

**Implementation Arrangement**  
**on**  
**Policy Advisory Project for Improving Working Conditions in Cambodia**  
**between**  
**KOREA LABOR FOUNDATION (KLF)**  
**and**  
**MINISTRY OF LABOUR AND**  
**VOCATIONAL TRAINING OF CAMBODIA (MLVT)**

**1. Definition**

“Implementation Arrangement”, hereinafter referred to as “IA”, is the agreement between Korea Labor Foundation, hereinafter referred to as “KLF”, which is appointed as the project execution organization by the Ministry of Employment and Labor of the Republic of Korea, hereinafter referred to as “MoEL”, and Secretariat of Labour Advisory Committee of the Ministry of Labour and Vocational and Training of Cambodia, hereinafter referred to as “SLAC-MLVT”, to implement **Policy Advisory Project for Cambodia 2015**, hereinafter referred to as “PAP 2015”.

**2. Purposes**

Under this arrangement MoEL, through KLF, agrees to provide technical assistance on the improving of working conditions in Cambodia through the PAP 2015, and MLVT accepts this assistances. This IA is to determine detail activities for PAP 2015 between KLF and SLAC-MLVT.

**3. Scope of the Project**

Under this PAP 2015, Korean experts are expected to provide to SLAC-MLVT the following points:

- Share with SLAC-MLVT Korean experiences on how to set minimum wage;

- Provide training to MLVT's officials on different methods of minimum wage setting, different ways to calculate cost of living, and labour productivity. Also provide consultations and technical assistances on studying the cost of living and labour productivity in manufacturing sectors;
- Train SLAC-MLVT members on doing surveys related to minimum wage setting and on tripartite negotiation and coordination skills;
- Improve labour inspection quality through the capacity building for labour inspectors with focus mainly on inspection strategy, inspection checking lists especially focusing on wage and working time, reporting, soft skills of inspector and work plan to improve labour inspection, etc.; and
- Provide consultancy on policies to improve Cambodia's working conditions such as "working time" which includes overtime work, leave, holiday, compensations, and other benefits beside wage.

#### **4. Contents of activities**

In order to fulfill the needed assistances as mentioned in clause 3 hereinabove, KLF and SLAC-MLVT agree to conduct the following activities:

##### **4.1 Korean experts' advisory activities 1**

- **Purposes:** To share Korean experiences on minimum wage setting and to train MLVT's officials in calculating minimum wage, labour productivity, cost of living and other related calculations.
- **Contents**
  - o Providing Korean experiences in calculating minimum wage and providing detail advices on the different methods to calculate minimum wage, labour productivity and cost of living; and
  - o Providing training(s) to SLAC-MLVT on how to conduct a survey and on how to apply the surveying principles to a study on cost of living or labour productivity in Cambodian manufacturing sector.

- **Methods**

- Cambodian experts deliver presentations on the local system, the current calculation of minimum wage.
- Korean experts deliver presentations on Korea's experiences on minimum wage setting,
- Korean experts demonstrate different ways used to calculate minimum wage, labour productivity and cost of living;
- Korean experts provide training(s) to SLAC-MLVT on how to conduct a survey and on how to apply the surveying principles to a study on cost of living or labour productivity in Cambodian manufacturing sector.

- **Venue:** Cambodia

- **Date:** 27<sup>th</sup> -31<sup>st</sup> July (tentative schedule)

- **Participants**

- Korean side: Experts who have sufficient knowledge and experiences in making laws and policies related to minimum wage and working conditions in Korea.
- Cambodian side: SLAC-MLVT members and other related experts.

**4.2 Korean experts' advisory activities 2**

- **Purposes:** To share Korean experiences and provide consultancy on policies to improve working conditions of workers in manufacturing sectors; provide capacity building for MLVT's labor inspectors to improve labour inspection quality.

- **Contents**

- Sharing Korea's policies for improving working conditions, particularly for strengthening labor inspectors' capacity, working hours which



includes overtime labor, holiday, weekly day-off, and their reward, other welfare, work benefits other than wage, and other all-round advices;

- Providing consultations and advices on inspection strategies, reporting skills, soft skills of inspector, work plan to strengthen labour inspection and on the reviewing of inspection checking list especially focusing on working time and holidays ; and
- Recommending suitable policies to improve labor conditions in Cambodia.

- **Methods**

- Cambodian experts deliver presentation(s) on the current issue related to policy and labor inspection process in Cambodia.
- Korean experts deliver presentations on Korea's experiences on inspection strategies, inspection report, and on Korean inspection checking list, and deliver presentation(s) on different policies and work plan to improve working conditions;
- Korean experts and Cambodian experts produce joint reports on inspection strategies, reporting skills, inspection checking list and possible work plan to improve both labour inspector and working conditions in Cambodia.

- **Venue:** Cambodia

- **Date:** 17<sup>th</sup>-21<sup>st</sup> August (tentative schedule, concurrently carried out with Korean experts' advisory activities 1)

- **Participants**

- Korean side: Experts who have sufficient knowledge and experiences in making laws and policies related to minimum wage and working conditions in Korea.

- Cambodian side: SLAC-MLVT members and other related experts.

#### **4.3 Korean experts' advisory activities 3 (Invitation program)**

- **Purposes:** To offer Korean experiences for professionally strengthening labor inspection and for supporting minimum wage system in Cambodia, and to improve negotiation skills in tripartite and social dialogues.
- **Contents**
  - Studying the consultation process model of minimum wage;
  - Learning Employment & Labor Training Institute organization and operation model;
  - Learning labor inspector educational system, etc.;
  - Learning Korea's experiences in the implementing policies on the minimum wage system; and
  - Learning labor standards, labor market information and improvement plan for working conditions.
- **Method**
  - Korean experts share tripartite negotiation process, based on Korean experiences, and deliver presentations related to the above content of this third policy advisory activity
- **Venue:** Korea
- **Date:** ① 1<sup>st</sup> Invitation: 21<sup>st</sup> – 26<sup>th</sup> June (tentative schedule)  
                   ② 2<sup>nd</sup> Invitation: 20<sup>th</sup> -26<sup>th</sup> September (tentative schedule)
- **Participants:**
  - ① 1<sup>st</sup> Invitation: 4 (four) participants from Cambodian side: 4 people composed of government side, employer's side and union side, who are nominated by the Cambodian government

- ② 2<sup>nd</sup> Invitation: 5 (five) participants from Cambodian side: 5 people from the government side or nominated by the government

- **Expenses**

- KLF covers airfare, accommodations, daily expenses, food expenses, domestic transportation, interpreting service fee, etc. for Cambodian participants.

**5. Project evaluation**

- **Purpose:** Presentation on the results of consultation and evaluation

- **Contents:**

- Final check on progress of advisory project for improving working conditions in Cambodia.
- Summarizing the matters discussed, analyzing the effectiveness and discussing the areas need further assistance.

- **Method:**

- Korean experts deliver a presentation followed by Q&A session

- **Venue:** Cambodia

- **Date:** 23<sup>th</sup> -24<sup>th</sup> November (tentative schedule)

- **Participants**

- Korean participants: experts that have conducted the PAP 2015

- **Expenses:**

- KLF covers round-trip airfare, accommodations, food expenses, daily expenses, interpreting service fee, etc. for Korean participants.
- SLAC-MLVT covers meeting rooms, etc.
- Other activities (if any) requested by either party shall be made in documents before the implementation. The expenses to be incurred for

these activities are separated from the agreed budget for activities stated from clause 4.1 to 4.4.

## **6. Final disposition**

### **6.1 Implementation of the project**

This IA constitutes a tentative schedule to fulfill the intended purposes of improving working conditions in Cambodia. Both party, KLF and SLAC-MLVT, fully understand, however, that the actual activities may vary according to circumstances.

### **6.2 Dispute resolution**

Any disputes over the interpretation or execution of this IA will be resolved in an amicable manner through dialogue(s) between KLF and SLAC-MLVT.

### **6.3 Project coordination**

KLF and MLVT designate each contact person as followings.

	KLF Coordinator	SLAC-MLVT Coordinator
Name	JUNG, Hyo Jin	NOEUM Sokvichhai
Title	Manager	Advisor
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Fax:	82-2-6021-1483	

### **6.4 Entry into Effect and Termination**

This IA comes into effect on the date of signature and valid until December 2015. However, if necessary, this arrangement may be extended after consultation between KLF and SLAC-MLVT.



This arrangement is done and signed in Phnom Penh, Cambodia, on the 11<sup>th</sup> of May 2015, in 2 (two) authentic copies in English.

**For KLF**



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**AHN, Seong-geun**

Head of International Labor Center  
Korea Labor Foundation

**For MLVT**



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**Heng Sour**

Vice-Head of Secretariat of Labour  
Advisory Committee  
Ministry of Labour and Vocational  
Training of Cambodia