

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	Semester 1						Semester 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

Year 3 (wind-up of project)	Semester 5						
Activity	Aug	Sep	Oct	Nov	Dec	Jan 2010	Implementing body
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