

## ECIBON PROJECT PARTNERS' CLOSING MEETING

Minute of the third and final meeting of **ECIBON Project partners** has agreed to place in record following decisions, unanimously arrived at the meeting on the agenda put forward by the project management for deliberation and decision.

**Date:** 31 August & 1 September 2009  
**Place:** DFSME Office, Copenhagen, Denmark  
**Time:** 10:00 Hrs - 16:00 Hrs  
**Day:** Monday & Tuesday

**Presence:**

**Mr. Dibya Mani Rajbhandari**

President

European Economic Chamber (EEC) - Nepal

535 / 30 Kalikamarg, Dilly Bazar

PO Box: 8975, EPC 5412

Kathmandu, Nepal

**Mr. Binayak Shah**

Secretary General

European Economic Chamber (EEC) - Nepal

535 / 30 Kalikamarg, Dilly Bazar

PO Box: 8975, EPC 5412

Kathmandu, Nepal

**Mr. Jung Bahadur Shrestha**

President

Federation of National Cottage and Small Industries Nepal (FNCSIN)

House No. 50 Dhobikhola Margh 1

Ward No. 10 Bijulibajar, Kathmandu Nepal

**Mr. Babu Kaji Maharjan**

Secretary General

Federation of National Cottage and Small Industries Nepal (FNCSIN)

House No. 50 Dhobikhola Marga 1

Ward No. 10, Bijulibajar, Kathmandu Nepal

**Mr. Peter Ernest Bishop**

Deputy Chief Executive

London Chamber of Commerce and Industry (LCCI)

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England

**Ms. Annabel Fogden**

Executive, World Trade

London Chamber of Commerce and Industry (LCCI)

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England

**Ms. Tine Bork**

Chief Consultant

International Business Administration

The Danish Federation of Small and Medium-Sized Enterprises (Håndværksrådet)  
(DFSME)

Islands Brygge 26



**Mr. Pravakar Bickram Rana**

Project Manager

Enhancing the Capacity of Intermediary Business Organizations in Nepal (ECIBON)

Funded by the European Union under Asia-Invest Program

Implemented by European Economic Chamber (EEC) - Nepal

535 / 30 Kalikamarg, Dilly Bazar

PO Box: 8975, EPC 5412

Kathmandu, Nepal

**Mr. Sagar Nepal**

**Finance & Administration Officer**

ECIBON Project

Funded by European Union

Implemented by European Economic Chamber (EEC) - Nepal

535 / 30 Kalikamarg, Dilly Bazar

PO Box: 8975, EPC 5412

Kathmandu, Nepal

**Invitee:**

**Mr. Bekha Man Dongol**

**Treasurer**

Federation of National Cottage and Small Industries Nepal (FNCSIN)

House No. 50 Dhobikhola Marga 1

Ward No. 10, Bijulibajar, Kathmandu Nepal

**Agenda:**


1. General review of the project's activities
2. Definite responsibilities and tasks of each partner
3. Determine details of activities yet to be completed
4. Evaluate the accomplishment (results as well as the process) of the project
5. Determine financial implications and related actions will be determined
6. Determine future cooperation amongst partners

President, of European Economic Chamber-Nepal, Mr. Dibya Mani Rajbhandari chaired the meeting and opened the floor for

**Deliberations, discussions and Decisions:**

**1. General review of the project's activities**

Project Manager, Pravakar Rana briefed the partners the following project activities completed and in process of being completed:

- a) **12 various seminars** on different subjects related to trade between Nepal and Europe. All have been completed on stipulated time as mentioned in the project document. Seminars focused on themes that would help the IBOs to better understand "HOW TO DO BUSINESS" with the European counterparts.
  - b) **1 study tour** of London Chamber - With an intention of familiarizing the Nepalese Business Service Organizations (BSOs) and Intermediary Business Organizations (IBOs) with the EU market and their marketing and selling techniques the ECIBORN project under activity 1.1.7 organized 5 day study / market information / networking tour for a seven member delegation from Nepal to the city of London, UK from 19 -23 January 2009.
  - c) **3 research based activities:**
    - Assessment of sub-sector opportunities (completed)
    - Assessment of trade related procedures and requirements (To be completed in Oct.)
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- Compilation of Annual EU Trade Reports by EEC-Nepal (To be completed in Oct.)
- d) **6 Advisory Committee Meeting:** 4 completed and two scheduled for October '09 and Dec. '10)
- e) **3 Project Partners' meeting** (completed)
- f) **1 Webpage design** to facilitate trade and business information exchange between Nepal and Europe: DFSME is currently developing the website in cooperation with a Nepali software supplier, and the website should be functional by November '09.
- g) **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. Once all the activities are completed project will embark upon the mailing campaign. The preparatory work has already started by collecting necessary information on potential IBOs.

The partners opined that they were very impressed with the ECIBON project management team for their commitment and dedication towards the project and organizing each and every activity in a professional manner.

## 2. Determine definite responsibilities and tasks of each partner

Responsibilities and tasks of each partner in executing project activities were discussed at length. In coordination with the project management team, each partner responsible for implementing project activity seriously undertook the task at hand completing it as per the action plan of the project.

## 3. Determine details of activities yet to be completed

Preparatory work on 2 research based activities, project website to exchange business information and direct mailing campaign has already started and it was agreed by the partners that all will be completed on timely manner as stipulated in the plan of action.

## 4. Evaluate the accomplishment of the project

Partners felt that the participants from the selected beneficiary organizations had been too diverse, some having excellent office infrastructure, good knowledge of English and computer literacy, where as others having none. It was accepted that all of them gained knowledge as to 'how to do business with the EU but have not been able to transfer the knowledge gained into practice - getting to share their experiences with their member organizations.

The best way to look for business / market information is by actively utilizing internet search engines; it seemed that participants were not doing enough on this front. Therefore, the partners were of the opinion that the project management team should motivate them to use computers as often as possible to look for fresh market information and share the same with their member organizations.

Furthermore, the partners instructed the management team to do the followings:

- a) Monitor the continuing progress of participants who have participated at the project activities and those who have received necessary European market information and further encourage them to share the information with their member organizations.

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- b) Motivate them to use internet facilities as often as possible to seek the latest market information.
- c) Translate into Nepali a summary of, and the essential information contained in, the key research documents created in the project in order to enable the project beneficiaries to better understand the contents.
- d) Research based activities should be publicized widely in order for the end user to receive relevant market information.
- e) Invite representatives from 15 direct beneficiaries of the project at the official launching of ECIBON Project website sometime in November 2009. After the launching ceremony there will be an interaction program where they will be enlightened on the uses of the website and how to share the knowledge that they have gained from the project with their colleagues and member organizations.
- f) The website will be designed and made functional by DFSME, but it will be the responsibility of EEC-Nepal to maintain and update it on a regular basis. To that end, personnel from EEC-Nepal shall be provided basic IT training to maintain the website.
- g) As project beneficiaries desired an extra round of workshops on "Chamber Management and Administration" and "Seeking and Sharing of Market Information", it was decided to conduct the seminar in four different districts of Nepal targeting representatives from at least 80 IBOs (20 at each district).
- h) Theoretically, IBOs have gained sufficient knowledge on 'How to arrange and carry out Match-Making activities and events' and 'How to prepare and participate in Trade Fairs and Exhibitions'. However, they need extra help on practical aspects of the subject matter. Therefore, it was decided, budget permitting, to send some of them on study tour of one of the trade fairs in Europe or European sponsored in Asia.
- i) Invite European Importers with the help from LCCI and DFSME to a trade fair in Nepal being organized by FNCSIN / other showcasing the Nepalese exportable goods.
- j) To continue the professional works developed by the ECIBON Project and also to maintain the net working among the partners organizations, IBOs and beneficiaries, the lead agency EEC Nepal informed the project partners that a separate desk at the Chamber will be set up and it will act as focal point for providing required services.

If there is any under spend amount within the project budget, the project management was instructed to prepare the proposal and request the European Commission office in New Delhi responsible for ECIBON Project for endorsement.

#### **5. Determine financial implications and related actions will be determined**

Mr. Sagar Nepal briefed the partners on financial expenditure till date. The project disbursed the finances as stipulated in the financial document of the project and which has been approved by the European Commission after a thorough check of the records submitted.

The partners agreed that if the project ended up with any under spent amount it should be utilized in more training / workshop / study tours activities and support FNCSIN hosting Nepalese SMEs international Expo 2010 in March.

#### **6. Determine future cooperation amongst partners**

It was agreed that beyond the EU funded life of the ECIBON project in which LCCI, DFSME and FNCSIN had all played key roles, partners would provide reasonable assistance to EEC-Nepal, its members and project beneficiaries in their capacity building.

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In this regard European Economic Chamber (EEC- Nepal) and London Chamber of Commerce and Industry (LCCI) signed a Agreement of Cooperation on 26<sup>th</sup> August, 2009 in London in order to promote and strengthen the development of economic and trade relations and cooperation between the member companies of both the Chambers so as to pave the way for more cooperation for the promotion of Nepal and United Kingdom trade, investment and technology transfer.

The Agreement was signed by the President of EEC-Nepal Mr. Dibya Mani Rajbhandari and Mr. Peter Bishop, Deputy Chief Executive of LCCI. The agreement of Cooperation was officially announced at ECIBON Partners' closing meeting.

Progress has also begun to conclude a Cooperation Agreement between EEC-Nepal, DFSME and FNCSIN.

Also Nepalese project partners had extensive discussion to promote bilateral economic cooperation with the following organizations in Copenhagen, Denmark:

1. Mr. Jens Kvorning, Director of DFSME Int. Department
2. Mr. Poul Madsen, owner of Normann Copenhagen (<http://normanncopenhagen.com/>), and board member of the Danish Trade Association for suppliers of Gift Articles and Crafts ([www.faga.dk](http://www.faga.dk))
3. Mrs. Margrete Stage, The Danish Import Promotion Office ([www.dipp.eu](http://www.dipp.eu))
4. H. E. Bijaya Kant Karna, Ambassador, Embassy of Nepal

Chairperson Mr. Rajbhandari once again welcomed the representatives from the project partner organizations and thanked them for their support in realization of successful implementation of ECIBON Project. He lauded their active participation at the meeting and sought their continued support in the coming days ahead. As there was nothing further to discuss, Mr. Rajbhandari concluded the meeting.

**Note:** Project meeting concluded on 2 September 2009



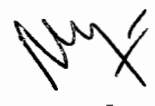
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