

Minute of the Second meeting of the Advisory Committee of ECIBON Project has agreed to place in record following decisions, unanimously arrived at the meeting on the agenda put forward by the project office for deliberation and decision.

Place: EEC-Nepal, Kathmandu
Time: 1600 hrs
Day: Monday
Date: 5 May 2008

Presence:

Members:

Mr Dibya Mani Rajbhandari, President of EEC-Nepal

Dibya Mani

Mr Binayak Shah, Secretary General, EEC-Nepal

Mr Jung Bahadur Shrestha, President, FNCSIN

Jung Bahadur Shrestha

Mr Babu Kaji Maharjan, Secretary General, FNCSIN

Babu Kaji Maharjan

Mr Mohan Bahadur Katuwal, President Makwanpur FNCSIN

Mohan Bahadur Katuwal

Ms Sulochana Rajbhandary, FNCSIN-Kathmandu District Committee

Sulochana Rajbhandari

Mr Tanka Prasad Dulal President, Itahari Chamber of Commerce and Industry

Tanka Prasad Dulal

Mr Pradeep Kumar Gupta, Vice Sec. Gen., Nepalgunj Chamber of Commerce and Industry

Pradeep Kumar Gupta

Mr Azaj Alam, President, Rupendehi Industry Association, Butwal

Azaj Alam

Invitees:

Mr. Pravakar Rana, Project Manager, ECIBON Project

Pravakar Rana

Mr. Sagar Nepal, Finance & Administrative Officer, ECIBON Project

Sagar Nepal

Agenda of the meeting:

1. Briefing on Project Activities (ANNEX)
2. Misc.

Deliberations and Decisions:

The proceedings of the meeting commenced after Project manager informed the house that members present at the meeting exceeded the mandatory quorum required. President, of European Economic Chamber-Nepal, Mr. Dibya Mani Rajbhandari chaired the meeting:

The meeting lasted till **18:30 hours** and ended with the following resolutions:

1. President, Mr. Dibya Mani Rajbhandari welcomed all the committee members and thanked them for coming to Kathmandu from various districts of Nepal. He then asked Project Manager to brief the committee on status of the project till date. As per the Agenda, Project Manager briefed the committee on the status of the project. Members, Ms. Sulochana Rajbhandary and Mr. Jung Bahadur Shrestha raised the following questions:

a) How come the Plan of Action as agreed upon during the Kick off meeting in London was not executed?

b) Hiring of Administrative Monitor was delayed

Project Manager informed them that there had been slight changes in the Plan of Action as the activities that were supposed to be carried out by Sweden Chamber (CCISS) were delayed as they pulled out of the consortium. The project then requested London Chamber (LCCI) to carry the responsibility of Sweden Chamber. The request was agreed by LCCI and they revised the Plan of Action to suit their schedule. Project Manager further added that Representative of LCCI, Mr. Peter Bishop who is in town to conduct the seminar on **“Doing Business with EU and in particular the great Britain”** would be talking to the seminar participants including the members of Advisory committee on the revised plan of action.

Project Manager also informed them the process of hiring Administrative Monitor was delayed because of the fact that Sweden Chamber pulling out of the consortium had to some extent delayed the execution of project activities. Now that LCCI is on board the activities would be carried out without interruption. The process of hiring Administrative monitor was also underway and would be completed before the end of the month.

Project Manager also informed the committee members that the revised Plan of Action will be fine tuned in coordination with LCCI and Danish Chamber.

2. The Committee members also requested the Project Office to send all the relevant documents pertaining to status of the project both in terms of activities and finances seven days before the advisory committee meeting. This would enable them to give fruitful advice to the project management team for the successful implementation of the project.

3. Project Manager further highlighted that as per the Plan of Action of the project management team had already collected necessary information from the beneficiaries for three export-oriented sub sector products.

Project manager suggested that it was a must to have Preliminary meeting to identify three potential sub-sectors (export-oriented)

The following activities are the core component of the project and do require special emphasis to execute them in a professional manner.

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

2.1.2) General assessment of trade related procedures and requirements

2.2.2) Direct mailing campaign to raise awareness among Nepalese SMEs

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

As these activities require lots of research the project office requests the management to establish a committee to oversee the execution of these activities. The project suggests that the committee should consist of the followings:

Issues to be discussed at the programme

-Export Sector's Current status

-Emerging exportable sectors/products

-Challenges and opportunities in trade sector

-Situation of market access for Nepalese Products

-Government's policies on export sector and future challenges

- Potential buyers for Nepalese products

It is purely a brainstorming session. All concerned experts are from various sectors and will solely concentrate on specified issues designed and developed by EEC-Nepal.

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 organizations and INGO's in Nepal, European chambers and embassies and/or consulates.

To the suggestion made by the project manager, Chairman of the Advisory Committee said that for the smooth functioning of the project, the management team must request what is necessary to him and he would do the needful.

4. Dates for the following Activities would be finalized in coordination with project partners mainly London Chamber and Danish Chamber and would be conveyed to advisory Committee and beneficiaries a month in advance:

- 1.1.2) Seminar on 'Chamber management and Administration' and 'Membership Recruitment'
- 1.1.6) Marketing / international business training for Nepalese IBOs.
- 2.2.1) Determination of the system to exchange business information
- 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'
- 1.1.5) Training on relevant EU/WTO quality and social standards issues applicable
- 1.1.4) Seminar on International Documents and Payments' and 'Regional policy in Economy and Infrastructure'
- 1.1.7) Transfer of Technology course on trade promotion services aimed at the EU market.

5. The advisory Committee also requested the management team to send a copy of quarterly report to each member of the committee with necessary supporting documents.

6. Project had notified FNCSIN to send the replacement for Mr. Bimal Raman Parajuli who has been staying on leave since February 1, 2008. As the replacement sent by FNCSIN for the post Assistant Project Manager did not meet the criteria of project management it was decided at the meeting that second replacement in the form of Sarada GC would be hired on trail basis for seven days effective from 6 May 2008. If she performs her duties as per the liking of the project management then she would be hired on permanent basis.

7. The advisory Committee also advised that while maintaining the accounts of the Project, the expenditure must be as per the headings of the project proposal document.

8. Mr. Jung Bahadur Shrestha also advised the Project management team while analyzing three exportable items they should not be similar to what Planet Finance, French INGO working in Nepal under Asia Invest project have identified i.e. handicraft, jewellery, pashmina.

9. The committee was also informed that at each seminar the participants would be receiving:

- a) Accommodation @Rs. 500/- (number of days – as per seminar)
- b) Local Conveyance @Rs. 200/-
- c) Dinner Exp. @Rs. 200/-
- d) Transportation as per actual

The above would be applicable for those who travel outside their districts to attend the program.

10. The Chair closed the meeting and thanked all the participants for their time, interest and vision shown for over all development of the ECIBON Project.