CONSULTANCY REPORT

> The ITTO Project PD 493/07 Rev.1 (F)
> Strengthening Capacity of Forest Law Enforcement and Governance in Cambodia is
> aimed to improve capacity of the
> Forest Administration of Cambodia

Phnom Penh, Cambodia

July – September 2010

By

Ms. LAM SOKUNTHEARA

CONTENT

I. INTRODUCTION

The Project PD 493/07 Rev.1 (F) Strengthening Capacity of Forest Law Enforcement and Governance in Cambodia is aimed to improve capacity of the Forest Administration of Cambodia to perform its task related to control of illegal forest activities. Its specific objectives are to:

- strengthen capacities for forest law enforcement and governance;

- develop tools to enable effective suppression of illegal forest activities. Target beneficiaries of the project are local communities, forest concession companies, local and central governments. The Project will be implemented by the Forestry Administration through the assistance of International and national experts and a project coordinator.

The National Legal Consultant will undertake the following main responsibilities:

- Prepare work plan for accomplish this task
- Review the existing cases of forest crime and provide the advise to FA for improving the cases.
- To advise on judicial matters affecting the project.
- To liaise with judicial officials and the court for the case have been sent to the courts.
- Assist the Forestry Administration to defense cases in the provincial and city courts.
- To provide legal counsel relating to action by the Forestry Administration.
- To carry out field and office duties required to implement the activities described in the project.
- Prepare report on the outcomes of the legal assistance during the consultancy.

The plan of work was prepared at the beginning of the assignment. The activities carried out during the consultancy period were as follows:

Activities	Jan	Fe	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1- Review the existing case of forest crime and provide the advice on case.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2- To advise on judicial matter affecting the project.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3- To defence case in the provincial and cities courts.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4- To follow up case at the court.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5- Prepare the Document in the cases of FA.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6- Helping to develop for training course of the Forest Administration's officials at Pursat province, Kompong Tom province, Kro Chas province, Kompong Soum province.					✓					✓		

Task												
7- To speed up the judicial proceeding involved in each case at Pursat province.			✓		✓		✓		✓		✓	
8- To speed up the judicial proceeding involved in each case at Kompong Tom province.				✓		✓		✓		✓		✓
9- To speed up the judicial proceeding involved in each case at Kra Chas province.				✓		✓		✓		✓		✓
10- To speed up the judicial proceeding involved in each case at Kompong Soum province.					✓		✓		✓		✓	
11- Prepare report.			✓			✓			✓			✓

II- CURRENT PROGRESS DURING THE CONSULTANCY PERIOD

Task 1: Review of Forest Crime Cases filed at the Forestry Administration

A total of 329 cases of forest crimes cracked down during a period from April to 2010 were reviewed and studied.

<u>Findings:</u>

- As for a number of the cases where responsible persons were not present during the crackdown operations, the Forestry Administration has not summoned the perpetrators in charge to appear and settle the cases within a period as prescribed by the Forestry Law but directly delivering the cases to the court.

- Regarding the cases of unauthorized wood transport: during the cracking down operations launched by the Forestry Administration forces, perpetrators and other persons involved were identified but **no minute was made to take record of the answers** for ongoing investigation to collect evidences against the perpetrators.

- In filing the cases, majority of Forestry Administration officers failed to state they perform the role as judicial police officers. It is because, subject to the Code of Criminal Procedure, only officials acting in capacity as judicial police officers are authorized to develop and submit the cases to the courts.

- In some cases, perpetrators are identified even if they were not personally present at the scenes. Before delivery of the cases to the courts, the perpetrators concerned had never been summoned to respond to interrogation to benefit the investigation to collect proofs against those persons.

- In some cases, Section 1 of the Records of in Flagrante Delicto Crimes were not properly filled in to clearly state the location.

- In Section 5 of the Records of in Flagrante Delicto Crimes (stating that during the investigation, the perpetrator named .... did now show up at the scene). *Criminal details about the perpetrator should be briefed here.*

- In some cases, relations to the crime committed were not specified for accusation of the perpetrator(s). These include:

+ The proof that the perpetrator(s) is the site owner;

+ The proof that the evidences belong to the perpetrator(s);

+ The proof that the alleged person(s) commit the crime;

- Lack of some forms for filing the cases has been found. These include the *Minutes of Listening to Witness Statements and Clarification.* So far, only the *interrogation record* has been used by the officers who get confused and are unsure of whether is for the perpetrator and the witness.

Task 2: Review and provision of legal viewpoints On Forest and Wildlife Protection and Patrol Guide drafted by the Forestry Administration

Task 3: Presentation on provision of legal viewpoints on forest crime cases

Legal viewpoints were rendered on forest crime cases through the presentation at the Forestry Sector Performance Review Meeting for Semester 1, 2010, which also identified new targets for the following Semester 2, 2010, held at Forestry and Wildlife Training Center on July 28, 2010.

On the sidelines of the presentation, we presented case studies of a number of the cases concerning some legal matters and requiring their review. The issues revolve around the forms for filing the cases, limited ability to oppose and appeal some court decisions and judgments with some recommendations.

Task 4: Provision of Legal Viewpoints on Forest crime cases at the Request of Forestry Administration

- Provision of legal viewpoints regarding the case of Bakeo Forestry Administration's office land;

- Provision of legal viewpoints regarding the order transferring the power from the prosecutor in charge of the case in question to the Forestry Administration;

- Provision of legal viewpoints regarding the order suspending the case of the provincial prosecutor;

- Provision of legal viewpoints regarding the order for further action of the provincial prosecutor;

- Provision of legal viewpoints regarding the cases of transport of forest products without written authorization, deliberately damage of properties and demand for compensation for damaged properties.

- Provision of legal viewpoints regarding the 2 cases of storage of forest products and by-products in Ratanakiri provinces.

In addition, we also provide comments via phone on some cases to Forestry Administration officers as below:

- Filing complaints and injunction;

- Issuance of summons to certain Forestry Administration's officials by General Prosecutor of the Court of Appeal;

- Filing appeals against conclusive order of prosecutors of courts of first instances;

- Filing appeals against verdicts of investigation chamber at the Court of Appeal;

Task 5: Meeting with Kratie Forestry Administration Cantonment Officials

A meeting with Kratie Forestry Administration Compartment officials, comprising a total of 23 participants, including the compartment deputy chief, division chief and deputy chiefs, cantonment chief and deputy chiefs, was held on September 09-10.

Goal 1: Discussion over Cases at Kratie Forestry Administration Cantonment

There are, according to the report by Deputy Head of the Cantonment, a total of 1657 cases of crackdown on illegal tree logging by the Forestry Administration Cantonment from 2005 to 2010 with 447 cases submitted to the court and 176 tried. For the other cases yet to be tried, the Kratie Forestry Administration Cantonment requested to the provincial court for its subsequent proceedings on the cases.

Goal 2: Presentation about Legal Comments on Case Filing to Kratie Forestry Administration Cantonment Officials

Review of the cases has shown that there are loopholes in some key information relating to the cases on issue of pressing charges.

Given the above, we have presented some essential topics such as on the **elements of crime, evidences involving criminal case and its investigation**. After the presentation, the Forestry Administration officials have been made aware of some legal basis in filing criminal actions taking into consideration its elements and without identifying the elements, no charge could be laid.

Evidences play an essential role in pressing charge against any perpetrator because sufficient evidences are required in order to sue any person and it is because enforcing officers base his/her conclusion on a criminal case on the evidences

gathered. Some key points were also presented to guide on the investigation for successful crackdown on the crime.

It was requested at the end of the presentation that further legal instructions should be provided on the **Code of Criminal Procedure and Land Law** in the next visit.

III- CONCLUSION

Based on our study on numerous cases, it was found that there are still loopholes in some information which is a basis for making charges in cases filed. Cases can be well prepared only if the enforcing officers have adequate technical knowledge of how to conduct the investigation. Legal knowledge is also a must especially of the Code of Criminal Procedure, which is a rule that guarantees successful and legal investigation.

To make these complete, formats of minutes taking and recording the investigation should be sufficiently produced and all the information garnered during at the investigation stage should be precisely recorded; otherwise, it will spoil the investigation efforts.
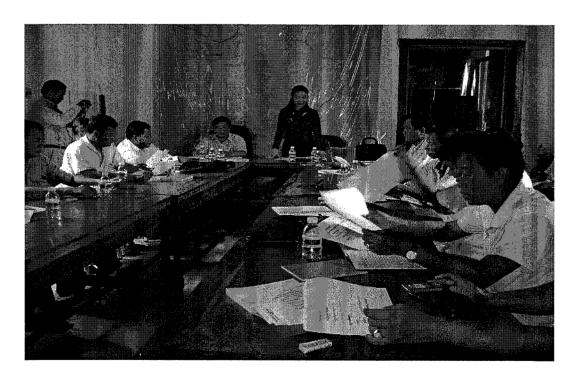
IV- RECOMMENDATIONS

- The Forestry Administration should establish some additional formats to ensure collection of sufficient information such as **forms of Listening to Witness Statements and Clarification** etc.

- Further trainings on investigation techniques should be organized for the Forestry Administration officials responsible for suppression on illegal logging.

Legal viewpoints were rendered on forest crime cases through the presentation at the 1 st Semester 2010 of Forestry Administration Meeting

On September 09-2010 a meeting with Kratie Forestry Administration Cantonment officials, comprising a total of 23 participants

APPENDIX 5

CONSULTANCY REPORT

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Strengthening Capacity of Forest Law Enforcement and
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Phnom Penh, Cambodia

01 March 2010 – 31August 2010

By

Mr. Chorng Tol

CONTENT

1- INTRODUCTION

The Project PD 493/07 Rev.1 (F) Strengthening Capacity of Forest Law Enforcement and Governance in Cambodia is aimed to improve capacity of the Forest Administration of Cambodia to perform its task related to control of illegal forest activities. Its specific objectives are:

- Strengthen capacities forestry law enforcement and good governance;

- Develop tools to enable effective suppression of illegal forest activities.

The national Expert will undertake the following main responsibilities:

- Prepare work plan
- Create data source tables with both languages Khmer and English.
- Install a computerized database system to systematically, categories and track forest crimes reported with both languages
- Convert all data in English to Khmer from old computer to new update data with both Khmer and English.
- Facilitate query with both Khmer and English languages
- Add data reports 72 categories Khmer and English in case tracking system.
- Add form add data source with Khmer and English languages and maintain the existing database system.
- Provide instruction to personnel assigned computer management duties to input data, maintain systems and troubles system failures.

The plan of work was prepared at the beginning of the assignment. The activities carried out during the consultancy period were as follows:

Duration	Activity
March 01, 2010	Review the current project Prepare the work plan Study Available Facilities
March 02, 2010 to March 25, 2010	- Create field data sources 20 tables - Install new data source - Create Khmer data fields with old table - Create form with Khmer and English field - Write code to switch language Khmer with English all 19 forms - Create query to extract data Khmer and English for data search and for making report - Create form search with Khmer and English preview with report and can extract data to Excel - Create new Khmer report and edit English report - Make security form user and password.
June 25, 2010	Go to Kratie province to install CST3 database and training staff how to install data, how to maintenance and backup data. Local user testing system.
June 28, 2010	Go to Kampong Thom province to install CST3 database and training staff how to install data, how to maintenance and backup data.
July 26, 2010	Go to Preah Sihanouk province to install CST3 database and training staff how to install data, how to maintenance and backup data.

August 23, 2010	Go to Pursat province to install CST3 database and training staff how to install data, how to maintenance and backup data.
August 25, 2010	Back to Phnom Penh.
August 26, 2010	Report Preparation
August 31, 2010	Submission

This is some report action at the field

The activity installation and training local FA staff at Sihanu ville

The activity installation and training local FA staff at Pursat province

The activity installation and training local FA staff at Kampong Thom province

The activity installation and training local FA staff at Kratie province

2- THE PROGRESS OF THE CURRENT SYSTEM

2.1 The System

The current database system CST3 was developed for local FA easy to install data. The system is both interface and data input Khmer and English languages the user just click and choose the right data to the field of the system it will completed data both Khmer and English, under the Project UNTS/CMB/001/ DFI in year 2010. The system was based on old CTS the US Forest Service with the main objectives provide to local FA management with identify and follow law enforcement activities by recording and analysing incidents involving violations on forest forestlands and protected areas.

In this version created for local FA management by law enforcement the user can input data in Khmer or English the system will also automatically input to the field except some fields have to type both languages like field descriptions or name of person that should be input both languages to the fields.

The system is using Microsoft Access 2003 as the database software and using Visual Basic Code. One of the main advantages of using Microsoft Access 2003 is facilities for integration with other Microsoft products such as Word, Excel, email, etc.

The system can be divided into three components:

a. CST3   - The system software which include various look-up tables and some tables data source

b. CST3-be - The data in the form of records

c. FCCTS   - The list of users or workgroup and group security

CST3

CST3 is the main body of the system and the main data sources. It was developed by using Microsoft Access 2003 and the micro and coding Visual Basic. This file has many main data source tables, forms with look-up fields on query analysis and the reports.

CST3-be

This file is stored the data entry. We created 4 main tables to stored data by the field in form of the database. There are four important tables as follows:

Table Name	Description	Number of Data Items
PIR	Preliminary Investigation Report data	84
Person	People involved in cases	45
Impound	Items impounded by officials	14
Vehicle	Vehicles involved in cases	18

Table 1: Main data tables in case tracking system

Look-up fields of the tables were prepared to aid in the data entry and it is the right format data. These included tables to store case codes, sub codes, countries, nationalities, provinces, districts, communes, villages, items, vehicle-list, Mark, Model, persons vehicle list, item list and other often used data.

After the main data resources table the forms had been programmed and editing by its related data tables were designed and coding and after formed the queries generated for general reports. This included a basic report designed to reproduce the data that entered on the PIR form as closely as possible. Reports prepared at this stage is the full report that included lists of people involved in cases, vehicles involved, property impounded, and a basic list of cases by types.

The form selection was designed where the user could decide to extracted for reports. The user can determine dates between which reports are to be selected, as well as limiting reports to a province, district, type, sub-type, and type of premise. A total of forty eight reports were developed for the system both Khmer and English.

2.2 Implementation of user-level security

Security was implemented by using the level security of the user features built into Microsoft Access. This includes the ability to set different user access levels. Different groups of users can be defined, with new users allocated to groups with the desired permissions. The following table shows the user permission groups in the case tracking system database.

Security level	Actions possible
Full Permissions	Can add new users, change anything.
Full User	Can run all menu items, can make changes to some tables, forms, and reports. Can access personal details.

Restricted	Can run data entry and most reports. Can not access personal details
Read Only	Can read data, but cannot change data. Can run most reports, but cannot see personal details.

Table 2. User security levels included in case tracking software

2.3 Progress of the Data Entry under the Current System

For local FA this project started from June 2009 with Khmer interface and in English data install in four locations of the provinces: Kratie, Kampong Thom, Pursat, and Sihanu ville. Now the current system has both data install and interface are Khmer and English. From June 2009 to August 2010 local staff FA has already produced:

- Sihanu ville 15 records of cases

- Kampong Thom 213 records of cases

- Pursat 214 records of cases and

- Kratie 254 records of cases.

3. CURRENT PROGRESS DURING THE CONSULTANCY PERIOD

3.1 Task 1: Update and create fields on the existing database system

a. Checking and add Khmer fields to the table related and create tables resource

Reviewed the current database of PIR table add more Khmer fields for facilitate with English fields. After update PIR table have 84 fields, person table 45 fields and Impound tables 14 fields, and 18 fields for vehicle table and 38 data resource tables. These data resource tables used in combo box for facilitated data switch from Khmer to English or English to Khmer.

b. Add field and code on Form to switch language

Design form PIR, form Person, form Vehicle, form Impound, form Case, form Add Case, form Item, form make case ID, form Select ID, form status, form suspects, form Main suspect and form switchboard and coding to switch languages.

Form Switchboard: Show all the buttons for open other form (Enter PIR detail, Examine people involved, Prepare reports, Import cases)

Figure 1: Main form and sub main form of CTS

In this version of Case Tracking System have both Khmer and English interface and data install. The user just selects one language interface tool Khmer or English that he/she installs the data will stall automatically to the both fields Khmer and English. Except field box name of person and short description field to have type both fields Khmer and English.

PIR Form: Preliminary Investigated Report form Install data relate with Case ID, Incident report, Case type, sub-case type, date and time occurrence, date arrived at scene, date arrived office, short description, place occurrence (province, district, commune, village) location, UTM easting and UTM northing, premise, reported to,

Reported number, reported by, Reported Name, Reported title, Reported ID, Forest Official name, Forest official title, Forest official ID.
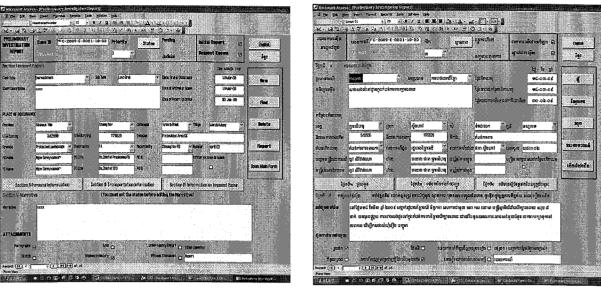

Figure 2: Form PIR for install data CTS data English and Khmer

This section store information of the people related to the case that has people classification: suspect, owner, reporter, victim, witness, other.

Name, Nick name, Nationality, Position, sex, date of birth, detail address and office (province, district, commune, village, street, home phone, country) hand phone, Employee, and ID card.

Figure 3: People Information involved in case English and Khmer

Section 3: information on transportation

This section store vehicle information (license IP, country, vehicle, mark, model, type of vehicle, make year, frame number, color and confiscated check point).

Figure 4: Form Vehicle involved in case English and Khmer

Section 4: Impounded information

This section store information all impounded it is the evident of illegal of forestry activity. That has some fields component Item, Keeping where, count, unit, round log, volume, check and destroyed and comment. This form the user can add data resource if it has no items component in the list the user can click on Add Item button below.
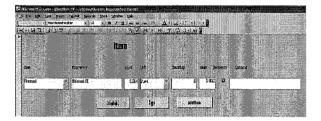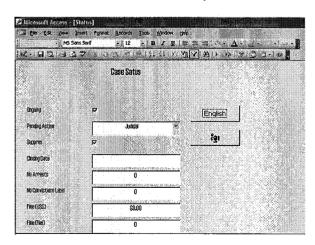

Figure 5: Form Items for CTS English and Khmer

After finish section 3 the user should be click on Status button on the top to confirms what the case should be update

Figure 6: Form case status of CTS English and Khmer

After close form status Narrative section 4 will appear. The user can be update the detail in formation box of the case. This box user should be type information in both Khmer and English by click on button Khmer or English on PIR form.

And below information the user should be tick update information exist and attachment file related with the case, such as Photographs, Map, other agency

information report, scratch, impounded inventory, witness statement, other specification news or express.

Form New Case ID

This form created for install new case it is very necessary because in side this form I create code and classified case by type category of the case. Some components of this form are Level (that has FN for Forest National Level, FI for Forest Inspectorate level, FC for Forest Cantonment level and FD for Forest Division level), Year is express the year of case Install, Type is the category type of case it has timber, Encroachment, Mining, Wildlife, State property, Corruption, and Other. Number it is automatically generated after count type of the case, Province and district capture the number of them also. After choosing by order of the box already should be the number of case generated if it right should be click on OK button.
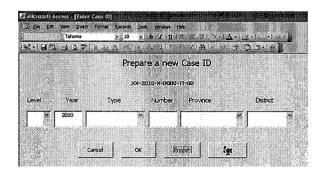

Figure 7: Form new case of CTS English and Khmer

Find button

Find button on PIR form: is a tool used for finding case seeing and checking for update.

Delete button

Delete button on PIR form: is a tool used for delete case record in database the user should be select or move mouse pointer to Case ID field first before click this button if you are not move mouse to select case Id field the data in sub table not delete.

Report button

Report button on PIR form: is a tool used for open a specific report if the form in Khmer Language the report will display in Khmer Language if the form in English the report will display in English.
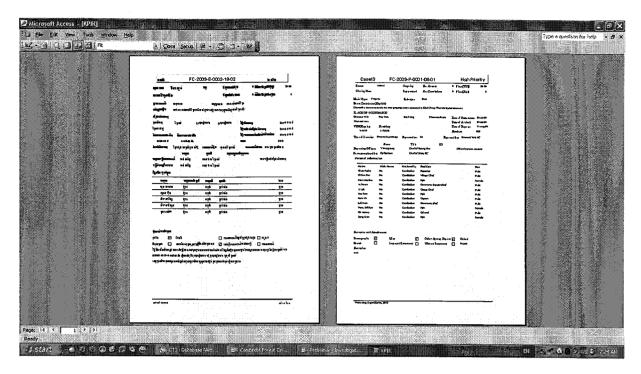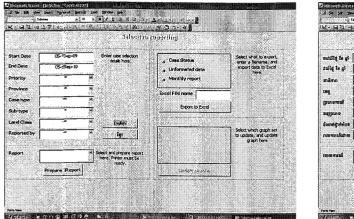
Figure 8: The full specific report Khmer and English display individual pages

Open main form button on PIR form: this tool used for opening main form it is the easy tool for return to the main form and easy switch or go to open other form or search or import data CTS Data from other place.

Form Select Case Report: This form is very important, the user can produce reports by limit data from start date to end date with certain selections a specific province, case types, sub-type, land class and reported by and choose the report and click on **Prepare report button** it will display 15 kinds of reports individual Khmer and 15 kinds of reports individual English by the user selection.

On the other hand the user can extract 3 kinds of data to the spread sheet program MS Excel by the user selection. The graphic chat is the tool click to see the graphic.
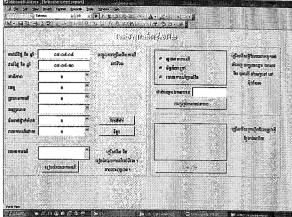
Figure 9: Form Select Report Khmer and English

Form Import Data: This form used for FA center to import data from every province that have database management system CTS. The user in center just click to open this form and click on Browse button then OK. The data will bring and install to the right table storage of the main database in FA center.
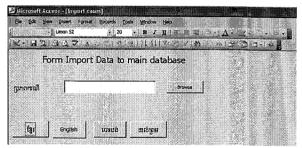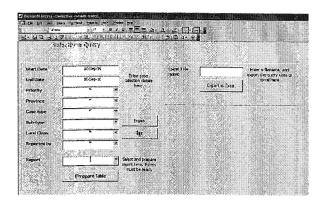

Figure 10: Form import data to main database in Khmer and English

Form Select Query: This form the user can extract data from database to spread sheet program by select query it has 8 types of data query: Case type by province, Case type by reporter, Ongoing crosstab query, Cases by year and by month, Case type by year by month, Case type by year by pending, Reported by crosstab query, Select type pending cross.

The user just selects and put data from start date to end date with certain selections a specific province, case types, sub-type, land class and reported by and choose the report in report box and click on **prepare table button** it will apply the name of report query to the excel box or the user can type the name that he/she wants then click on export to excel button. The export result data file at D:\CTS.
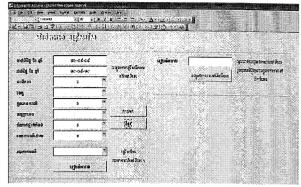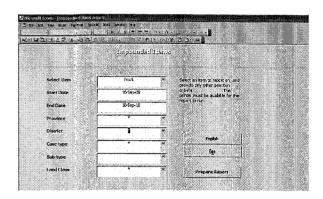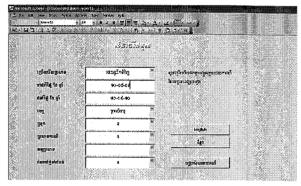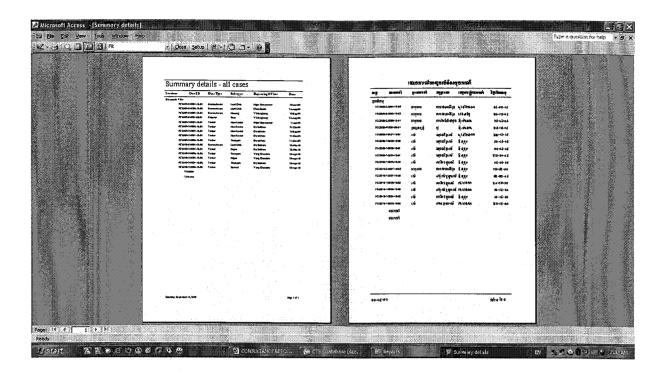
Figure 11: Form Select Query Khmer and English

Form Impounded Item: This form the user can see in the report which cases that have impound item the user have to select item in Item box from start date to end date, choose province, district, case type and sub case type, in land class then click on prepare report. The result you will see which case have impound item.

After build all forms and coding already the queries start checking rebuild and create new queries for Khmer language all 68 queries. These queries are used for calculate and create reports Khmer and English total all 48 kind reports 42 main reports and 6 sub-reports, the report start design:

1- Specific PIR report: Detail full story of a specific case
2- Case Status
3- Case Status Summary
4- Case type by Month
5- Cases by Month
6- Case type Histogram
7- Impounded
8- Impounded Items Totals
9- List of Impounded Items
10- People involved in cases
11- PIR Cases: detail full story of all case records in database
12- Priority Report
13- Source of Cases
14- Source of Cases Only
15- Summary details
16- Summary Information
17- Vehicles involved in cases

3.2 TASK2: Transfer all database from old computer to new computers

For local FA this project started from June 2009 with Khmer interface and in English data install in four locations of the provinces: Kratie, Kampong Thom, Pursat, and Preah Sihanouk. Now the current system has both data install and interface are Khmer and English. From June 2009 to August 2010 local staff FA has already produced 15 records of cases for Preah Sihanouk, 213 records of cases for Kampong Thom, 214 records of cases for Pursat and 254 records of cases for Kratie.

For the FA HQ data not transfer because some location of administrative structure boundary of the province, districts was changed to other administrative province and FA HQ wants to keep these data.

3.3 TASK 3: Install a computerized database system to systematically, categories and track forest crimes reported in other 4 computers

The system was installed on four computers at the province one each to the following provinces:

- Kratie
- Kampong Thom
- Poursat
- Preah Sihanouk

The new version of CTS system at local level create and changes are follows:

- Change both with interface and data input English and Khmer language.
- The user can choose language Khmer or English interface for install data to database the data will install automatically Khmer and English except some fields: Short description; narrative, Report Officer Name, report officer title have to type in both fields Khmer and English Languages . These two labels will have both English and Khmer. The provinces will enter in Khmer while the FA HQ will give the translation in English.
- Add many Khmer reports like English.
- Add many table data sources.
- The file CTS_be.mdb store all CTS data Kratie province has 254 cases record, Kampong Thom has 214 cases record, Pursat has 213 cases record and Sihanu ville has 15 cases record
- The file cts_be.bak this file created by the system after quit the program for backup data automatically.
- At the end of the month, the data entered will be sent to FA HQ for update.

The CTS data of local FA install hard to transfer because the data no format wrong typing even one name of people the same person the same name but the typing are different Ex: the name of one guy Mr. Sam Reth Vanna, the user install data are different typing some time Mr. Sam Reth Vanna, Mr. Som Reth Vanna, Mr. Sam Rith Vanna, Mr. Sam Rethvanna, Mr. Sam Rethvana, Mr. Sam Ret Vanna. But these are not the problem for the IT we short and replace data to the same name if we know he or she is the one person if we do no know we still take it different. This is one field that I make Example CTS no have one field.

3.4 TASK 4: Provide instruction to personnel assigned computer management duties to input data, maintain systems and troubles system failures.

A short training 2 hours was carried out to personnel local FA at the province at individual after setting and transfer province data to the computer
- Kratie province on 26 June 2010.
- Kampong Thom province on 28 June 2010.
- Preah Sihanouk province on 26 July 2010.
- Poursat province on 24 August 2010.

The responsibilities at Provinces (4 Provinces with computer):

- Enter new data according to the instruction
- Enter description, narrative, RO Name, Title, Forest Officer Name, Forest office title in English/Khmer
- Back-up the system to an other place
- Send the data to FA HQ for update

3.5 TASK 5: Conduct Training for Personnel at the Provinces

Two hours training course was carried out at FA HQ for personnel involved in the system. The list of personnel is as follows:

Name	Position	Role
Mr. Chorng Tol	Key construction	Facilitator
Mr. Sron Sophal	Staff , FA HQ	Participant/Assistant
Mr. Thou Sokun	Staff of Poursat FC	Participant
Mr. Dy Sophy	Deputy of Sihanouk Vile FC	Participant
Mr. Seang Rous	Deputy of Kratie FC	Participant

The main objectives of the training were as follows:

Participants from Provinces:

- How to enter data?
- How to do a backup database
- How to store data on CD or Hard disk External.
- Management and maintenance of the data
- Sending the data to HQ

Participants from FA HQ:

- Management and maintenance of the data including back-up;
- Import data from provinces.

3.6 TASK 6: Report on the outcomes of update and installation of a computer database system.

Report for update the system was prepared and has three main elements:

a. The system prepares and updates from English to Khmer and English form interface and reports.

b. Recommendations to further improve the system in future;

c. Guidelines on the use and maintenance o the system.

4. RECOMMENDATION

Recommendation 1: Cambodia has 24 cities/provinces but the system implement only 5 places 1 in FA Phnom Penh, 4 in provinces. 19 provinces more do not have system to implement they recommend to use this CTS system in all provinces.

Recommendation 2: Training for Personnel

The training for personnel is critical. FA should also place important consideration for training in two related areas for future maintenance of the system, i.e. computer programming and technical aspects computer hardware maintenance:

Recommendation 3: Further Improvement of the system

The current system still requires further development, particularly in two areas:

a. Case Code ID should be edit we provide individual system at different province and the Case Code ID produce case number automatically by category in 1 year and 24 provinces only 9999 cases I think this number not enough for a whole the country but it is enough for the province.

b. Add list report control easy to follow and check case.

APPENDIX 1

Cambodia Forest Crime Monitoring Case Tracking System

Training guidelines

1- System Development Microsoft Access

The Cambodia Forest Crime Monitoring Case Tracking System is a Microsoft Access Database. Access is a small database system that can be used to develop simple databases, as well as complex databases. Access databases can include Visual Basic programs, and so they can be very powerful. You should also attended a basic training course in Access during the training course of Case Tracking System.

You have to installed Microsoft Office 2000 or 2003 that have Microsoft Access on your computer before you can use the Case Tracking System. You can run the Case Tracking System by either double clicking on an icon on the desktop, or by starting Access and then opening the program windows explorer and double click on file **CTS3.mdb** at Drive D:\CTS\CTS3.mdb

2- Network

The Case Tracking System has been set up to have a networking capability. However, under the current set-up, the system is now operating as a stand alone system. To access the system you must enter a user name and a password. To use the Case Tracking System you must use a suitable user name. A username and password can be obtained from the project FA HQ (Mr Sron Sophal). You could change your password from time to time, using the Access Tools/Security/User and Group Accounts menu item.

3- Security

The Case Tracking System database will become a valuable source of data for the Forest Crime Monitoring project. The Case Tracking System database will also store the names of criminal suspects and possible witnesses. It is important that these names are protected, as the suspects may not be guilty, and the witnesses are likely to want their details kept private. For these reasons the Case Tracking System has been designed with database security built into the system.

When you open the database you will be asked to enter a username and password. There are four different levels of security, shown in the table below.

Some staff members will be given individual user names. Other staff members will use the general users names Data and Guest. If you have an individual user name you should change the password you are given to something else. Make sure you can remember your password.

Security level	Actions possible
Full Permissions	Can add new users, change anything.
Full User	Can run all menu items, can make changes to some tables, forms, and reports. Can access personal details.
Restricted	Can run data entry and most reports. Can not access personal details
Read Only	Can read data, but cannot change data. Can run most reports, but cannot see personal details.

4- Main Form

The main page of Cambodia Case Tracking System (Figure 1.0). There are 5 main module including Enter PIR Details, Examine people involved, Prepare reports, Import cases and Exit from the system and right is the linking label translated from 5 module in Khmer language.

Figure 1.0 Main Form

Enter PIR Details Module

1. Click the button for Enter PIR Details on main form or button **bBa©ÚITinñn½yIMGit** to enter form PIR data input. The user can choose language interface for data input English or Khmer. The user can switch language from English to Khmer or Kmher to English by clicking on the button English or Khmer. The user can fill data to the box below by choosing data in combo box step by step as follow. see Figure 2.0 shows the interface for the PIR module English and Khmer.
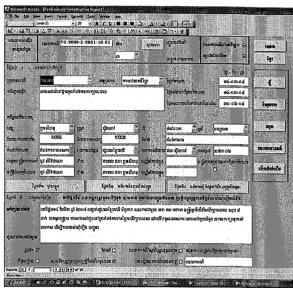

Figure 2.0 shows the interface for the PIR module English and Khmer.

2. The next step I show you some buttons shows on the form for PIR data entry at the right hand. There are seven buttons: English, Khmer, New Case, Find, Delete, Report and Open main form. It is the same function as Khmer language on this form

Figure 3.0 Button Functions available in PIR form

English Button: Click on this to switch form to English language.

Khmer Button: Click on this to switch form to Khmer language.

New Button: Click on this when you want to create new case

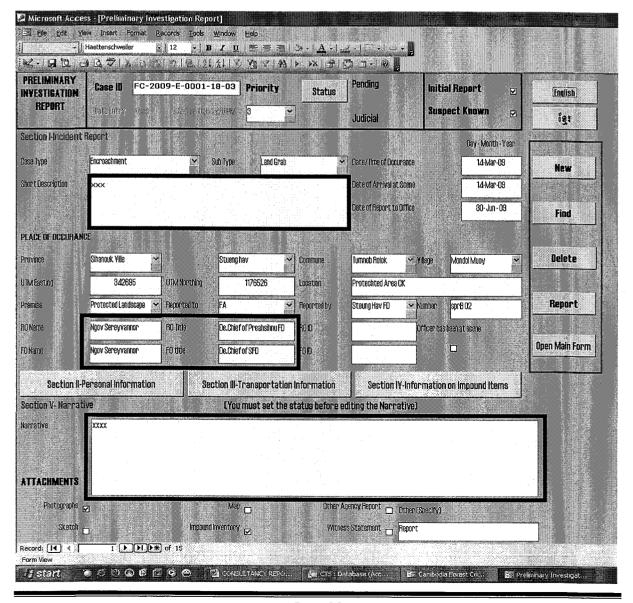Find Button: Click on this when you have case to for update

Delete Button: Used for delete record

Report Button: Used for open full specific report

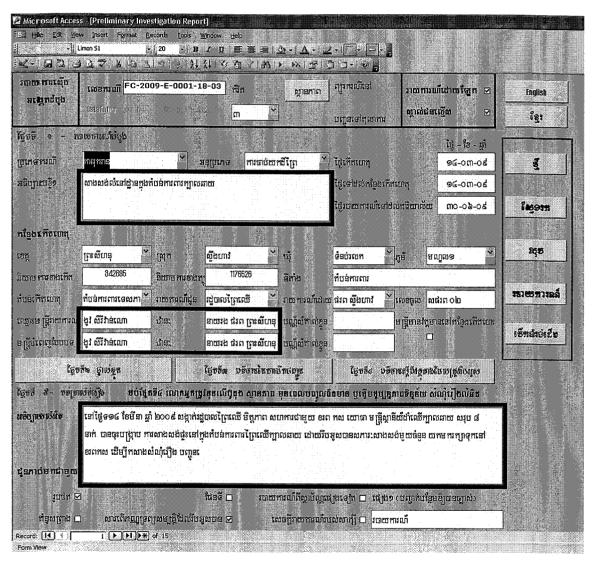Open Main Form Button: Used for go Main Form

English Button

a- Click on English button for choosing form interface to English laguage and input data with English language. This tool also used for update data in English field as short description field, ROName, RO title, FO Name, FO Title and Narrative.

Khmer Button

b- Click on **Khmer Button** for choosing form interface to Khmer laguage and input data with Khmer language. This tool also used for update data in Khmer field as segçbxøl, eQµaHm®nþl, tYnaTlm®nþl , eQµaHm®nþlenAkariyal½y, tYnaTlm®nþlenAkariyal½y nig GFib,ay .

New Button

c- Click on **New** button Create new case ID the form Prepare New Case ID will appear (Figure 4.0). The user have to choose Level, current year will be predisplay, choose Type and the number will display automatically after the user choose Type, Province and District. The user can see Case ID Code appear above easy to check Case ID and then click OK. If the user not created just click cancel button.

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Figure 4: Form new case of CTS English and Khmer

The Case ID will be displayed at the form automatically (Figure 5.0).

Complete data in the form by entering all the required fields in the forms. The user need to fill all the 5 sections:

a. Section I – Incident Report
b. Section II- Personal Information
c. Section III- Transportation Information
d. Section IV- Information on Impound items
e. Section V- Narrative

Section I – Incident Report

Figure 5.0 Enter PIR Details Form

Section II- Personal Information

This section store information of the people related to the case that have suspect, reporter, witness, victim, owner, other by classificatin of people. after completed close.
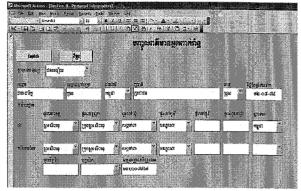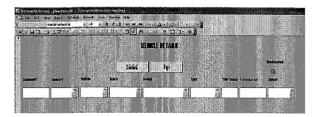
Figure 6: People Information involved in case English and Khmer

Section III- Transportation Information

This section store vehicle information (license IP, country, vehicle, mark, model, type of vehicle, make year, frame number, color and confiscated check point) after completed close form.
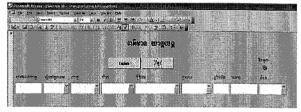

Figure 7: Form Vehicle involved in case English and Khmer

Section IV: Impounded information

This section store information all impounded it is the evident of illegal action. That has some field component Item, Keeping where, count, unit, round log, volume, check and destroyed and comment. This form the user can add data resource if it has no items component in the list the user can click on Add Item button below and after completed closed this form.
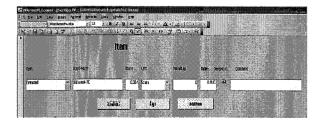

Figure 8: Form Items for CTS English and Khmer

After finish section IV the user should be click on Status button on the top of PIR form to install or update case status Pending action, suppress, closed date, N° Arrests, No convictions label, fine (USD), fine (Riel) after completed update closed form. It will appear section V narrative the detail description in PIR form.
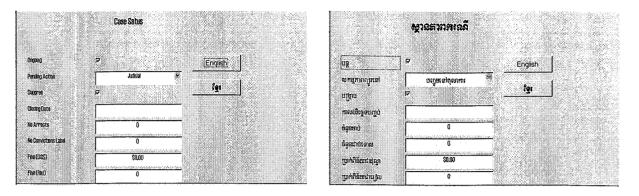
Figure 9: Form case status of CTS English and Khmer

Section V: Narrative

Section V narrative is the detail descriptions, the user should install the action of case or update in the box below and below more after the previous description that exist, preliminary judgment or closed case. This box user should be type information both English and Khmer by click on button Khmer or English on the top at right hand in PIR form.
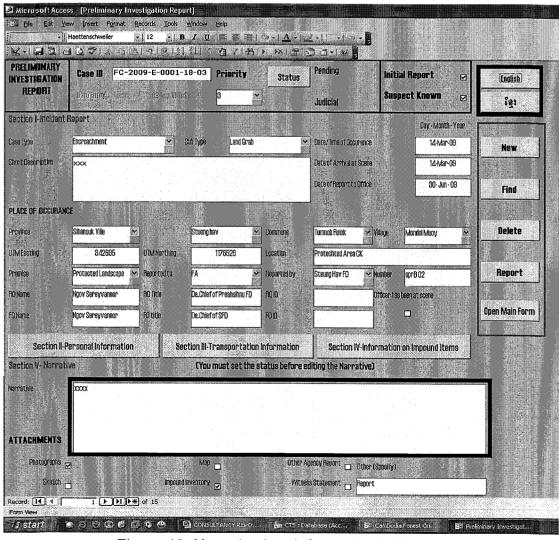

Figure 10: Narrative box information in English

Click on **Khmer Button** for choosing form interface Khmer language and input data in Khmer.

And below information the user should be tick update information exist and attachment file related with the case, such as photographs, map, other agency information report, scratch, impounded inventory, witness statement, other specification news or express.

Find Button

Button Find [Find] or [រកមើល] on the PIR form is a tool for finding case number for editing the user can type case number or selected case number information in combo box. A message box will appear, you need to select the CaseID in order to do the modification. Figure 13.0 shows the input required by the system. Once you enter the Case ID it will open the Case and you can edit the information.
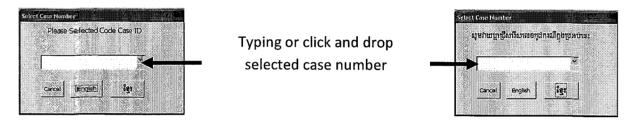
Typing or click and drop
selected case number

Figure 11.0 Select Case Number

Deleting records

Button Delete [Delete] or [លុប] in PIR form is a tool used for delete record. General normal users cannot delete records. You must be a Full user to delete records. If you log on as a full user, you can delete records with the icon on the tool bar shown in Figure 12.0.
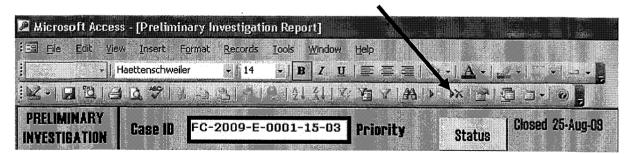
Figure 12.0 Deleting records

For delete record the full user has to see clearly what data record should be deleted. Delete the main record case the full user should be move mouse pointer to the **Case ID** field and then click on the button delete [Delete] or [លុប] on PIR form. If not move mouse pointer to the **Case ID** field and click delete some the related sub record not delete all if you want to delete a case, you will have to delete any related records. A related record is a record that is linked to the main case record. These include vehicles, persons, and impounded records.

Report Button

Report button on the PIR form: | **Report** | or | **របាយការណ៍** | this tool used for open specific report select if the form in Khmer Language the report will display in Khmer Language if the form in English the report will display in English. (Figure 13: The full specific report)
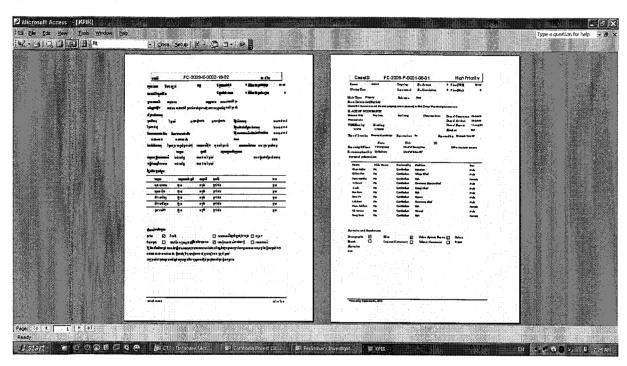

Figure 13: The full specific report Khmer and English display individual pages

Open main form

Open main form button | **Open Main Form** | or | **ទំរង់ដើម** | on PIR form: this tool used for opening main form it is the easy tool for return to the main form and easy switch or go to open other form or search or import data CTS Data from other place.
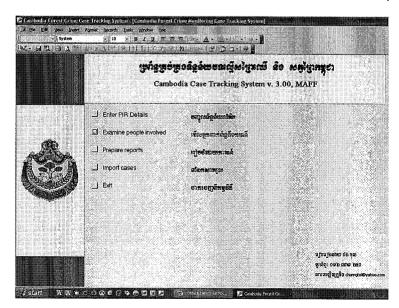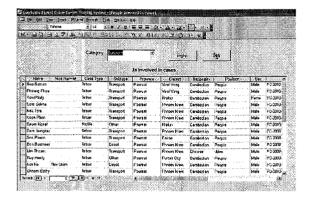

Figure 1: Main form of CTS

Examine people involved

Click this function to examine people who involved with the case by category that has suspect, witness, owner, report, victim, other.
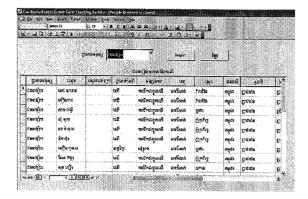

Figure 14: The list people involved in case by category

6- Prepare Report Button

Prepare Report Button on the main form is a tool to run report form (see Figure 15: report form of CTS). This form contains 6 tools. Selective report, selective query, PIR cases report, summary report, impounded items and return to main menu form.
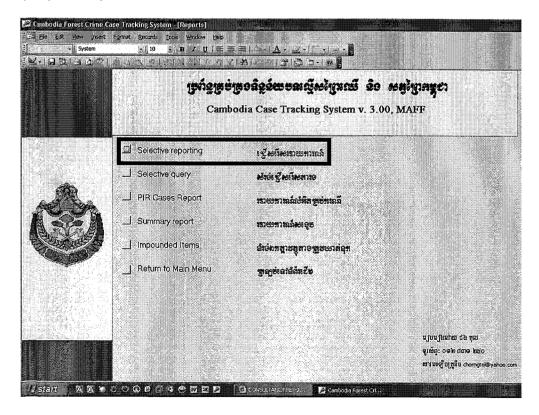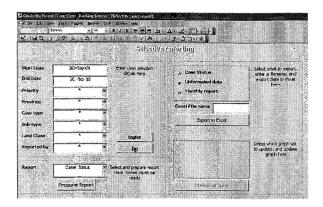

Figure 15: Report form of CTS

When the user click on **Selective reporting** button the **Selective reporting** (see figure 16) appear this form has many list of reports.

Form Select Case Report (figure 16: Selective cases report form of CTS)

This form is very important, the user can produce reports by limit data from start date to end date with certain selections a specific province, case type, sub-type, land class and reported by and choose the report and click on **Prepare report** button it will display 15 kinds of reports individual Khmer and 15 kinds of reports individual English by the user selection.
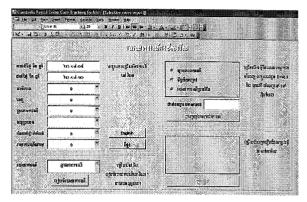

Figure 16: Selective cases report form of CTS

On the other hand the user can export data of cases to the spread sheet program Microsoft Excel by the user selection. The user can select one of three Excel report formats. The Case Status format writes an Excel spreadsheet that can be used to prepare custom graphs of case status, according to your needs.

The Unformatted format just extracts the data into an Excel spreadsheet that you can then modify as you wish.

The Monthly Report format writes an Excel spreadsheet that is designed to help the preparation of the monthly report. The data required are prepared in the order required, so that the report can be prepared by cutting and pasting between Excel spreadsheets.

If you make the selection too restrictive you may not find any cases in the database.

The graphic chat is the tool click to see the graphic.

Form Selective Queries

The Selective Queries menu item is very similar to the Selective Reports menu item. You can select data like in the Selective Reports menu, and then the Case Tracking System will extract the required data, and show a report on the data extracted. You can print the report if you want to.

You can also save the data extracted to an Excel spreadsheet file.

Update Graphs

Update Graphs version 3 of the Case Tracking System includes a companion Excel spreadsheet and the ability to update the spreadsheet.

The spreadsheet is called CTSGraphsFA.xls, depending on which agency you are in. The spreadsheets have sections for data from FA or from Local FA. The spreadsheet can be automatically updated to provide graphs based on the data imported or input to the Case Tracking System.
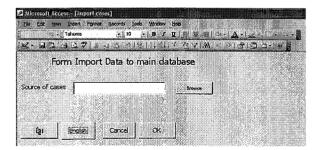
You use the Selective Reporting menu to export data to the Excel spreadsheet. Just like the example above, you select the data that you want to export, and pick DFW or DI to select which spreadsheet will be updated, if you have these options.

7- Importing case records

Form Import Data: This form used for FA center to import data from every province that have database management system CTS. The data will import to store in CTS_Be.mdb, the user in center just click to open this form and click on Browse button to find data resource where you place and then click on OK. The data will bring and install to the right table storage of the main database in FA center.

The Case Tracking System will add any new cases, and update any old cases.

The import routine is slow, so it is best to copy the file onto your hard disk before you run the import.
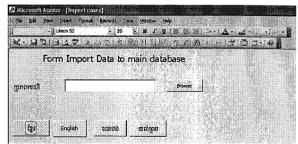

Figure 10: Form import data to main database in Khmer and English
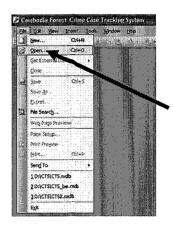
8- Backing up the database

The CTS system builds automatically backup after click on Exit system that file is CTS_BE.BAK. But this is only CTS_BE.mdb data store file. The installer data user should backup the database every time he/she has used it. The user can do this by making a copy at first time the full folder of CTS system that has file CTS.MDB (The main CTS system data source), CTS_BE.MDB (The file back up system of CTS), FCCTS.MDW (Security workgroup file) at the second time and go on backup more should be only one file CTS_BE.MDB because this file is the data storage of the Case Tracking System.

The user should copy the file onto a CD or hard disk external and store the backup CDs in a safe place away from the office where the CTS computers are. That insure if computer system have problem broken damage or fire in the office you will at least have a copy of the data from the other safe place. Backups should be made at least once a week, and should be stored in a secure location.

Be very careful do not delete this file or move it, or you will lose the program and all the data.

Opening the CTS_BE.MDB

Open Microsoft Access, Click File and choose Open. Locate the path of the file and you should be able to view the file.

9- MAINTAINING DATABASES FOR PROVINCE AND HEAD QUATERS

1. **Copying and sending database from Province to HQ**
   Step 1: Plug in your flash drive at the CPU.

   Step 2: Go to C:\CTS folder

   Step 3: Right click at the CTS folder and choose send to your flash drive.

   Step 4: Right click at the flash drive and choose Eject, to eject the flash drive.

2. **Maintainance Databases at HQ**
   Step 1: Copy the CTS folder from Province into C:\CTS or a new folder.

   Step 2: Open CTS2_be.mdb for each Province

   Step 3: Enter the Desription and Narrative details in the PIR table

   Step 4 : Save all the changes.

   You need to send back the updated CTS folder to the Province.

   Step 5: Open the system and choose Import Case.

3. Compact and Repair Database

Over time the size of the database file with grow and become large. From time to time it will be necessary to compact the database. This can be done with the Tools/Database Utilities/Compact and Repair Database menu item.

If database access slows down, run this menu item, and the system may run more smoothly. The database file should become smaller.

It is possible some users may not have access to the menu, and may not be able to run this menu item. Full User and Full Permissions users should be able to access these items.

===== END =====

Summary of Forest Crime Case by Type
1 August-30 November 2010

Summary of Forest Crime Case Status
1 August-30 November 2010