

**COMPLETION REPORT (Brief)
SEMINAR ON
CHAMBER MANAGEMENT AND ADMINISTRATION & MEMBERSHIP
RECRUITMENT**

**SUBMITTED TO
ECIBON PROJECT
KALIKASTHAN, KATHAMANDU, NEPAL**

**SUBMITTED BY
BAGLUNG CHAMBER OF COMMERCE & INDUSTRY
BAGLUNG MUNICIPALITY-2 BAGLUNG**

**Prepared by:
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1. Introduction

The project entitled "Enhancing the Capacity of Intermediary Business Organizations in Nepal" (ECIBON) granted under the Asia Invest program implemented by the EEC-Nepal and funded by the European Commission. The project was launched with the objectives of making Nepalese Intermediary Business Organizations better equipped to service local business as well as their European Counterparts in order to facilitate trade between Europe and Asia by;

- Capacity Building
- Policy analyses and information provision, the development of new business opportunities through networking.

To run the programs the ECIBON project selected 15 Intermediary Business Organizations (IBOs) in merit basis comprising 05 Chambers of Commerce and Industries representing 05 Development Regions, 05 member organizations of Federation of Nepalese Cottage and Small Industry , Nepal and 05 commodity Associations. All the IBOs signed the Memorandum of Understanding (MoU) on 17 January 2008 at Kathmandu along with the Launching meeting.

To the IBOs selected ECIBON has already organized the Launching meeting, Doing Business with Europe especially with Great Britain. According to the Plan of Action of ECIBON project; the workshop on Chamber Management and Administration and Membership Recruitment was organized by 03-06 September 2008 in Baglung.

2. Objectives

The Four days long Seminar program on Chamber Management and Administration and Membership Recruitment for Executives and Secretariat Staffs was organized with the following objectives;

- Enhancing the Management Capacity of IBOs Executives and Secretariat Staffs
- Acknowledge the participants the European Management, Export potentials to Europe and Membership increment strategies
- Enabling the IBOs to prepare the Action plan, Implementation, maximizing the membership, influence and revenue.
- Providing the formulae of Membership maximizing like Recruitment, Retention, Recognition and Reward.
- Equipped the IBOs via participants with modern strategies of Human Resource Management and Resources.
- Develop mutual understanding between Executives and Secretariat staffs (Employer and Employee)

3. Time and Venue

Seminar on Chamber Management and Administration and Membership Recruitment (First Two days for Chamber Executives and last two days for Secretariat Staffs) was organized from 03 to 06 September 2008 at Hotel Peace Palace in Baglung starting from 9 am to 04 pm each day.

4. Trainer / Resource Person

Mr. Peter Bishop, the Deputy Chief Executive of London Chamber of Commerce & Industry was the Chief Resource person. During the seminar Project Manager Mr. Pravakar Bickram Rana, Administration Officer Mr. Sagar Nepal and Project Officer Ms. Kamini Chand, assisted the Resource Person.

5. Participants

The ECIBON Project had already selected the 2 participants from each IBO (one from Secretariat and one from executive committee of IBO), altogether 30 participants actively took part in the training and successfully completed the training program. The name list of the Participants and Project staffs has been included in Annex "I".

6. Total Working Hours

Program strated from 9 am to 4 pm each day.

Total Working Days:	04
Total Working Hours:	24 Hrs. (06 Hrs/day)
Total Man Days:	60 (15 x 4 days)

07. Seminar Methodologies

Following Methodologies were implemented during the Seminar Program

- Lecture
- Group work
- Group presentation
- Question & Answer
- Slide Presentation
- Explanation
- Experience Sharing
- Interaction

08 Course Contents

The Resource person used reading materials as hand outs, the multimedia projector and Laptop computer to ease the presentation program. The designed course contents matched to the program title. The Program Schedule and the Course Contents are herewith attached in Annex"II".

09. Opening and Closing Ceremonies

President of EEC-Nepal Mr. Dibya Mani Rajbhandari inaugurated the program on 03 September 2008 at Hotel Peace Palace in Baglung. The Seminar was concluded on 04 September 2008 for Executives where as the same program was concluded on 06 November 2008 by distributing the Certificates of Attendance to the Secretariat Staffs.

Certificate of Attendance were distributed to the Executives on 03 September 2008 amid a ceremony. On the occasion Mr. Mr. Pravakar Rana, the project Manager high lighted the project objectives and Mr. JB Shrestha delivered his welcome remarks to the guests and the participants. On the same occasion speaking on the behalf of Baglung Chamber of Commerce & Industry Mr. Dhurba Raj Gautam, the president extended his gratitude to the EEC-Nepal and ECIBON Project for letting Baglung

Chamber organize such kind of program in Baglung. Further he added that Baglung CCI's willingness to organize similar programs in the days to come. Speaking on the occasion the Deputy Chief Executive and the trainer of London Chamber of Commerce & Industry delivered his remarks on behalf of LCCI and showed his happiness to be in Baglung. Delivering the concluding remarks, the president of EEC-Nepal Mr. Dibyamani Rajbhandari elaborated about the Nepal - Europe Business Scenario, the opportunities of Nepalese Entrepreneurs and the challenges also. He also stressed to be linked on to the European market.

On the ceremony Mr. Rajbhandari distributed the Certificate of Attendance to the participants (Executives). The program was attended by the officials from Baglung District Administration, NGOs / INGOs, Security unit and Entrepreneurs of Baglung and followed by the Gala Dinner.

10. Conclusion

The informal and friendly environment of Seminar and experienced Trainer were the strength aspects of the program. The Experience of London Chamber of Commerce & Industry, its management system and interaction held were also of state worthy in the program. The Four Formulae of Membership development Recruitment, Retention, Recognition and Reward occupied and important role during the Program. The main objective of the program the realistic planning of membership increment was touched during the seminar. Hence it can be concluded that the Seminar program held from 03 to 06 September 2008 in Baglung was successfully completed.

ANNEX – I

NAME LIST OF THE PARTICIPANTS EXECUTIVES

S. N.	Name	Organization	Position
1	Mr. Gopi P. Dhungana	Nepal Coffee Producers Association	Executive Member
2	Mr. Surendra Dhakal	Nepal Carpet Exporters Association	Executive Member
3	Mr. Arun Chettri	Floriculture Association Nepal	Executive Member
4	Mr. Azaj Alam	Rupandehi Industry Association	Executive Member
5	Mr. Chaitya Ratna Shakya	Lalitpur Handicraft Association	Executive Member
6	Mr. Dhruba Raj Gautam	Baglung CCI	Executive Member
7	Mr. Pradeep Prasad Gupta	Nepalgunj CCI	Executive Member
8	Mr, Tanka Prasad Dulal	Itahari CCI	Executive Member
9	Mr. Basant Rijal	Nuwakot CCI	Executive Member
10	Mr. Gobinda Balab Badu	Darchula CCI	Executive Member
11	Mr. Prachanda Dev Manandhar	FNCSIN Kathmandu	Executive Member
12	Mr. Bishow Ram Duwal	FNCSIN Bhaktapur	Executive Member
13	Mr. Mohan B. Katuwal	FNCSIN Makawanpur	Executive Member
14	Mr. Santa Bikram Baniya	FNCSIN Dhading	Executive Member
15	Mr. Santa Krishna Shrestha	FNCSIN Dolkha	Executive Member
16	Mr. Peter Bishop	Trainer	LCCI
17	Mr. Pravakar Bickram Rana	Project Manager	ECIBON
18	Mr. Sagar Nepal	Admistration and Finance Officer	ECIBON
19.	Ms. Kamini Chand	Project Officer	ECIBON
20	Mr. Basanta k. Shrstha	Secretary General	Baglung CCI
21	Mr. Nirman k Shrestha	First Vice President	"
22	Mr. Navaraj poudel	Treasurer	"
23	Mr. Jayaram Bhari	Exectuive Member	"

NAME LIST OF SECRETARIAT STAFFS

S.N.	Name	Organization	Position
1	Mr. Shyam P. Bhandari	Nepal Coffee Producers Association	Secretariat Staff
2	-	Nepal Carpet Exporters Association	Secretariat Staff
3	Mr. J.B. Tamang	Floriculture Association Nepal	Secretariat Staff
4	Mr. Tika Ram Sharma	Rupandehi Industry Association	Secretariat Staff
5	Ms. Sapana Maharjan	Lalitpur Handicraft Association	Secretariat Staff
6	Mr. Nil Bahadur KC	Baglung CCI	Secretariat Staff
7	Mr. Bikal Kumar Shrestha	Nepalgung CCI	Secretariat Staff
8	Mr. Nobindra Katwal	Itahari CCI	Secretariat Staff
9	Mr. Basant Rijal	Nuwakot CCI	Secretariat Staff
10	Ms. Sulochana Rajbhandari	FNCSIN Kathmandu	Secretariat Staff
11	Ms. Ranjana Khichaju	FNCSIN Bhaktapur	Secretariat Staff
12	Ms. Sita Sunwar	FNCSIN Makawanpur	Secretariat Staff
13	Mr. Ramesh Adhikari	FNCSIN Dhading	Secretariat Staff
14	Ms. Samjhana Shrestha	FNCSIN Dolkha	Secretariat Staff

ANNEX- II
COURSE CONTENTS AND PROGRAM SCHEDULE

Day 1 (3/5 September 2008)

TIME	PROGRAM
08:00-08:45	Breakfast
09:00-09:15	Banglung Chamber Visit
09:30-09:40	Registration
09:45-12:00	First Session A walk round a Chamber of Commerce – video with interactive discussion
12:00-1:00	LUNCH
1:00-2:30	Second Session The functions of a Chamber or Intermediary Business Organization Structure
2.30-3.15	Experience Sharing by all participants
3:15-3:30	Tea/Snack
3:30-5:00	Session Continues

Day 2 (4/6 September 2008)

TIME	PROGRAM
8:00-9:00	Breakfast/Registration
9:00-12:00	First Session Services for members (and others) Supporting business and members
12:00-13:00	LUNCH
13:00-15:00	Second Session Managing and financing the operation
15:00-15:30	Tea/Snacks
15:30-17:00	Open Forum and Q & A

Advisory Committee Meeting (3 September 2008)

TIME	PROGRAM
17:30-18:30	Advisory Committee Meeting

Gala Dinner (3 September 2008)

TIME	PROGRAM
18:30-19:00	Opening : Welcome Address by Mr. JB Shrestha Address by Mr. Dhurba Raj Gautam Project Highlights by Mr. PB Rana Remarks by Mr. Peter Bishop Concluding remarks by Mr. Dibya Mani Rajbhandari DISTRIBUTION of "CERTIFICATE OF ATTENDANCE"
19:00-	Dinner

THE END