

MINUTES OF MEETING

For Implementing

**ICT Capacity Building of
Lower Secondary Education in Cambodia**

Between

The Ministry of Education, Youth and Sport

of the Kingdom of Cambodia

And

KNUE Consortium

(Project Management Consultant)

of the Republic of Korea

Introduction

The Ministry of Education, Youth and Sport in Cambodia (hereinafter referred to as “MoEYS”) and KNUE Consortium as the Project Management Consultancy (hereinafter referred to as “PMC”), implementing agency of the project entitled ‘**ICT Capacity Building of Lower Secondary Education in Cambodia**’ (hereinafter referred to as “the Project”), have a series of meetings during PMC’s mission from 6th of December to 24th of December, 2025 in Phnom Penh and agreed on the following as implementing the Project.

Discussion Results

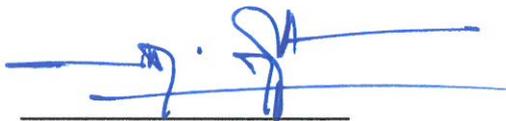
1. The MoEYS and PMC(KOICA) officially concluded the midline survey in December 2025, and the survey results will be shared with MoEYS by the PMC in January 2026.
 - Based on the midline survey results, the target values will be reorganized upon further discussions between MoEYS and PMC(KOICA).
2. The MoEYS has completed the distribution of the Grade 7 and Grade 8 ICT textbooks and teachers’ guidebooks to 20 ICT-leading Schools and other teacher training institutions (including 4 RTTCs), and the final distribution list will be submitted to the PMC (KOICA).
3. The proposed plan for the “2nd Local Training and 4th Seminar for Capacity Building of ICT In-service Teachers and Pre-service Teachers” in 2026 has been agreed upon. The MoEYS will provide the list of participants to KOICA(PMC) by January 21, 2026.
 - Overview of 2nd Local Training and 4th Seminar
 - Duration: January 26, 2026 (Mon) – January 30, 2026 (Fri)
 - Venue: Kandal RTTC Hall
 - Contents: Understanding ICT curriculum and textbooks for Lower Secondary Education, focusing on the Grade 9 ICT textbook
 - The participants in the 2nd local training and 4th seminar are as follows:
 - Local Training (January 26-30, 2026)
 - 20 ICT in-service teachers from 20 ICT-leading Schools
 - 20 teachers from 20 ICT-leading Schools who are expected to teach the Grade 9 ICT subject from the 2026–2027 academic year (to be assigned)
 - 20 ICT pre-service teachers from 4 RTTCs
 - 14 officials from relevant departments, as recommended by MoEYS
 - 4th Lecture and Seminar by the Korean Expert (January 30, 2026)
 - 20 ICT in-service teachers, 20 teachers and 20 principals from ICT-leading schools

- 20 ICT pre-service teachers from the 4 RTTCs
 - 4 directors, 4 deputy directors, and 12 ICT teacher educators (Master Graduates from KNUE) from 4 RTTCs
 - 20 officials from relevant departments, as recommended by MoEYS
- PMC will provide DSA and travel allowances for the trainees.
 - DSA will be calculated in accordance with the DSA regulations of the Royal Government of Cambodia and the KOICA guidelines.
 - DSA will cover accommodation, meals, pocket money, and local transportation.
 - In addition, PMC is scheduled to visit 20 ICT-leading schools from January 19 (Mon) to January 21 (Wed). For this purpose, MoEYS will designate 1 ICT Teacher Educator from each RTTC to accompany the Korean ICT experts during the visits.
 - The proposed ICT Teacher Educators are as follows: Mr. Ty Puthy (Kandal RTTC), Mr. Toy Kompheak (Takeo RTTC), Mr. San Phun (Prey Veng RTTC), and Mr. Chhom Leang (Kampong Cham RTTC).
4. The disbursement of 1) operational support budgets and 2) the operational budget for PLC (Professional Learning Community) to 20 ICT-leading schools will be handled through the MoEYS. PMC will disburse the total amount to the MoEYS, which will then transfer it to 20 ICT-leading Schools and provide PMC with confirmation of the bank transfers.
- Provision of **operational support budget** to 20 ICT-leading Schools
 - The PMC transfers the annual budget to the MoEYS, which then disburses payments to the 20 ICT-leading schools.
 - ※ Budget: 20 schools at 500USD each per year = 10,000USD
 - The 20 ICT-leading schools shall use this budget for the implementation of the Grade 7 and Grade 8 ICT curriculum.
 - Provision of **operational budget for PLC** to 20 ICT-Leading Schools
 - The PMC transfers the annual budget to the MoEYS, which then disburses payments to the 20 ICT-leading schools.
 - ※ Budget: 20 schools at 300USD each per year = 6,000USD
 - The 20 ICT-leading schools are required to use this budget for the implementation of PLC and to submit a report on the results of their operations in accordance with their annual operational plan.
5. Following MM on February 13, 2025, 4 RTTCs are scheduled to conduct 3 rounds of RTTC-based Professional Learning Community (PLC) programs (basic, intermediate, and advanced). PMC will provide operational support to the RTTC-based PLCs by working directly with 4 RTTCs and will allocate a separate budget to each RTTC for the implementation of its PLC plan.

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- The MoEYS will provide administrative support for the operation of the RTTC-based PLCs, including the issuance of administrative orders to dispatch in-service and pre-service teachers from the 20 ICT-leading schools to participate in the RTTC PLCs.
 - In addition, teachers who complete courses through the RTTC-based PLCs will be eligible to earn credits via the Capacity Development Platform (CDP) administered by the MoEYS.
6. Following the approval of the newly developed ICT textbook, *Research in ICT Teaching Materials and Teaching Methods*, by the Deputy Prime Minister and Minister of MoEYS, PMC plans to print and deliver additional copies to the MoEYS for distribution to 4 RTTCs, which may take place in early 2026.
7. Subject to MoEYS completing the selection of ICT pre-service teachers by the first half of 2026, scholarships may be awarded to up to 20 ICT pre-service teachers. However, depending on future circumstances, the scholarship budget may be reallocated for other purposes upon further discussion and mutual agreement between MoEYS and PMC (KOICA).

Date: December 18, 2025



H.E. Dr. Nath Bunroeun
Secretary of State

Ministry of Education, Youth and Sport
Kingdom of Cambodia

Date: December 18, 2025



Dr. Ki-Sang Song
Project Manager

Korea National University of Education
Republic of Korea



Appendix.

RTTC-Based PLC(CPD Workshop) Operational Plan

I. Workshop Overview

<p>Purpose</p>	<p>This training program is designed to strengthen the capacity of ICT teachers serving in target schools under the "ICT Capacity Building Project for Lower Secondary Education in Cambodia." On Scratch Programming</p> <p>The objective is to assist these teachers in instructing educational programming using Scratch across Basic, Intermediate, and Advanced levels, with the integration of AI (Artificial Intelligence) and Arduino, specifically aligning with the ICT core textbook / curriculum for Grades 7–9.</p>
<p>Target Participants</p>	<p>ICT Teacher Educators / Educational Staffs from Department of Techer Development (DTD)</p>
<p>Host Organization</p>	<p>ToT: Department of Techer Development (DTD) collaborates with the four RTTCs RTTC PLC(CPD Workshop): RTTC Kandal collaborates with other three RTTCs</p>
<p>Leader/Trainers</p>	<p>(if applicable) Director of DTD, Staffs of DTD and DDT as facilitators.</p>

II. Workshop Plan

A. Training of Trainer (ToT) (Supporting 4 RTTCs to Operate CPD program as preparation days)

<p>Objectives</p>	<p>The central goal of this ToT is to achieve a CPD objective by developing each RTTC's own CPD Program:</p> <ul style="list-style-type: none"> • How to Operate CPD Program in each RTTC • Develop the delivering and Facilitation of teaching content effectively and actively engages trainees through discussion and responsive interaction. • Support and Monitor: Provide necessary resources and accurately monitor trainee progress.
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	<ul style="list-style-type: none"> • Discussion: Open feedback of Content or need changed, discussion for future need to Post on MoEYS CPD template.
<p>Expected Date / Duration</p>	<p><i>ToT (Dec. 2025) for two days, 15-16 December*</i>.</p> <p>* These dates can be revisited if preferred date is suggested by DTD, RTTCs and KOICA.</p>
<p>Target Participants</p>	<p>In Total, there are 23 participants:</p> <ul style="list-style-type: none"> - 17 ICT Teacher Educators - 6 ICT Teacher Educators and Educational staffs from DTD, DDT, and TED
<p>Contents of ToT</p>	<ul style="list-style-type: none"> - CPD Practice Guidelines - Deliver and Facilitate of the content and structure: <ul style="list-style-type: none"> Chapter 1: Using the Scratch Platform <ul style="list-style-type: none"> Lesson 1: Learning on the Scratch Platform Lesson 2: Teaching on the Platform Chapter 2: Educational Programming Language with Scratch <ul style="list-style-type: none"> Lesson 3: Concepts of Educational Programming Language Lesson 4: Inputting and Displaying Data (Input and Output) Lesson 5: Understanding Data Types and Variables Lesson 6: Using Operators Lesson 7: Using Control Structures Lesson 8: Using Functions (or Custom Blocks) - The operation procedure of CPD in each RTTC (How many days / Types of Lectures and Sample of Operation) -Credit accreditations by DTD - Constructive feedback of Content or change needed for improvement

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B. RTTC PLC (CPD Workshop) Information (In case of each RTTC open the courses)

Objectives	<i>The objective is to assist leading school ICT teachers in instructing educational programming using Scratch across Basic, Intermediate, and Advanced levels, with the integration of AI (Artificial Intelligence) and Arduino, specifically aligning with the ICT core textbook / curriculum for Grades 7–9.</i>	
Workshop Method	Blended (3 days Face-to-face with 2 days e-learning contents in CDP Platform),	
Number of Credit	1 Credit / Each Contents of Workshop (3 Contents totally 3 Credit)	
Contents of Workshop	Basic	<i>Select one of the courses and describe its main subjects The primary goal of the "Basic Education Programming Language using Scratch" course is to strengthen the capacity of target ICT teachers to effectively teach foundational programming concepts using Scratch, aligning with the Cambodian lower secondary ICT curriculum and textbook (Grades 7-9).</i>
	Intermediate	<i>The primary goal of the "Intermediate Education Programming Language with AI Programing" course is to strengthen the capacity of target ICT teachers to effectively understanding and teach Intermedia programming concepts using Scratch with the integration of AI (Artificial Intelligence).</i>
	Advanced	<i>The primary goal of the "Advanced Education Programming Language " course is to Understanding and teach advance programming concepts using Scratch with the integration of Arduino (Physical Computer). (add Mobile App. We can ask DDT for support from Mr. Kouch Kamnab, DDT if possible).</i>
Implementation Date	<p><i>Select and specify the workshop starting date and completing date from following examples</i></p> <p><i>Basic: Feb 9-11*, 2026, 5days, Blended Course (FTF & Online)</i></p> <p><i>Intermediate: April 21-23*, 2026</i></p> <p><i>Advanced: June 23-25*, 2026</i></p> <p><i>* These dates can be revisited if preferred date is suggested by DTD, RTTCs and KOICA.</i></p>	

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Number of Trainers from Each RTTC	Kandal RTTC	5 TEs	Takeo RTTC	3 TEs
	Kampong Cham RTTC	4 TEs	Prey Veng RTTC	5 TEs
Number of Participants	Kandal RTTC	(minimum 5-15)	Takeo RTTC	(minimum 5-15)
	Kampong Cham RTTC	(minimum 5-15)	Prey Veng RTTC	(minimum 5-15)
Expected Outcome	<p>Upon completing the "Basic Programming Language for Education using Scratch" course, participants (ICT teachers) will achieve the following competencies:</p> <ol style="list-style-type: none"> 1. Knowledge Competencies <ul style="list-style-type: none"> • Explain the overall view and special features of the Scratch Platform for educational use. • Explain the general concepts of programming languages, including the importance of fundamental coding skills, even when teaching through introductory Scratch. • Understand how to introduce students to AI concepts and physical computing through Scratch extensions linked to platforms like Arduino 2. Skill Competencies <ul style="list-style-type: none"> • Utilize the teacher account to create classes, manage student assignments, and locate practical teaching resources within the Scratch platform. • Apply the concept of receiving input from the user (such as numbers, letters, words, or sentences via the keyboard) into a Scratch project. • Apply the concept of displaying output as text (letters or numbers) on the screen to the user. • Use control structures found in the "Control" palette to determine the flow of the program (decision-making, repetitive actions, and waiting for events). • Use the idea similar to a function by creating reusable code blocks to better organize project code. • Implement code-based instruction to promote computational thinking and problem-solving skills in students. 3. Attitudinal Competencies <ul style="list-style-type: none"> • Integrate pedagogical elements that promote teaching methods and the development of 21st-century skills, such as creative learning, collaboration, self-expression, and equity within the ICT classroom. 			

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