

**Kingdom of Cambodia**  
**Nation Religion King**

The Royal Government of Cambodia  
N° 171 ANKr.BK

**SUB-DECREE**

**on**

**Organization and Functioning of General Secretariat of National Committee On  
Coastal Area Management and Development**

**Royal Government**

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen Preah Reach Kret N° NS/RKT/0908/1055 dated September 25, 2008 on the Appointment of the Royal Government of Cambodia
- Having seen Preah Reach Kram N° 02/NS/94 dated July 20, 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers
- Having seen Preah Reach Kram N° NS/RKM/0196/13 dated January 24, 1996, promulgating the Law on the Establishment of the Ministry of Agriculture, Forestry and Fisheries
- Having seen Preah Reach Kram N° NS/RKM/0196/15 dated January 24, 1996, promulgating the Law on the Establishment of the Ministry of Tourism
- Having seen Preah Reach Kram N° NS/RKM/0196/21 dated January 24, 1996, promulgating the Law on the Establishment of the Ministry of Environment
- Having seen Preah Reach Kram N° NS/RKM/0699/09 dated June 23, 1999, promulgating the Law on the Establishment of the Ministry of Land Management, Urban Planning and Construction
- Having seen Preah Reach Kret N° NS/RKT/0212/079 dated February 16, 2012, promulgating the Law on the Establishment of the National Committee on Coastal Area Management and Development
- Pursuant to the approval of the Council of Ministers through the plenary session on September 28, 2012

**HEREBY DECIDED**

**Chapter 1**

**General Provisions**

**Article 1.**

This Sub-Decree aims at determining the Organization and Functioning of General Secretariat of National Committee on Coastal Area Management and Development called in the abbreviation “General Secretariat of NCCMD”.

## **Chapter 2**

### **The Functions and Duties of General Secretariat of NCCMD**

#### **Article 2.**

General Secretariat of NCCMD is the subordinate of NCCMD and has the following duties:

- Organize, for NCCMD to examine and approve, the draft on policy, legal instruments and necessary principles, strategic plans, master plans, action plans, other programs and projects regarding the management, conservation, and development of Cambodia Coastal Areas
- Organize the projects on education and training, and disseminate to ministries, national institutions, sub-national administration, private sector, and other stakeholders about the conservation and development of Cambodia coastal areas.
- Following the direction of NCCMD, take preventive measures for all passive actions that may harm the environment and natural resources in Cambodia coastal areas.
- Adhering to legal instruments and the Royal Government policy, propose the compliment for sustainable and effective development and use of Cambodia coastal area.
- Collect and compile documents and information that are related to the management, conservation, and development of Cambodia coastal areas.
- Examine and give comments to NCCMD on the investment and development proposal in Cambodia coastal area.
- Following the direction of NCCMD, observe, monitor, and evaluate the implement of projects and other development activities in Cambodia coastal areas.
- Following the direction of NCCMD, observe, monitor, and facilitate all activities that are in progress or to be implemented in Cambodia coastal areas of ministries, national institutions, sub-national administration, national and international organizations, non-governmental organizations, civil society, and private sector to ensure smooth working process which guarantees the effectiveness and sustainability.
- Propose to NCCMD the cooperation with the Most Beautiful Bay in the World Club and other relevant international institutions to promote the development and conservation in Cambodia coastal areas.
- Organize the meetings of NCCMD and prepare monthly, trimester, semester and annual reports for NCCMD on the working progress of NCCMD and other reports.

- Publish laws, legal instruments, and other technical standards that are related to the management, conservation, and development of Cambodia coastal areas.
- Organize, for NCCMD to examine and approve the action plan and budget; manage the budget; and report on the income and expense of NCCMD.
- Study, research, and update documents for development and building progress in Cambodia coastal areas that respond to the social, economic, and environmental needs for NCCMD to examine and approve.
- Perform other duties assigned by the Secretary-General of NCCMD.

### **Chapter 3**

#### **Structure and Administration**

#### **Article 3.**

General Secretariat of NCCMD is governed by a Secretary-General and a few Deputy Secretary-Generals as necessary.

Deputy Secretary-Generals have to fulfill their duties in accordance with the decision on separation duties made by the Secretary-General.

#### **Article 4.**

General Secretariat of NCCMD is structured as the following:

- Land Management and Urban Planning Section
- Environment and Natural Resource Management Section
- Tourism Management and Development Section
- Education, Training, Media, and Information Technology Section
- Legislation and Dispute Resolution Section
- Public Relations and Cooperation Section
- Administration and Finance Section

The Organization Chart of the General Secretariat of NCCMD is the annex of this sub-decree.

General secretariat of NCCMD preserves the right to modify the structure of the General Secretariat of NCCMD as necessary.

#### **Article 5.**

Each section is governed by one president followed by a few deputies as necessary.

The President is empowered as the Head of Department, and the Vice-President is empowered as Deputy Head of Department.

Each section has a few bureaus as necessary. The organization and functioning of each bureau are set by the proclamation of the Minister of Ministry of Land management, Urban Planning, and Construction who is the President of NCCMD.

**Article 6.**

The General Secretariat of NCCMD is comprised of the officials from the Ministry of Land Management, Urban Planning, and Construction, the Ministry of Environment, the Ministry of Tourism, the Ministry of Agriculture, forestry, and fisheries, and the Civil Servants from the framework of public function. If necessary, the General Secretariat of NCCMD may propose to recruit the contracted officers to fulfill the tasks.

**Article 7.**

The General Secretariat of NCCMD has the right to use personal seal separately.

**Chapter 4**

**The Functions and Duties of Each Section**

**Article 8.**

Land Management and Urban Planning Section has functions and duties as the following:

- Prepare, for NCCMD to examine and approve, the draft of Developmental Strategic Plan, Master Plan and Land-use Planning with regards to management, conservation, and development of Cambodia coastal areas
- Examine and give comments to NCCMD on the development project and the implementation of project related to Cambodia coastal areas in the aspect of land management and urban planning
- Prepare and attend the study research; enhance land management, urban planning, and construction, and provide technical consultation on Cambodia coastal areas
- Prepare, manage, and integrate physical data from relevant organizations
- Prepare the technical standards related to land management, urban planning, and construction for the unity in Cambodia coastal areas
- Conduct research on the policy, legal instruments, strategy, and plan of ministries, national institutions, and other stakeholders who involve in management, conservation, and development of Cambodia coastal areas
- Cooperate with each section of General Secretariat of NCCMD for the cooperation with national and international partners on land management and urban planning of Cambodia coastal areas
- Prepare action plan, and report the working result of land management and urban planning of Cambodia coastal areas as scheduled
- Perform other duties assigned by the Secretary-General of NCCMD

**Article 9.**

Environment and Natural Resource Section has functions and duties as the following:

- Prepare legal instruments and other necessary policies to ensure that the management, conservation, and development of Cambodia coastal areas are transparency, equity, and environmental sustainability
- Prepare guidelines and classify the natural resources which are to be conserved in Cambodia coastal areas
- Study, research, collect, and compile the data related to environment, economy, and society
- Prepare other measures to prevent and protect any activities which may harm the environment and the natural resources in Cambodia coastal areas
- Monitor the implementation of program, developmental plan, and other activities in Cambodia coastal areas; mainly focus on the aspect of environmental protection and conservation of natural resources in Cambodia coastal areas
- Examine and evaluate environmental impacts from the investment and development projects in Cambodia coastal areas
- Cooperate with each section of General Secretariat of NCCMD for national and international partners' cooperation on the protection of environment and natural resources, and planning of green development of Cambodia coastal areas
- Prepare the technical standards and provide consultation with regard to environment and natural resources in Cambodia coastal areas
- Prepare strategic plan, activity program, and report the working result of the environmental management and natural resources of Cambodia coastal areas as scheduled
- Perform other duties assigned by Secretary-General of NCCMD.

**Article 10.**

Tourism Management and Development Section has functions and duties as the following:

- Advertise identification and good practice of development and conservation of Cambodia coastal areas
- Prepare the technical standards on coastal tourism for the allowance and implement of tourism activities on Cambodia coastal areas including coastal watchmen, tourism in the sea, and visit of coastal tourism board to guarantee that there will be an effective management of coastal tourism
- Examine and give comments on the development tourism of Cambodia coastal areas including the preparation of the beach model, beach house activities, and the type of second tourism house
- Examine and evaluate request on the implementation of Cambodia coastal tourism
- Monitor and check on the activities of Cambodia coastal tourism
- Prepare criteria for seller and operator in Cambodia coastal area, and advice on the request form to be a tourism operator

- Check and give comments in order to take the measures to prevent any activities which would be able to affect to management, conservation, and development of Cambodian coastal areas
- Facilitate and solve any disputes related to the implement tourism activities of Cambodia coastal areas
- Prepare technical standards and provide consultation related to management, conservation, and development of tourism in Cambodia coastal areas
- Cooperate with each sections of the General Secretariat of NCCMD for national and international partners' cooperation on the management and development of tourism in Cambodia coastal areas
- Prepare strategic plan, activity program, and report the working result of Cambodia coastal area as scheduled
- Perform other duties assigned by Secretary-General of NCCMD

**Article 11.**

Education, Training, Media, and Information Technology Section has functions and duties as the following:

- Spread out to sub-national administration, private sector, and other stakeholders to perceive the management, conservation, and development of Cambodia coastal area
- Educate and train human resources to response to the needs of the management, conservation, and development of Cambodian coastal area
- Prepare the complement training, seminar, short courses for the officers who are working in the management, conservation, and development of Cambodian coastal land section
- Research, compile, publish, and advertise information and data related to the management, conservation, and development of Cambodia coastal area
- Design, control information technology, and update current website of NCCMD
- Cooperate with other sections of General Secretariat of NCCMD for national and international partners' cooperation on education, training, media, and information technology
- Prepare strategic plan, activity program, and report the working result of the environment and natural resources of Cambodia coastal area as scheduled
- Perform other duties assigned by Secretary-General of NCCMD

**Article 12.**

Legislation and Dispute Resolution Section has functions and duties as the following:

- Study, research, and prepare law, legal instruments, and any necessary principles related to management, conservation, and development of Cambodia coastal areas for NCCMD to examine and approve

- Disseminate law, legal instruments, and technical standards related to management, conservation, and development of Cambodia coastal areas
- Prepare internal regulation of General Secretariat of NCCMD
- Receive complaints, investigate, and facilitate, in order to solve disputes regarding such complaints in accordance with the applicable laws, regulations, and procedure
- Examine and give comments on international agreement, and any legal instruments regarding management, conservation, and development of Cambodia coastal areas
- Cooperate with each sections of General Secretariat of NCCMD for national and international partners' cooperation on legislation and dispute resolution
- Perform other duties assigned by Secretary-General of NCCMD

**Article 13.**

Public Relations and Cooperation Section has functions and duties as the following:

- Coordinate and cooperate with all parties concerned in every activity related to management, conservation, and development of Cambodia coastal areas under national, regional and international framework
- Facilitate and cooperate with the most beautiful bay in the World Club
- Advertise and prepare the process of competition on the beautiful beach
- Monitor and evaluate every activity as mentioned in the signed notice, memorandum, protocol, and agreement for the government to examine and approve in order to seek the effective measures to improve the cooperation under the framework of management, conservation, and development of Cambodia coastal areas
- Cooperate with other regional and international countries to send officials and staff to study, and gain experience related to management, conservation, and development of Cambodia coastal areas
- Cooperate with each section of General Secretariat of NCCMD for national and international partners' cooperation on public relations and cooperation
- Communicate information publicly
- Perform other duties assigned by Secretary-General of NCCMD

**Article 14.**

Administration and Finance Section has functions and duties as the following:

- Facilitate every activity of each section of the General Secretariat of NCCMD in order to work smoothly and effectively.
- Manage general administration and staff work of the General Secretariat of NCCMD
- Organize conference, meeting, seminar, and other protocols

- Facilitate and prepare action plan and budget plan of NCCMD
- Control money and do report about revenue expenditure of NCCMD
- Procure to supply and divide supplies equipment, and do inventory regarding the property of NCCMD
- Cooperate with other sections of General Secretariat of NCCMD for national and international partners' cooperation on administration and finance
- Final report on monthly, trimester, semester and annual reports of NCCMD
- Perform other duties assigned by Secretary General of NCCMD

## **Chapter 5**

### **Final provision**

#### **Article 15.**

All provisions contrary to this sub-decree shall be abrogated.

#### **Article 16.**

The Minister in charge of the Council of Ministers, the Minister of Economy and Finance, the Minister of Land management, Urban planning, and Construction and as the president of NCCMD, the Minister of Environment, the Minister of Tourism, Ministers, Secretaries of State and relevant institutions, Governor of Board Governors in the four coastal provinces are in charge of the implementation of this Sub-Decree after the date of its signature.

Phnom Penh, October 07, 2012

Prime Minister

(Stamp and Signature)

**Samdech Akak Moha Sena Padei Techo Hun Sen**

#### **CC:**

- Ministry of Royal Palace
- General Secretariat of Constitutional Council
- General Secretariat of National Assembly
- General Secretariat of Royal Government
- Cabinet of Prime Minister
- Cabinet of Ek Oudom and Luk Jumteav Deputy Prime Minister
- As in Article 16
- Royal Gazette
- Documents and Archives

**Sample Seal of General Secretariat of N.C.C.M.D**





*IBC Unofficial Translation*

**Annex of Sub Decree No. 172 ANK.BK dated 08<sup>th</sup>, October 2012  
On National Committee on Coastal Area Management and Development**

**Organization Chart of General Secretariat of N.C.C.M.D**

