

## Support to Participatory Constitution Building in Nepal.



22 October 2010

Ms. Anne-Isabelle Degryse-Blateau – CD, UNDP

Mr. Manohar Prasad Bhattarai – General Secretary, CA

Mr. Netra Timsina-Chairperson, NGO Federation

Mr. Michael Brown – PBRU/UNDP

Mr. Nick Leader – DFID

Ms. Kalpana Sarkar-PBRU/UNDP

Mr. Keith D Leslie-Officer-in-Charge, SPCBN

Sub: Virtual PEB meeting minute

Dear Madam/Sir,

I am pleased to send you the meeting minute of the Virtual PEB meeting along with other related documents.

With Regards

Sincerely Yours

Raj Bahadur Shrestha, Ph.D.

Deputy National Project Manager  
SPCBN

## Virtual Ad Hoc Project Board Meeting

### Support to Participatory Constitution Building in Nepal (SPCBN)

#### Minutes of Meeting

*October 11<sup>th</sup>, 2010*

Present:

Executive	Anne-Isabelle Degryse-Blateau, UNDP Country Director
Sr. Beneficiary	Manohar Bhattarai, CA Secretariat, Secretary-General Netra Timsina, NGO Federation Chair
Senior Supplier	Michael Brown, PBRU
Project Assurance	Nick Leader, DFID, Governance Advisor Kalpana Sarkar, UNDP, Program Officer
Project Manager	Keith D. Leslie Civil Society Representative, OIC/SPCBN

Agenda:

1. Major developments in the project
2. Approval of following items:
  - a. Progress update ; key achievements from 1 July to 30 September 2010
  - b. Work plan and budget
  - c. Equipment loan to BBC World Service Trust, disposal of damaged items and transfer remaining items to UNDP Collaborative Leadership project
  - d. Revised Human Resource plan
  - e. Rent CCD Office Space
  - f. AOB

Minutes:

1. Major Developments in the project

The SPCBN project provided the Project Executive Board (PEB) with an overview of the developments during the past three months (from July, 2010 to date). The major developments are:

- Retirement of Mr. Larry Taman, International Project Manager
  - Refocused project activities
  - Recruitment of CCD-Director
2. Approval of the following items
    - a. **Progress update; key achievements from 1 July to 30 September 2010**  
The SPCBN project provided overview of its achievements during the past three months (July to September, 2010) to the Project Executive Board (PEB).

*The board agreed to approve the third quarter key achievements and impact.*

- iii. *Transfer the remaining equipment to the UNDP Collaborative Leadership Development project*

**d. Revised Human Resource Plan**

The Project immediately needs two additional posts to be hired under Service Contract (SC) to further strengthen the national identity and capabilities of the CCD.

- i. Transitional and Governance Programme Officer (SB V Peg I) to look after transition and governance issues related to constitution implementation.
- ii. Gender and Social Inclusion Officer SB V Peg I, to look after the CCD gender and social inclusion work and to support the CA Caucuses.
- iii. Merge the existing Media Officer and Communication Officer positions that into one position; Media and Communication Officer SB IV Peg III (one step upgrade).

*The board agreed on:*

- i. *Hiring of two posts (Transitional and Governance Programme Officer and Gender and Social Inclusion Officer) under Service Contracts.*
- ii. *Merging Media and Communication Officer position into one ; Media and Communication Officer SBIV Peg III (one step upgrade)*

**e. Rent for CCD office space**

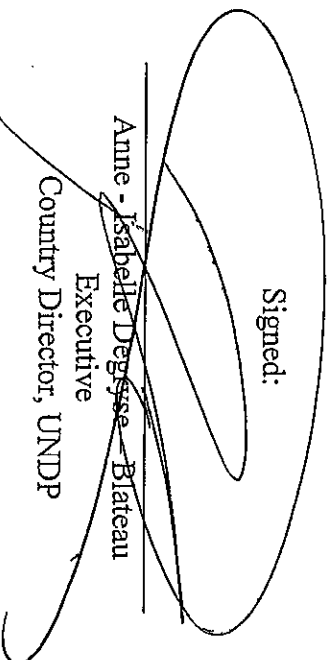
The lease agreement between UNDP and Alfa Beta Complex, and will expire on 31 December 2010. To allow the CCD to continue its operations, the contract with the Alfa Beta Complex will be extended for 1 year with a 10% increment on present monthly rent (no new rent increase will be charged for a possible 2<sup>nd</sup> year extension). The lease can be cancelled with due notice.

*The Board agreed to approve renting of Alfa Beta Complex for CCD until December 2011 with a condition of no increment for two years.*

**f. AOB**

- i. *The board also agreed to hold the next board meeting at the end of November 2010*

Signed:



~~Anne-Isabelle Degesse Blateau~~  
Executive  
Country Director, UNDP