submitted permission requests.
- Commenced designing of Appreciation Certificates for overseas volunteers.

### Challenges

- Require a hard drive and memory (RAM) for Cambodia Computer.
- Request to study English so to improve my communication and report writing skills.
- Require an additional overseas volunteer who is an IT specialist to assist in the establishing of an IT Policy.

### Evaluations

None Due

Yes, attached as \_\_\_\_\_ (file name)

### Next Month

Please briefly describe activities planned for next month

- Prepare Thanksgiving, Christmas and Happy New Year cards for a Cambodia contributor.
- Cooperate with all the staff with regard to RI Volunteer.

### Staff Changes

Please list any new staff, resigning staff or staff changing positions.

- This month we have had one new staff member commence work with Riverkids.
  - Penh Sreyrov previously in the role of "Get Ready" has now commenced work as the Kindergarten Assistant.
- This month we have had one staff member leave Riverkids
  - Sok Sopharith has left Riverkids. Much encouragement was provided for Sok Sopharith to stay at Riverkids but unfortunately this was not successful.

### Training This Month

Name	Start Date	End Date	Training	Notes
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Mr. Chhun Srun	22-Nov-11	25-Nov-11	Attended the training with CRC Organization - "Annual Conference for Changing A Approval New Constitution".	NGO CRC
Mr. Gnem Touch Ms. Srun Sokhim Mr. In An	28-Nov-11	30-Nov-11	Attended the training with Chab Dai Organization - " Child Sex Tourism, Human Trafficking in Cambodia".	Chab Dai

### Leave This Month

Ms. Om thitya	02-Nov- 11	02-Nov-11	Personal reason provided.	
Ms. Try davann	04-Nov-11	04-Nov-11	Personal reason provided.	
Ms. Srun Sokkhim	07-Nov-11	08-Nov-11	Requires to take a trip.	
Ms. Meas Sokthoeun	15-Nov-11	16-Nov-11	Personal reason provided.	
Mr. Chom Chandon	23-Nov-11	24-Nov-11	Parental care.	
Mr. Soeu Sokuthea	24-Nov-11	25-Nov-11	Personal reason provided.	
Ms. Khek sinoy	24-Nov-11	28-Nov-11	Annual leave.	
Mr. Phy Sophon	26-Nov-11	28-Nov-11	Annual leave.	
Ms. Chin Mom	28-Nov-11	29-Nov-11	Travelled to a hospital in Vietnam.	
Ms. Tes Dina	28-Nov-11	30-Nov-11	Sick leave.	
Mr. Phy Sophon	28-Nov-11	01-Dec-11	Annual leave (traveling to Vietnam).	