



Program Activities and allocated Budget

Enhancing the Capacity Building of Intermediary Business Organisations in Nepal (ECIBON)

**Project funded by the European Union
Implemented by European Economic Chamber (EEC) – Nepal**

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Activities and allocated Budget

Activity 0.1

Finalise all formalities with EC

Date of execution month August 2007

Activity 0.2

Establishment separate project-office

Date of execution months August and September 2007

Cost involvement in Activity 0.2:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
desk	€ 600.00					
chair	€ 600.00					
meeting table	€ 500.00					
meeting chairs	€ 720.00					
storage closet	€ 350.00					
others	€ 230.00					
desktop	€ 2,400.00					
laptop	€ 3,000.00					
projector	€ 1,000.00					
internet connection	€ 70.00					
telephone ISDN lines	€ 353.00					
wiring	€ 60.00					
intercom	€ 175.00					
Total	€ 10058.00					

Activity 3.2.1

Business meeting in Europe between Nepalese partners and EU partners for kick-off

The partner organisations will meet in Great Britain to start the project on 30th September, 2007:

- introduction of each partner,
- general review of the project's objectives,
- determine definite responsibilities and tasks of each partner,
- determine details of all scheduled activities,
- general review and fixing of work-plan / time schedule of the project,
- determine working procedures.

Human resources involved:

- 1 EEC-Nepal
- 1 FNCSIN
- 1 LCCI
- 1 CCISS
- 1 DFSME

Date of execution month October 2007

Cost involvement in Activity 3.2.1:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 391.00	€273.00	€ 580.00 € 486.00	€ 723.00	€ 818.00	€ 3271.00
Travel Aboard	€ 2200.00	€ 2200.00	-	€ 500.00	€ 500.00	€ 5400.00
Per diem	€ 1200.00	€ 2000.00	-	€ 600.00	€ 600.00	€ 4400.00
Lunch			€ 490.00			€ 490.00
Rent			€ 1070.00			€ 1070.00
Total	€ 3791.00	€ 4473.00	€ 2626.00	€ 1823.00	€ 1918.00	€ 14631.00

Note: Technical Expert fee for EECN and FNCSIN will be incorporated in Staff Salary.

3.2.2) Determine and sign MoU's for cooperation between European partners and EEC-Nepal/FNCSIN

Based on activities to be undertaken by all concerned parties and in the best interest of executing result oriented project, a legal binding document will be prepared by independent legal authority of Nepal acceptable to European partners. With the consent of all 5 participating partners the document will be signed by Nepalese and European partners. The signed documents will be legally binding to all partners.

Human resources involved:

- 1 EEC-Nepal
- 1 FNCSIN
- 1 LCCI
- 1 CCISS
- 1 DFSME

Date of execution month October 2007

Cost involvement in Activity 3.2.2:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 241.00	€ 182.00	€ 580.00	€ 318.00	€ 273.00	€ 1594.00
MOU prepare	€ 800.00					€ 800.00
Total	€ 1041.00	€ 182.00	€ 580.00	€ 318.00	€ 273.00	€ 2394.00

Note: Technical Expert fee for EECN and FNCSIN will be incorporated in Staff Salary.

3.1.1) Organise a meeting for Nepalese IBOs

- **to establish an IBO- network.**

15 beneficiary Nepalese IBOs will be invited from 5 development regions of Nepal. In this meeting the project activities beneficial to all these beneficiaries will be discussed in more detail. The meeting should establish a network amongst these selected beneficiaries and implementing partners in order to get the most essential IBOs involved and devoted from the beginning. The network is designed to obtain a sustainable process on the basis of mutual beneficial business relationships among the IBOs in the network. This network is the basis for a future enlarged Nepalese network of -all- IBOs and creates a stable basis for dissemination within the 5 regions of Nepal. Organisations have been selected considering their easy access to Kathmandu due to

an available nearby airstrip. Furthermore, a fair number of Kathmandu based organisations have been involved.

- **to determine an Advisory Committee for the project:**

The aim is to form an Advisory Committee of the project able to monitor and give input on the project activities and the progress.

The idea behind this Advisory Committee is to be in touch with the beneficiaries and to openly discuss the needs in the field and make beneficiaries involved so it becomes an actual project of all IBOs. The EEC-Nepal is only representative - the link between the consortium and the Nepalese beneficiaries. Furthermore, participation of beneficiaries in the advisory committee is a must to make a project result oriented.

An advisory committee of 9 members will be formed:

- President and Project Manager of EEC-Nepal (2 persons)
- President and Assistant Manager of FNCSIN (2 persons)
- Appointee from IBO-network (5 persons: 1 from each district)

- **to determine a schedule for meetings of the Advisory Committee once every 4 months:**

The Advisory Committee is formed to e.g. discuss progress of the project; to suggest how to fill in certain upcoming activities and who to invite or they can decide to give an additional presentation themselves. The Advisory Committee can also exchange information in a broader way than just the project: what's going on and what can be done to strengthen socio-economic activities between Nepal and the EU (Nepalese IBOs and EU IBOs).

The essence of this initiative is to get the communication going among each other, exchange information, identify prevailing problems and find best possible solutions to manage them. The meetings are to give a feeling of "all for one - one for all" which gives a feeling of ownership to all the stakeholders not just EEC-Nepal and FNCSIN. Therefore, it is important to meet regularly. It is proposed to meet 7 times within the project period. EEC-Nepal will be responsible for a planning that all agree on and can attend.

- **to determine the way of cooperation within the Nepalese intermediary network:**

Because not all 15 selected IBOs will be a member of the Advisory Committee it needs to be determined how the total network of all 15 IBOs plus EEC-Nepal and FNCSIN will:

- cooperate and communicate with each other;
- contacts need to be made available;
- possible means of communication need to be determined;
- frequency of communication needs to be determined (e.g. all reports of the Advisory Committee meetings need to be made available to all IBO-partners);
- requested input of all organisations need to be determined (e.g. non Advisory Committee members should be able to give their input for an upcoming meeting in advance).

- **to make a further detailed inventory among the Nepalese intermediary network of expectations / requirements:**

This part aims to furnish the project with an ongoing capacity building expectation and requirement of all benefiting IBOs from the IBO-network. EEC-Nepal and FNCSIN are mainly representative of the implementing consortium: the link between the consortium and the Nepalese beneficiaries. They will prepare the further inventory of expectations / requirements of the Nepalese IBOs, which are a must to make a project result oriented and create belongingness among the beneficiaries.

EEC-Nepal and FNCSIN will prepare an inventory that tightly relates on the information on the project provided to the participants during the workshop.

Human resources involved:

1 EEC-Nepal

1 FNCSIN

30 Representatives of 15 IBOs (One board member and one secretariat staff)

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 finalised and signed by EEC-Nepal and the specific IBO for both administrations.

Human resources involved:

1 EEC-Nepal

1 FNCSIN

30 Representatives of 15 IBOs (One board member and one secretariat staff)

Date of execution month November, December 2007 and January 2008

Under 3.1 some additional time has been budgeted for the Project Manager and the Project Assistant Manager for networking among the IBO-network as well as IBOs outside the network

Cost involvement in Activity 3.1.1 and 3.1.2:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 3391.00	€ 909.00	-	-	-	€ 4300.00
District Kathmandu Travel	€ 2400.00					€ 2400.00
Lodging and fooding for outside participants	-					
Conference room	-					
Total	€ 5791.00	€ 909.00	-	-	-	€ 6700.00

1.1.1) Seminar on 'Doing Business with the EU and particularly Great Britain'

This seminar is given by LCCI in Kathmandu. The seminar takes 2 days and will be given twice. Participants of this seminar are the representatives of Nepalese IBOs. The contents of the seminar are as follows:

- The EU as a trading entity and market which would cover e.g. the development and structure of the EU, common external tariff, harmonization of legislation, legal framework, methods of doing business, relationship of EU to member state markets.
- Focus on a single EU market, the United Kingdom, covering: the economic indicators and trading outlook, the business and legal framework including companies, agents, channels of distribution, import regime and tax system, business sectors and characteristics of business community, and trade opportunities.
- Trading with the UK can be illustrated through the inclusion of a number of actual Nepalese products or services so the theory can become practice. Indeed, the aim of any event would be highly practical (though grounded in theory) so that intermediaries are enabled to provide advice and assistance to businesses, and the businesses themselves which attend to understand the framework and gain introductions to new business. All can become overseas members of LCCI of Commerce.

Human resources involved:

- 3 LCCI (preparation and training)
- 2 EEC-Nepal (organisation and participation)
- 2 FNCSIN (organisation and participation)
- 30 Representatives of IBOs from the IBO-network (participation)

Date of execution month March, 2008

Cost involvement in Activity 1.1.1:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 873.00	€ 182.00	€ 6809.00	-	-	€ 7864.00
Per diem			€ 630.00	-	-	€ 630.00
International Travel	-	-	€ 2200.00	-	-	€ 2200.00
District - Kathmandu	€ 1920.00	-	-	-	-	€ 1920.00
Conference Room	€ 1200.00					€ 1200.00
Lunch	-					
Total	€ 3993.00	€ 182.00	€ 9639.00	-	-	€ 13814.00

2.1.1) Assessment of opportunities in -three- sub-sectors for potential trade

The aim of this assessment is to produce, a study on three target sub-sectors of trade between Nepal and the EU. This assessment will be carried out in Nepal, Scandinavia and the United Kingdom.

The assessment will be a useful reference during the implementation of the project as well as a part of the annual trade report (activity 2.2.3).

The content of the study of business opportunities will be as following:

- Overview of Nepalese trade economy,
- Overview of Nepalese manufacturing sector,
- Overview of Nepalese SMEs export attitude and practices,
- Overview of Nepalese SMEs import attitude and practices,
- Overview on Nepalese enterprise sector and their opportunities for potential trade with EU market,
- Identify three sub-sectors that have good opportunities for potential trade with EU market.
- Identify three sub-sectors which has comparative advantages over other sector for potential trade.

Similar studies will be carried out in EU countries by European partners. All studies will be gathered as one total assessment. The assessment will be published on a CD-ROM in English language and shared during the seminars of this project in Nepal and via the European partners to European SMEs.

Human resources involved:

- 2 EEC-Nepal
- 1 FNCSIN
- 1 LCCI
- 1 CCISS
- 1 DFSME

Date of execution month April, May June, 2008

Cost involvement in Activity 1.1.1:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 514.00	€ 273.00	€ 1215.00	€ 2500.00	€ 1363.00	€ 5865.00

1.1.2) Seminar on ‘Chamber management and Administration’ and ‘Membership Recruitment’

This seminar is given by the CCISS in Kathmandu. The seminar takes 3 days and will be given twice. Participants of this seminar are the representatives of Nepalese IBOs. The contents of the seminar are as follows:

Chamber management and Administration: When designing, and implementing specific projects, significant benefits can be achieved by addressing management activities and capacity-building in an integrated manner. Multiplier effects will be achieved by careful attention, and support for development of local institutions and their human resources. It is important to fully understand the interests and institutional capabilities of local stakeholders specifically for regionally based activities and to factor in sufficient time and resources to build a consensus for reform, agreement on issues and long-term objectives. This part of the training programme is, therefore, fundamental to the involved parties, their Board of Directors as well as staff members in order to create a platform for a modern and unitary management and administration. Methodology will largely be based on exchange of experiences and best practise components.

The following themes will be included:

- The role and responsibility of a modern business intermediary organisation,
- Management and role of the Board of Directors and the CEO,
- Financial management and monitoring,
- Economy/budget/accounting including computerised transparent accounting,
- Human resources management,
- Setting visions and goals for the organisation,
- Strategic analysis,
- Business planning – creation and follow-up,
- Co-operation with other networks and with authorities including lobbying activities.

Membership Development: In order for the Nepalese Chamber to maintain self-sustainability upon project completion and show its visibility and recognition they must have a strong membership base. The activities for this part of the training programme will be divided into 1) training and 2) practical assistance in performing membership recruitment campaigns.

The training component will include in part practical examples of how CCISS has succeeded in recruiting and keeping companies as members by:

- Analysing the market situation in the region, the companies and their need of business support services,
- Analysing what makes companies (individual and in general) become members,
- Arranging a variety of networking opportunities between member companies,
- Focusing on four key concepts of membership development: Retention; Recruitment; Recognition; Reward.

The training components will be highlighted by various examples of previous membership recruitment campaigns and strategies undertaken by CCISS and experiences and lessons learned vis-à-vis successes and failures.

One important point to be stressed during the training sessions is the importance of making a realistic plan for building up a membership base, the importance of sticking to the plan and continuously following it up.

Human recourse involved:

- 2 CCISS (preparation and training)
- 2 EEC-Nepal (organisation and participation)
- 2 FNCSIN (organisation and participation)
- 30 Representatives of IBOs from within the IBO-network (participation)

Date of execution month July, 2008

Cost involvement in Activity 1.1.2:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 873.00	€ 182.00	-	€ 5837.00	-	€ 6892.00
Per diem	-	-	-	€ 1620.00	-	€ 1620.00
International Travel		-	-	€ 3600.00	-	€ 3600.00
District - Kathmandu	€ 1920.00	-	-	-	-	€ 1920.00
Conference Room	€ 1800.00	-	-	-	-	€ 1800.00
Lunch	-	-	-	-	-	-
Total	€ 4593.00	€ 182.00	-	€ 11057.00	-	€ 15832.00

4.3) Independent mid-term monitoring of process and results

In month 12 of the project an independent expert on monitoring and evaluation will be sub-contracted in Nepal in order to monitor the progress of the project. In month 13 of the project the processes as well as the results of the project are being monitored. European partners, Nepalese partners and the Advisory Committee will be involved in the monitoring.

The expert will monitor the progress on the basis of the description of the activities as well as the planning and the budget as in this application.

The monitoring will result in a report with clearly formulated conclusions.

Date of execution month August, 2008

Monitoring Expert Fee (EECN): € 2340

1.1.6) Marketing / international business training for Nepalese IBOs.

The aim of this training is to impart knowledge on marketing and international business for Nepalese IBOs. Nepalese entrepreneurs are quite competent in production but lack behind in marketing and international business transaction. This training will be provided by Nepalese local experts.

This training of 4 days will be implemented in 4 different locations (Kathmandu, Biratnagar, Nepalgunj, Narayangargh) in Nepal.

The participants of this training are representatives from IBOs, who can play a catalytic role to impart knowledge and skills on EU/WTO quality and social standards issues to Nepalese entrepreneurs.

The content of the training will be:

- Role of marketing in present competitive business world,
- Marketing skill and strategy,
- Role of market information on marketing,
- Customers choice, demand and price structure of EU market,
- Role of IT and networking in marketing,

- Ways and means of market promotion,
- Experience sharing about EU market trend and practices.

Human resources involved:

- 2 Nepalese sub-contracted experts (training)
- 1 EEC-Nepal or FNCSIN (organisation and participation)
- 30 Representatives of IBOs in Nepal (participation)

Date of execution month September, November 2008 and January March 2009

Cost involvement in Activity 1.1.6:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	873.00	182.00				
Kathmandu-District	215.00					
Conference Room	2640.00					
Trainer	4560.00					
Total	8288.00	182.00				

2.1.2) General assessment of trade related procedures and requirements

This assessment aims to determine all trade related policies, systems and step by step procedures for smooth trade between EU and Nepal. This assessment will be carried out in Nepal, Scandinavia and the United Kingdom. Following components will be targeted during the assessment.

- Placement of order
- Mode of payment and related banking systems
- Delivery period
- Product quality and standard of the product to be sold in EU region
- Availability of freight service
- Taxation component
- Facilities and reimbursement of tax for exporter/ Importer
- Other supporting institutions for trade between EU and Nepal

For trade support institutions and the public sector:

- What are the strengths and weaknesses in national or sector trade performance?
- What are priority markets and priority products for trade promotion?
- What is the bilateral or intra-regional trade potential between countries?
- What is the national export potential?
- How will changes in tariff and non-tariff barriers (NTBs) within the country and in major target markets affect trade performance?
- To what extent do environment-related trade barriers affect the country?
- What is the relation between trade expansion and employment creation?
- How to identify priorities for bilateral and multilateral trade negotiations?
- Which industries offer opportunities for investment promotion?

For the business sector:

- How competitive is a given sector?
- Who are the major foreign competitors?
- What are the most attractive new export markets?
- What are the market trends and characteristics in specific product markets?
- Preparing insightful and high-impact market studies for both local and foreign stakeholders by incorporating qualitative elements to quantitative analyses?

- Understanding the various elements in formulating and implementing successful export strategies?

Human resources involved:

- 2 EEC-Nepal
- 1 FNCSIN
- 1 LCCI
- 1 CCISS
- 1 DFSME

Date of execution month August, September and October 2008

Cost involvement in Activity 2.1.2:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	605.00	273.00	2900.00	1250.00	1363.00	
Total	605.00	273.00	2900.00	1250.00	1363.00	6391.00

2.2.1) Determination of the system to exchange business information

In order to ensure that the Nepalese intermediary business organisations can facilitate trade- and export relevant information between EU and Nepal, and provide relevant and updated information to member companies on a continuous basis also after the completion of the project, a strategy for the future business information exchange and – dissemination should be made and appropriate tools developed for the implementation. DFSME will be responsible for the activity.

- **Determination of a suitable strategy for exchange of business information**

A strategy for information exchange and decision on appropriate tools for information dissemination will be formulated based on meetings with the Nepalese partners, and on an analysis of their existing information activities, distribution possibilities and IT skills. The strategy will focus on identifying simple procedures and tools that will be sustainable on a long-term basis, rather than creating complex systems that will not be used and updated on a regular basis subsequently. Overall, the strategy should determine:

- How to best keep Nepalese IBOs updated on relevant information on export opportunities to the EU,
- How the Nepalese IBOs can best keep members/companies updated,
- How to provide information to EU business organisations on export opportunities,
- Which types of information that it is most relevant to distribute?
- Which tools (IT, electronic etc.) that can realistically be developed and used,
- The responsibilities and procedures for continuous maintenance of the business information systems.

- **Development of relevant business information tools**

Based on the analysis and strategy above, a relevant combination of user-friendly tools can be developed for information exchange, e.g.:

- Database and/or mailing lists for Nepalese business organisations and export interested companies,
- Research and collection of information of relevant existing sites for business information exchange. On the internet, there is already an abundance of websites, marketplaces, reports, sources of information on international trade and fairs etc. etc. available. Rather than developing a complete platform for uploading detailed information that will quickly become obsolete, a more viable strategy is to identify and categorise important existing European sites, where relevant and updated information can be found,
- Further development of EEC Nepal's website to optimise for use as a platform for

- dissemination of information,
- Manuals for use and maintenance of Data-base and/or website,
- Manual for how to conduct target-oriented internet research on a continuous basis.
- (Electronic) newsletter formats,
- Development of a standard profiling format for export interested companies.

Human resources involved:

- 2 EEC-Nepal
- 2 FNCSIN
- 1 DFSME

Date of execution month November, December 2008

Cost involvement in Activity 2.2.1:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 605.00	€ 836.00	€ 486.00	€ 500.00	€ 9000.00	€ 11427.00
Per diem					€ 1440.00	€ 1440.00
Denmark - Nepal					€ 6600.00	€ 6600.00
D-base	€ 5000.00					€ 5000.00
Total	€ 5605.00	€ 836.00	€ 486.00	€ 500.00	€ 17040.00	€ 24467.00

2.2.2) Direct mailing campaign to raise awareness among Nepalese SMEs

This activity envisages addressing a direct mailing campaign directed at 80 Nepalese IBOs to raise awareness and build the capacity among them as well as Nepalese SMEs of business opportunities in Europe, related technicalities and the available knowledge among existing Nepalese IBOs.

Considering that not all Nepalese IBOs are electronically equipped, we have to apply airmail service as well to disseminate information building the capacity of Nepalese IBOs. The mailing is composed of:

- Trade related terms,
- Relevant trade procedures,
- Product marketing strategies and interesting product promotion activities,
- Obligations related to export from Nepal and import to the EU,
- Facilities available on trade in Nepal,
- Labour laws in Nepal,
- Taxation system in Nepal,
- Problems faced by Nepalese entrepreneurs in respect to export to the EU and proposed solutions.

The 80 IBOs will be informed by sending 4 copies (including a hard copy and a CD-Rom).

To execute the mailing campaign -and in order to repeat or disseminate additional info through other means after the project-, the following information will be recorded in a data-base

- Company name,
- First name, last name,
- Job title,
- Address,
- City,
- District,
- Postal code,
- SIC Code (Standard Industry Classification),

- Industry by name,
- Size of company (in number of employees),
- Telephone number,
- E-mail address,
- Business type (manufacturing, services, consulting),
- Budget (total as well as in sales).

Human resources involved:

- 2 EEC-Nepal
- 1 FNCSIN

Date of Execution month November December 2008 and January 2009.

Cost involvement in Activity 2.2.2:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 723.00	€ 273.00				€ 996.00
Publication	€ 800.00					€ 800.00
Total	€ 1523.00	€ 273.00				€ 1796.00

1.1.3) Seminar on 'How to arrange and carry out Match-Making activities and events' and 'How to prepare and participate in Trade Fairs and Exhibitions'

This seminar is given by parallel by CCISS and DFSME in Kathmandu. The seminar takes 2 days and will be given twice. Participants of this seminar are the representatives of Nepalese IBOs. The contents of the seminar are as follows:

Two important and hands-on activities that facilitate international contacts and trade are international trade fairs and large match-making events, such as EU-partenariats. Events like these take place in various locations all over the world several times each year. Chambers have a lot to gain by taking an active role in increasing the participation of their member companies in these events for the overall development of both their own services as well as to benefit their international companies. In order to secure high-quality participation and satisfactory results, a thorough preparation and procedure is necessary before, during and after the event.

This training module will, therefore, deal with a number of issues such as: preparatory routines, presentation material, hand-outs, visitor interviews and evaluation-focused follow-ups. CCISS has a prestigious record of running similar events as well as acting as National Counsellors in EU-partenariats. This has resulted in considerable hands-on experience that will be passed on to the Nepalese Chamber staff.

The training-module consists of four parts:

- Taking part in, and organising attendance at EU-Partenariats; the different roles of a Chamber at a match-making event.
- Preparations for a match-making event or a trade fair within the EU.
- How to present a company or organisation to companies in the EU.
- How to follow up a match-making event and trade fair.

In addition, a guide on preparing companies for trade fair will be presented.

Human resource involved:

- 2 CCISS (preparation and training)
- 2 EEC-Nepal (organisation and participation)
- 2 FNCSIN (organisation and participation)
- 30 Representatives of IBOs from within the IBO-network (participation)

Date of Execution month November, 2008.

Cost involvement in Activity 1.1.3:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 873.00	€ 182.00		€ 6071.00		€ 7126.00
Per diem				€ 2340.00		€ 2340.00
Sweden - Nepal				€ 3600.00		€ 3600.00
District - Kathmandu	€ 1920.00					€ 1920.00
Conference room	€ 1200.00					€ 1200.00
Total	€ 3993.00	€ 182.00	-	€ 12011.00	-	€ 16186.00

1.1.5) Training on relevant EU/WTO quality and social standards issues applicable

The aim of this training is to impart knowledge on EU/WTO quality and social standard issues applicable to Nepalese entrepreneurs in relation to EU standards. This training will be provided by 2 sub-contracted Nepalese experts.

This training of 2 days will be implemented in 4 different locations (Kathmandu, Biratnagar, Nepalgunj, Narayangarh) in Nepal.

The participants of this training are representatives from IBOs, who can play a catalytic role to impart knowledge and skills on EU/WTO quality and social standards issues to Nepalese entrepreneurs.

A detailed training report will be produced after the completion of the training.

Human resources involved:

- 2 Nepalese sub-contracted experts (training)
- 1 EEC-Nepal or FNCSIN (organisation and participation)
- 30 Representatives of IBOs in Nepal (participation)

Date of Execution month March, April, May and June 2009.

Cost involvement in Activity 1.1.5:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 873.00	€ 182.00				€ 1055.00
KTM – 3 Region Air fair	€ 215.00					€ 215.00
Conference room	€ 1320.00					€ 1320.00
Trainer/Expert	€ 2850.00					€ 2850.00
Total	€ 5258.00	€ 182.00				

1.1.4) Seminar on International Documents and Payments' and 'Regional policy in Economy and Infrastructure'

This seminar is given by the CCISS in Kathmandu. The seminar takes 2 days and will be given twice. Participants of this seminar are the representatives of Nepalese IBOs. The contents of the seminar are as follows:

International Documents and Payments: This training-module will enable the Nepalese Chamber to further enforce their role as a qualified institution active in solving customs problems when entering the EU, answering questions regarding international trade documents and payments. It will also make selected staff members more competent and efficient in issuing international documents, which will be of benefit for the international trade and the development of the companies in the region.

The following components will be presented:

-Contracts and international payments with specific direction to EU

Information will be given about important definitions regarding international trade such as; inquiry; offer; order; invoice and some of the international standard contracts that are used internationally, for example ECE 181 and Orgalime S 92. Information about different ways of making international payments will also be included, for example letters of credit, irrevocable letter of credit, cash against documents etc.

-International delivery terms / Inco-terms 2000 and US delivery terms

The purpose of the INCO-terms 2000 is to provide a set of international rules for the interpretation of the most commonly used delivery terms in foreign trade. Besides the INCO-terms, information will be given about the US delivery terms and suitable transport modes. The seminar will include both theoretical and practical exercises and will be given to the relevant staff.

-Other international documents needed in import and export activities

It is essential to have a thorough understanding of the overall rules and regulations concerning trade, import and export. Seminars for the staff will be arranged that will include discussions and information on these subjects.

-International trade agreements

Aside from the set of rules and regulations present in the EU, there is a need for an understanding of other international trade regulations which are vital to success in international business. The Nepalese Chamber must therefore have relevant knowledge in this field. An understanding of the GATT-regulations as well as other bilateral and multilateral trade agreements is a prerequisite when giving advice and consultation to the business community.

Regional policy in Economy and Infrastructure: To further reinforce the Nepalese Chamber's reputation as the leading organisation for the regional business community among public authorities as well as the business community, there is a need to develop and maintain a strong and focused business development policy. This will help promote the Chamber and create a backbone for Chamber priorities as well as strengthen the trade development in the region.

This part of training will therefore include the following:

- How to create a structure of efficient lobbying functions at the Chamber,
- How to set up an agenda for Nepalese business to improve the conditions for business and industry,
- How to develop an effective long-term lobbying structure in combination with a strategy for solving ad hoc problems,
- How to participate in an efficient dialogue with regional and national governments so as to have a real effect on the decision-making process.

The training will also include practical examples of how a Nepalese Chamber can act as:

- an initiator in various fields of importance to companies in Nepal and,
- a venue for open dialogue between companies and public authorities.

Human resource involved:

- 2 CCISS (preparation and training)
- 2 EEC-Nepal (organisation and participation)
- 2 FNCSIN (organisation and participation)
- 15 Representatives of IBOs from within the network (participation)
- 15 Representatives of relevant government departments, of business communities and (I)NGOs (participation)

Date of Execution month July, 2009.

Cost involvement in Activity 1.1.4:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 873.00	€ 182.00		€ 6994.00		€ 8049.00
Per diem				€ 2340.00		€ 2340.00
Sweden - Nepal				€ 3600.00		€ 3600.00
District - Kathmandu	€ 640.00					€ 640.00
Conference room	€ 1200.00					€ 1200.00
Total	€ 2713.00	€ 182.00	-	€ 12934.00	-	€ 15829.00

1.1.7) Transfer of Technology course on trade promotion services aimed at the EU market.

This training is given by LCCI in Great Britain. The training takes 5 days. Participants of this seminar are 4 representatives of the Nepalese partner organisations of the consortium (EEC-Nepal and FNCSIN). After the Nepalese participants have returned to Nepal, they will convert their knowledge to other Nepalese IBOs through a one day seminar. This seminar will be a one day extension of activity 1.1.4. The contents of the course -and seminar- are as follows:

Transfer of Technology (TOT) by British experts to EEC-Nepal and FNCSIN on trade promotion services aimed at EU market

Trade promotion is one of LCCI of Commerce specializes. An effective way of achieving TOT is through the selection of key in-country staff and the funding of a program for them in a partner market.

The program will be intensive and comparatively short and will include an induction in trade promotion activities and techniques, the shadowing of appropriate executives, attendance at trade promotion events, and the augmentation of individual's knowledge of trade opportunities in the host country.

On return to Nepal participants will be provided with a communication line (phone, e-mail) with a mentor on trade promotion at LCCI of Commerce for an agreed period of time (e.g. 1 year).

Human resources involved:

- 2 EEC-Nepal (participation of course and giving seminar)
- 2 FNCSIN (participation of course and giving seminar)
- 2 LCCI -plus several British experts- (training)

30 Representatives of IBOs from within the IBO-network
(participation of seminar)

Date of Execution month January, 2009.

Cost involvement in Activity 1.1.7:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 273.00	€ 364.00	€ 2889.00			€ 3526.00
Per diem	€ 3600.00	€ 3600.00				€ 7200.00
Nepal - Great Britain	€ 4400.00	€ 4400.00				€ 8800.00
Conference room			€1070.00			€ 1070.00
Lunch			€300.00			€ 300.00
Total	€ 8273.00	€ 8364.00	€ 4259.00	-	-	€ 20896.00

2.2.3) Preparation of first annual EU Trade Report by EEC-Nepal

The importance of trade as a factor for development and growth is becoming more and more evident. If accompanied by the proper flanking policies and if used correctly, trade policies can provide opportunities for promoting economic development and tackling poverty alleviation. However, issues such as tariff, non tariff barriers, quality, and standard issues always come in the way of facilitating trade.

The aim of this activity is to produce the first Trade Report on trade between Nepal and the EU. The Nepalese partners collect trade data from the authentic government sources as well as IBOs of Nepal and sources from European countries. Collected data will be analyzed and included in the report that will contain the following:

- Importance of trade to the Nepalese economy (see activity 2.1.1),
- Sub-sectors of Nepal trading with the EU,
- Opportunities / Potential growth sub-sectors for trade with the European Union (see also 2.1.1),
- Data related to trade between Nepal and the EU (e.g. quantities exported / imported, amounts in euro per sub-sector and per European country, number of SMEs per sub-sector, etc.
- Current policies that raise issues in trading between Nepal and the European Union,
- Advantages for European organisations when trading with Nepal,
- Useful contacts in Nepal and the European Union.

The Trade Report gives a broader view of the importance of trade to the Nepalese economy and will show many factual data on the current trade situation of the country. The report will be distributed to 200 different parties for whom this report might be interesting, which includes, Nepalese IBOs, Nepalese governmental departments, bilateral and multilateral organisations and INGO's in Nepal, European chambers and embassies and/or consulates.

Human resources involved:

- 2 EEC-Nepal
- 1 FNCSIN
- 1 LCCI
- 1 CCISS
- 1 DFSME

Date of Execution month May, June, July 2009.

Cost involvement in Activity 2.2.3:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€1504.00	€ 273.00	€ 486.00	€ 500.00	€ 545.00	€ 3308.00
Publication	€ 800.00					€ 800.00
Total	€ 2304.00	€ 273.00	€ 486.00	€ 500.00	€ 545.00	€ 4108.00

3.2.3) Business meeting in Europe for closure of the project

The aim of this activity is to evaluate the accomplishments of the project. Results as well as the process will be evaluated. The project will be evaluated by the Advisory Committee as well which will be important input for this last meeting of the consortium.

Furthermore, financial implications of the audit will be discussed and related actions determined.

This is all important information for the implementation of future projects and input for the independent evaluator.

Apart from an evaluation, the partners will determine their future cooperation.

Human resources involved:

- 1 EEC-Nepal
- 1 FNCSIN
- 1 LCCI
- 1 CCISS
- 1 DFSME

Date of Execution month October, 2009

Cost involvement in Activity 3.2.3:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 391.00	€273.00	€ 580.00 € 486.00	€ 723.00	€ 818.00	€ 3271.00
Travel Aboard	€ 2200.00	€ 2200.00	-	€ 500.00	€ 500.00	€ 5400.00
Per diem	€ 1200.00	€ 2000.00	-	€ 600.00	€ 600.00	€ 4400.00
Lunch			€ 490.00			€ 490.00
Rent			€ 1070.00			€ 1070.00
Total	€ 3791.00	€ 4473.00	€ 2626.00	€ 1823.00	€ 1918.00	€ 14631.00

4.1) Administrative monitoring

In order to reduce the risk of an administration that does not entirely meet the requirements of the European Commission an independent consultant specialised in the management of European grants will be hired to monitor the project's administration. By involving this expert from the beginning of the project we can assure our administration to be set up in a manner agreeing to the European Commission's requirements utterly reducing the height of possible ineligible expenditures. This service still needs to be procured. However, EEC-Nepal has good ties with PricewaterhouseCoopers Advisory N.V. in the Netherlands. This firm is the monitoring agent of the Afghanistan Reconstruction Trust Fund implemented by the World Bank in Afghanistan. Furthermore, the firm has a service line specialised in grants. Consultants of this firm are thus particularly specialised in monitoring as well as EC grants and are well capable of taking on this task. A CV of one of PricewaterhouseCoopers consultants that is particularly interested in supporting the EEC-Nepal in administering this project has been included in this application for your information.

Date of Execution month September, November 2007, January, March, May, July, November 2008, March July, August and November 2009

4.2) Meetings Advisory Committee

As explained in 3.1, 7 meetings of the Advisory Committee will be held.

Date of execution month January, April, July, November 2008 and March, July and September 2009

Cost involvement in Activity 4.2:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME	Total
Technical Expert Fee	€ 175.00	€ 363.00	-	-	-	€ 538.00
District - Kathmandu	€ 960.00					€ 960.00
Lodging and fooding						-
Total	€ 1135.00	€ 363.00	-	-	-	€ 1498.00

4.3) Independent mid-term monitoring of process and results

In month 12 of the project an independent expert on monitoring and evaluation will be sub-contracted in Nepal in order to monitor the progress of the project. In month 13 of the project the processes as well as the results of the project are being monitored. European partners, Nepalese partners and the Advisory Committee will be involved in the monitoring.

The expert will monitor the progress on the basis of the description of the activities as well as the planning and the budget as in this application.

The monitoring will result in a report with clearly formulated conclusions.

Date of Execution month July 2008 and December 2009.

4.4) Independent evaluation of process and results

In month 28 of the project an independent expert on monitoring and evaluation will be sub-contracted in Nepal in order to evaluate the progress of the project. In month 29 of the project the processes as well as the results of the project are being evaluated. European partners, Nepalese partners and the Advisory Committee will be involved in the evaluation. Furthermore, minutes of meetings are considered as well as the outcome of the final audit.

The expert will evaluate the progress on the basis of the description of the activities as well as the planning and the budget as in this application as well as the monitor report of month 13.

The evaluation will result in a report with clearly formulated conclusions.

Date of Execution month December 2009

4.5) Administration

One administrative / financial employee will be made available at the EEC-Nepal in order to administer the project according to the European Commission's requirements. The complete administration of the project will be centralised in Nepal. Certain responsibilities, however, will be delegated to the specific partners. Supporting documents will be gathered from them in a timely manner though in order to be able to monitor the financial progress / administrative quality.

Aspects that will be paid the utmost attention to by the administrative staff are:

- Hour rates reimbursed to consortium partners are based on actual salaries (salary slips),
- Hours spent on the project by consortium partners are registered and signed twice,
- External costs are supported by bills and above € 5.000 by at least 3 biddings,
- Administrative requirements are seen to in a timely manner,
- Financial progress is (expenditures and co-financing) closely monitored,
- In case of doubt the EC will be requested information / confirmation,
- Partners will be held informed on the progress.

Human resources involved:

- 2 EEC-Nepal (procedures for consortium, central administration, monitoring all involved)
- 1 FNCSIN (appropriate delivery of supporting documents of own expenditures to EEC-Nepal)
- 1 LCCI (appropriate delivery of supporting documents of own expenditures to EEC-Nepal)
- 1 CCISS (appropriate delivery of supporting documents of own expenditures to EEC-Nepal)
- 1 DFSME (appropriate delivery of supporting documents of own expenditures to EEC-Nepal)

Duration of execution: The whole project period.

4.6) Reporting

Within the consortium: detailed reports will be written and made available to all partners on the kick-off and final meetings in Europe (activity 3.2.1 and 3.2.3). Furthermore, on the basis of the kick-off meeting a MoU will be drafted and signed by all partners.

After the first year as well as after the second, an independent consultant will write a report on the progress of the project considering the results as well as the process. This report will be made available to all partners.

All through the project EEC-Nepal will send small progress-reports to all partners over the e-mail whenever a particular activity has been finished. It is the administrator's responsibility to include a report on the financial progress and implications for all partners.

Between the advisory committee and the consortium: Once every 4 months the Advisory Committee comes together to discuss the progress of the project as well as present issues and to exchange knowledge. Minutes of these meetings will be made and made available to all consortium members for everybody to keep informed on the field's opinions, level of appreciation and current constraints and opportunities.

To the European Commission: The European Commission will be reported to as requested. Possible considerable changes to the project will be requested permission for in advance. Letters of the European Commission questioning certain aspects will be answered in a timely manner. The final report of the project supported by a final budget as well as a declaration of an independent chartered accountant will be handed over to the Commission in month 29 of the project.

Duration of execution: The whole project period (Mainly month 13 and 29).

4.7) Audit

The project is planned to be finished within 30 months. An independent audit over the whole project is scheduled for month 29. In this way the consortium has enough time to finalise the administration after all activities have been finished. At the same time the accountant's declaration can be included in the in the final report on the project to the European Commission.

Duration of execution: 20 days (Month 26 and 29)

Cost involvement in Activity 4.1 to 4.7:

Description	EECN	FNCSIN	LCCI	CCISS	DFSME
Technical Expert Fee	6600.00*				
local travel / taxi	€ 9,000.00				
project office rent	€ 6,000.00				
project office consumables	€ 1,500.00				
project office stationary	€ 6,000.00				
project office electricity / water bills	€ 1,500.00				
project office internet bills	€ 2,100.00				
project office telephone bills	€ 2,100.00				
Auditing costs	€ 6,000.00				
Evaluation costs	€ 28680.00				
Financial services (bank guarantee costs etc.)	€ 400.00				
Visibility actions	€ 2750.00				
7% overhead	€ 14009.80				
Total	€ 86639.80				

* Technical expert fee is the salary of Mr. Sagar Nepal (Administrator/Finance)