

Civil Society Alliance on Nutrition in Nepal (CSANN) Executive Committee Meeting

DATE: 3 April 2014

VENUE: NTAG, Meeting Hall

PARTICIPATION from CSANN Executive Committee:

1. Dr. Uma Koirala, CSANN – Chair (NNF)
2. Dr. Kalpana Tiwari, CSANN – Co-Chair (SAIFRN)
3. Deepak Thapa – CSANN Secretary (NTAG)
4. Jyoti Shrestha – CSANN Member (MIRA)
5. Roshani Shrestha – CSANN Member (NPCS)
6. Bhola Shiwakoti – CSANN Member (ECARDs)
7. Narayan Subedi – CSANN Member (NPHF)
8. Sunil Shrestha – CSANN Member (SMNF)
9. Dipak Raj Sharma – CSANN Member (Maxpro)

Invitee:

10. Anjalina Karki – Save the Children

OUTPUT OF THE MEETING

Agenda	Discussion points	Decision and Next steps
CSANN Secretariat establishment	Room, IT equipment, Infrastructure, Person to coordinate and other expenses	<p>The meeting has decided that secretariat will be established at NNF - CSANN Executive Chair. NTAG will provide one room for CSANN Secretariat. The equipment, infrastructure and other required materials for secretariat will be listed and requested to Save the Children for support.</p> <p>The secretariat requests one person to coordinate and run daily official work for 2 years from May 2014 to December 2015. The meeting has decided to request Save the children for financial support. A recruitment committee has been formed which includes NNF, NTAG and MIRA. The committee will develop ToR and circulate within EC members. EC members will coordinate and forward CV of qualified /potential people. Further selection process will be done by recruitment committee on transparent way.</p> <p>ToR development and circulation - 7 April , 2014 CV collection from EC members – Continue Shortlisting – 16 April 2014 Interview and finalization – 18 April 2014</p>

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Executive Committee Meeting

Membership Fee	Membership fee to CSANN members	<p>CSANN is an independent loose network and any interested organization can coordinate with executive chair for CSANN membership. CSANN Chair will coordinate with executive committee and membership will be given to organization following the criteria mentioned in ToR.</p> <p>EC has decided not to charge membership fee.</p>
Regular meeting date	For CSANN Members and CSANN Executive Committee	<p>CSANN EC meeting – last Friday of every month from Nepali calendar. In case of government holiday, following Monday – at 1:30 pm</p> <p>CSANN Members meeting – Quarterly ?????</p> <p>One week prior the meeting, CSANN Chair/Secretary will circulate the agenda. On completion of meeting, minute will be circulated.</p>
CSANN EC Meeting	Transportation cost to attend the meeting/ Tea and snacks	The meeting has decided to provide minimal transportation cost to EC members on attending every meeting with support from Save the Children. The regular meeting cost (tea and snacks cost) will be provided on support of Save the children to run the alliance meeting for planning and review and reflection.
Branding and logo - CSANN		CSANN logo designing - Dipak Sharma, Maxpro in coordination with Sunil Shrestha, SMNF and share among EC members within 3 rd week of April.
Email ID, Website -CSANN Facebook, twitter Leaflet		Once the logo will be finalized , secretariat will lead on the process
Advocacy and Communication Strategy development of CSANN		CSANN - Advocacy and Communication Strategy development workshop has been planned for last week of April among CSANN members (any 2 days' within 28-30 April 2014)
Interaction of CSANN members with media		Maxpro and SMNF will coordinate with media personnel and support CSANN secretariat to organize half day interaction program with media on May 1 st week.
Organization of any event or program		CSANN will prepare the concept note and look for the sponsor. Final payment will be given by support organization directly or submitting bills/ vouchers approved by executive committee

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ACTION PLAN

SN	Tasks	Responsible	Timeline
1	Equipment/infrastructure/other required materials for secretariat	CSANN Chair + Secretary	By 4 April
2	Recruitment	ToR development and circulation – Secretary +chair CV collection from EC members - Recruitment committee Shortlisting – RC Interview and finalization - RC	- 7 April , 2014 - Continue - 16 April 2014 - 18 April 2014
3	CSANN meeting	Last Friday of every month, English Calendar – Chair + Secretary	CSANN Chair/Secretary
4	Branding and logo of CSANN	Dipak Sharma, Maxpro in coordination with Sunil Shrestha, SMNF will design and circulate	By 3 rd week of April
5	Interaction of CSANN members with media	Maxpro and SMNF will coordinate with media and support CSANN secretariat to organize event	May 1 st week.
6	Advocacy and Communication Strategy development of CSANN	The workshop has been planned among CSANN members.	2 days' within 28-30 April 2014

Thank You!