

ECIBON PROJECT MEETING

**Funded by European Union
Program Proceedings for first two activities 3.1.1 and 3.1.2
Scheduled for 16 & 17 January 2008 (Magh 2 & 3 2064)**

3.1.1) Organise a meeting for Nepalese IBOs

- to establish an IBO- network.
- to determine an Advisory Committee for the project:
- to determine a schedule for meetings of the Advisory Committee once every 4 months:
- to determine the way of cooperation within the Nepalese intermediary network:
- to make a further detailed inventory among the Nepalese intermediary network of expectations / requirements: (Month: November & December 2007, January 2008)

3.1. 2) Sign cooperation agreements within the Nepalese intermediary network

Based on the inventory of expectations / requirements collected from the benefiting IBOs of the IBO-network at the IBO-meeting, EEC-Nepal and FNCSIN will prepare the different cooperation agreements of each IBO and send them for their comments. When benefiting IBOs give their agreement the cooperation agreement will be finalized and signed by EEC-Nepal and the specific IBO for both administrations. (Month: November & December 2007, January 2008)

Official Launching of the Project

Day One (16 January 2008), Wednesday		
Time	Activity description	Remarks
10.00-10.30	Introduction session (30 participants from 15 beneficiary, 2 from EEC Nepal, 2 from FNCSIN) in total 34 participants + 1 Moderator + 1 rapporteur	1 Moderator 1 Rapporteur will also attend the function
10.30-11.00	Activity briefing in detail	
11.00-11.30	Distribute compiled information on 15 beneficiary, EEC-Nepal and FNCSIN (Contact person, Telephone, Fax, Email, Internet, Website and other information to each participants to established IBO network among beneficiary, EEC-Nepal and FNCSIN	
11.30-12.30	Discuss and define the procedure of forming Advisory Committee for the project	
12.30-13.30	Lunch break	
13.30-14.30	Formation of Advisory Committee	
14.30-14.45	Tea Break	
14.45-15.15	Define Advisory Committee meeting Schedule (Month, Day, Time for whole project period (One meeting in every 4 months	
15.15-16.00	Briefing about the role and responsibility of Advisory Committee	
16.00-17.00	Discuss and determine the way of co-operation and communication between 15 beneficiary, EEC-Nepal and FNCSIN <ul style="list-style-type: none"> • Means of communication • Frequency • Circulation of meeting minutes of Advisory Committee • Circulation of Project financial report • How no advisory members can provide inputs to project and advisory committee? 	
17.00- 17.30	Tea Break / Close of session	

Day Two (17 January 2008), Thursday		
Time	Activity description	Remarks
10.00-12.00	Collection of capacity building expectation and requirement from 15 beneficiary on different issues: <ul style="list-style-type: none"> • expectation and requirement from the project • expectation and requirement from each activity • expectation and requirement from Advisory Committee • Financial expectation and requirement • Administrative expectation and requirement 	
12.00-13.00	Distribute discuss and finalize the draft cooperation contract among beneficiary and finalization	
13.00-14.30	Lunch break	
14.30-17.30	ECIBON project First Advisory Committee meeting (only Members of Executive Committee from respective organization) <ul style="list-style-type: none"> • Project Manager welcomes newly elected advisory committee members. • Briefing on the role and responsibility of Advisory Committee based on project document. • Present the meeting agenda and documents to all members. • Intensive discussion on each agenda and decision made in each agenda or issues based on majority. (Minority can put their note of decent) • Closing remarks by EEC-N President 	Project Manager will prepare the meeting minutes.
18.00	Official Launching of the project followed by Reception	

Venue: The Banquet Club
Uttar Dhoka Sadak (Next to EU Commission to Nepal Office)
Lainchur

Date: 16 & 17 January 2008
2 & 3 Magh 2064

Days: Wednesday & Thursday

ECIBON PROJECT

Official Launching Program Proceedings:

Time	Thursday 17, 2008
18:00	Commencement of Program
	<ul style="list-style-type: none">• Welcome address by FNCSIN President, Mr. Jung Bahadur Shrestha
	<ul style="list-style-type: none">• Presentation on Project by EEC-Nepal Secretary General, Mr. Binayak Shah
	<ul style="list-style-type: none">• Address by Ambassador from current presiding Member State of the EU
	<ul style="list-style-type: none">• Address by Mr. Eduardo Lechuga - Jaimenez, Acting Head of Delegation, Delegation of the EC to Nepal
	<ul style="list-style-type: none">• Address by Mr. Giap Dang, Economic and Trade Advisor Delegation of the European Commission to Nepal
	<ul style="list-style-type: none">• Address by Mr. Nishikant HATÉ, Advisor, Delegation of the EC to India, Bhutan and Nepal
	<ul style="list-style-type: none">• Vote of Thanks by EEC-Nepal President, Mr. Dibya Mani Rajbhandari
	<ul style="list-style-type: none">• Cocktail Dinner

Venue: Hotel de l' Annapurna (Durbar Marg)