## Plan of action

The duration of the action will be 30 months (this includes 5 months for winding up the action and 1 month extra in case of delay).

Year 1 Semest									Seme	ster 2			
Activity	Aug 2007	Sep	Oct	Nov	Dec	Jan 2008	Feb	Mar	Apr	May	Jun	Jul	Implementing body
0.1) Finalise all formalities with EC													Independent Expert & EEC
0.2) Establishment separate project-office													Nepalese Partners
3.2.1) Business meeting in Europe between Nepalese partners and EU partners for international kick-off, further introduction and more detailed planning of project:.													Jointly EU & Nepal Partners
3.2.2) Determine and sign Memoranda of Understanding (MoU's) for cooperation between European partners and EEC-Nepal.													Jointly EU & Nepal Partners
3.1.1) Organise a meeting for Nepalese IBOs.													Nepalese Partners
3.1.2) Sign cooperation agreements between EEC-Nepal and relevant Nepalese SME business IBOs in the network													Nepalese Partners and beneficiaries
2.1.1) Assessment of opportunities in - three- sub-sectors for potential trade between SMEs in the EU counterpart countries and Nepal.													Jointly undertaken by European and Nepalese partners
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'.													The Chamber of Commerce and Industry of Southern Sweden
1.1.1) Seminar on "Doing Business with the EU and particularly Great Britain" for IBOs in Nepal.													LCCI
1.1.2) Seminar on 'Chamber management and Administration' and 'Membership Recruitment' for IBOs in Nepal.													The Chamber of Commerce and Industry of Southern Sweden
4.1) Administrative monitoring													Independent Expert
4.2) Meetings Advisory Committee													Nepalese Advisory Committee

4.3) Independent mid-term monitoring of process and results.						Nepalese Consultant
4.5) Administration						EEC-Nepal

Year 2	Semester 3								Seme	ster 4			
Activity	Aug	Sep	Oct	Nov	Dec	Jan 2009	Feb	Mar	Apr	May	Jun	Jul	Implementing body
1.1.6) 4 marketing / international business courses for Nepalese business IBOs.													Nepalese Expert
2.1.2) General assessment of trade related procedures and requirements with specific reference to trade between Nepal and the EU partner													Jointly undertaken by European and Nepalese partners
2.2.1) Determination of the system to exchange business information between Nepali IBOs and European partners.													Jointly undertaken by European and Nepalese partners / DFSME
2.2.2) Direct mailing campaign to raise awareness among Nepalese SMEs of business opportunities in Europe and available knowledge among Nepalese IBOs.													EEC-Nepal
1.1.5) Training on relevant EU/WTO quality and social standards issues applicable.													Nepalese Expert
1.1.4) Seminar on International Documents and Payments' and 'Regional policy in Economy and Infrastructure -Lobbying and Advocacy													The Chamber of Commerce and Industry of Southern Sweden
1.1.7) Training of Trainers course to Nepalese business IBOs on trade promotion services aimed at the EU market.													LCCI
2.2.3) Preparation of first annual EU Trade Report by EEC-Nepal -with support of European and Nepalese IBOs- for Nepalese IBOs and their members.													EEC-Nepal
4.1) Administrative monitoring													Independent Expert
4.2) Meetings Advisory Committee													Nepalese Advisory Committee
4.5) Administration													EEC-Nepal
4.6) Reporting													EEC-Nepal

Year 3 (wind-up of project)			Seme	ster 5			
Activity	Aug	Sep	Oct	Nov	Dec	Jan	Implementing body
						2010	
3.2.3) Business meeting in Europe for closure of the project, agree on future cooperation and evaluate the process and the results of the project.							Jointly EU & Nepalese Partners
4.1) Administrative monitoring							Independent Expert on EC grants
4.2) Meetings Advisory Committee							Nepalese Advisory Committee
4.4 Independent evaluation of process and results.							Nepalese Consultant
4.5) Administration							EEC-Nepal
4.6) Reporting							EEC-Nepal
4.7) Audit							Chartered accountant