

**Support to Participatory Constitution Building in Nepal (SPCBN)**  
**Award ID: 00049635**

Minutes of the Project Board Meeting

*Participants*

Executive: Anne-Isabelle Degryse-Blateau, Country Director, UNDP  
Sr. Beneficiary: Manohar Bhattarai, Acting Secretary General, Parliamentary/CA Secretariat (- Absent)  
Netra Timilsina, Chair Person NGO Federation of Nepal- Civil Society Representative<sup>1</sup>  
Sr. Supplier: Head, Peace Building and Recovery Unit, UNDP (-Absent)  
Project Assurance: Kalpana Sarkar, Programme Officer, UNDP  
Project Manager: Larry Taman, International Project Manager, SPCBN

Other presence: Hiramani Ghimire, Governance Advisor, DFID, UK  
Peter E Olesen, Deputy Head of Mission, Embassy of Denmark  
Lars Christensen, Head of DANIDA HUGOU, Denmark  
Jørn Sørensen, Deputy Country Director, UNDP  
Sakuntala Kadirgamar, Sr. Constitution Building Advisor, SPCBN  
Marcus Brand, Consultant (Coordination and Policy), SPCBN

*Also invited but absent:*

Nick Leader, DFID UK  
Dag Nagoda, Embassy of Norway

Date: 12 June, 2009

*Agenda Items:*

- Project Board extension
- CCD Steering Group
- Discussion and Conclusion

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The Project Board Meeting was chaired by Ms. Anne-Isabelle Degryse-Blateau, Country Director, UNDP. She opened the meeting by welcoming all participants and guests. The agenda was agreed without changes. The generic ToRs of UNDP Project Board ("Programme and Project Management Roles") was distributed and briefly reviewed. A summary of the Project Executive Board TORs, as well as the TORs for the CCD steering Group were also distributed to the participants for final review.

Agenda item 1. Project Board Extension

1. The Board agreed to expand the Project Board with the representation of
  - a. A "Civil Society Representative" and decided to appoint Mr. Netra Timilsina, President of the Nepal NGO Federation to this position
  - b. A "Donors representative", and at the suggestion of the donors present appointed Mr. Nick Leader, of DFID UK.

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<sup>1</sup> Mr Timilsina participated as a guest of the meeting until the board decided to expand its membership and invite Mr Timilsina to take up the function of Civil Society Representative.

2. The Meeting recommended the Board to include one elected CA member in addition to the Secretary General of the CA, as Sr. Beneficiary to represent the CA. For the selection of CA representative, the meeting recommended following options:

- Chair of the Constitutional Committee (yet to be elected)
- Chair of the newly established "Gaps and Overlaps" committee
- Chairwoman of one the sub-committees of the Constitutional Committee
- Woman CA Member identified through the consultations with woman CA members

### Agenda Item 2. CCD Steering Group

3. The Board decided to establish a CCD Steering Group with the attached TOR.

The following decisions were made with regard to the membership:

- Deputy Country Director/programme Jørn Sørensen will represent UNDP until the new Head of Peace Building and Recovery Unit is on board
  - Lars Christensen, Director DANIDA HUGOU, will represent the Donors and Peter E Olsen, Deputy Head of Mission of Denmark, will be the alternate member/donor representative
  - A Civil Society Representative will be recommended by the NGO Federation of Nepal by 14-19 June
  - Following options were recommended for the selection of one of the two CA representatives (one will be identified in consultation with the Secretary General from the CA Secretariat):
    - o Chair of the Constitutional Committee (yet to be elected)
    - o Chair of the newly established "Gaps and Overlaps" committee
    - o Chairwoman of one the sub-committees of the Constitutional Committee
    - o Woman CA Member identified through the consultations with woman CA members
4. The Board agreed that the CCD Steering Group could invite other CSO representatives and Donors as observer at its meetings. Close relations should also be developed with the CCD Advisory Board.
5. The Board decided the CCD should present its three-month action plan to the first CCD steering group meeting, which should be scheduled before the next Project Board Meeting scheduled for 8 July 2009. The Executive of the Board clarified that, as the CCD is an activity of the Project (SPCBN), the CCD Steering Group will submit the proposed quarterly workplans and progress for the Project Executive Board's final endorsement.
6. The Board suggested the CCD to further expand the national and international expert roster and to incorporate this stand-by technical capacity in the rebranding efforts. Among potential expertise it was mentioned that the CCD could identify experts who could facilitate the process of reaching consensus. Each expert on the roster should come with a clear indication of the conditions ( financial and time) under which his/her services can be made available.


7. The Board also suggested that the feedback mechanism from CA Members be looked at in the coming months, and decided to take up this issue again at the next meeting.

Other Business

Participants and guests looked at OHCHR recent experience to provide technical feedback to CA committees and discussed possibilities to further intensify direct support of and cooperation with the various CA Committees. Participants agreed that a tailored approach, which takes into account existing capacities and the sensitivity of each subject area, needed to be developed, and that the general approach should be demand driven. Informal consultations could however be enhanced to establish such demand, and provide information about the availability of advice in a pro-active manner to relevant CA counterparts.

The Chair thanked the Board members for their inputs and participation.

Signed:



Anne-Isabelle Degryse-Blateau  
Executive  
Country Director/UNDP