

Kingdom of Cambodia
Nation Religion King

MoSVY
NO. 004

Phnom Penh, 27th February 2007

**Guidelines on
the Implementation of Sub-Decree No 116 dated 26th October 2006
on Policy for Victims Residing in Government Centres**

To better implement the Sub-Decree No 116 dated 26th October 2006 on the Implementation of Policy for Victims Residing in Government Centres, the Ministry of Social Affairs, Veterans and Youth Rehabilitation provides the guidelines as follows:

A- Procedure and papers work on receiving, expulsing and reintegration of targets/victim among government centres.

The reception, expulsion and reintegration of target/victim among the government centres shall be determined by a MoSVY Prakas as stated in Article 8 of the above mentioned Sub-Decree.

I. Reception of target/victim in a Centre.

Provincial/municipal DSVY, or the Department of Centre Management, or related agencies, or competent authorities shall have to submit a proposal to MoSVY asking for the approval of reception in government centres the different kinds of victims as follows:

I.1- Orphaned babies or children:

- 1 copy of the application for reception in the centre
- 1 copy of the minutes on the abandoned baby's/child's situation with certification by the public hospital or village, commune or sangkat authority at the site
- 1 copy of the certificate on orphaned baby/child issued by the village, commune or sangkat authority
- 1 copy of the evaluation by the district/khand OSVY officer on the family impoverished situation or the baby/child disability
- 1 copy of the certificate of illness issued by the competent health officer on orphaned baby/child in severe illness that needs health rehabilitation
- 1 copy of the birth certificate or **an official verification of birth**
- 1 copy of the short history of the baby/child with a 4x6 photo
- 1 copy of the death certificate of the baby/child's parents or carer
- 1 copy of the minutes on hand over – reception of the baby/child
- 1 copy of the child's contract.

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I.2- Children/youth in conflict with the laws or substance abusers:

- 1 copy of application for reception in the centre
- 1 copy of the birth certificate or **an official verification of birth**
- 1 copy of the document stating the illegal act or substance abuse with signature or right thumb print of parents or carer or competent authority
- 1 copy of the minutes on hand over – reception of the child/youth
- 1 copy of the child/youth's contract.

I.3- Victims of trafficking:

- 1 copy of application for reception in the centre
- 1 copy of the short history of the victim with a 4x6 photo
- 1 copy of the minutes on hand over – reception of the victim from competent authorities or related agency
- 1 copy of the victim's contract.

I.4- Vagrant (street) people:

- 1 copy of application for reception in the centre
- 1 copy of the short history of the person with a 4x6 photo
- 1 copy of the certification by the district/khand OSVY officer and village, commune or khand authorities on the vagrancy of the person
- 1 copy of the minutes on hand over – reception of centre
- 1 copy of the vagrant person's contract.

I.5- Disabled and elderly without support:

- 1 copy of application for reception in the centre
- 1 copy of the certification by the district/khand OSVY officer and village, commune or khand authorities on the disability/elderly without support of the person
- 1 copy of the short history of the person with a 4x6 photo
- 1 copy of the minutes on hand over – reception of centre
- 1 copy of the disabled/elderly's contract.

II. Expulsion and Reintegration of victims among the government centre

Provincial/municipal DSVY, or the Department of Centre Management shall have to submit a proposal to MoSVY asking for the approval of expulsion from government centres with following attachment:

- 1 copy of letter asking for expulsion from the centre
- 1 copy of the Prakas on the reception of the person in the centre
- 1 copy of the certificate of vocational skill training (if there is one)
- 1 copy of the death certificate (if there is one)
- 1 copy of the marriage certificate (if authorized by MoSVY to get married)
- 1 copy of the name-list and supported regime of expelled targets with addresses of where they are going to stay at
- 1 copy of agreement of the relatives/ local authorities accepting the target.

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B- Policy regarding the victims

- Each centre has to comply with Article 6 of the Sub-Decree 116 on the Policy for Victims Residing in Government Centres by developing annual plan requesting staff according to MoSVY guidelines.
- each centre shall prepare the annual budget according to Article 7 of the Sub-Decree and submit it to MoSVY for approval.

All units under MoSVY shall effectively implement this guidelines.

The Minister
Signature and stamp
Ith Samheng

cc:

- the Royal Palace ministry
- the Senate Cabinet
- the National Assembly Cabinet
- the Prime Minister Cabinet
- the Cabinet of the Deputy-Prime Minister Tea Banh
- the Ministry of Finance and Economics
- related ministries and institutions
- provincial/municipal offices
- all units under MoSVY
- archive.