

Progress Report - Activities completed till last of September 2007

Before September 2007

- Finalized all the necessary formalities with the European Union i.e. contract agreement
- Finalize the office space and made contractual agreement with house owner.
- Wiring and internet connection
- Telephone/ Fax line connection
- Office shifted from New Road
- Draft TOR and contractual agreement for project staff hiring

September 2007

- Arrangement of furniture
- Flooring
- Arrangement of Post Box
- Purchase of office supplies
- Installation of computers and other office equipment
- Preparation of draft – MoU for project partners
 - Federation of National Cottage and Small Industries Nepal (FNCSIN), Nepal
 - Chamber of Commerce and Industry of Southern Sweden (CCISS), Sweden
 - London Chamber of Commerce and Industry (LCCI), Great Britain
 - Danish Federation of Small and Medium-Sized Enterprises (DFSME), Denmark
- Preparation of draft – criteria for project beneficiary selection
 - 15 direct beneficiaries Nepalese IBOs and 80 indirect beneficiaries Nepalese IBos
- Revision of action plan and prepare proposed workable plan of action
- Letter head, sign board design and preparation
- Worked out detailed activities and budgetary plan
- Preparation for kick off meeting
 - Agenda
 - Program proceeding