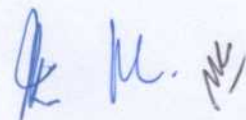
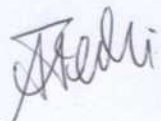


Second Management Board (MB) Meeting Minutes
San Jose, Costa Rica
November 6-9, 2007

1. The second MB meeting for the Programme for South-South Cooperation (PSC) for Sustainable Development between Benin, Bhutan and Costa Rica was held from November 6th to 8th, 2007 in San José, Costa Rica. The meeting was chaired by the Executive Director of the NM of Costa Rica, Mr. Mauricio Castro Salazar. The list of the delegations is attached as Annex I.
2. The Chair welcomed the delegations and reviewed the draft agenda. A revised agenda was adopted for the meeting. The revised agenda is attached as Annex II.
3. The PSC Secretariat stated that the two main objectives of the meeting were to review and approve the annual plan and approve projects.
4. The head of the Benin delegation informed that the NM of Benin has been changed to CePED and Mr. Pofagi was appointed as the Officiating Director. The CePED is an autonomous center but depends on Ministry of Development. CePED comprises of a director, a project manager, a finance coordinator and an assistant. The activities of the Center will officially start with the nomination of the director. The delegation of Benin mentioned that the CePED has been established to take over the activities of the PSC.
5. The PSC Secretariat inquired whether the Benin NM was ready to monitor projects as the implementation of projects could begin only when the Benin NM was formally installed. Further, the COCA for Benin can be conducted only when the organization has been formally established (recruitment, procedures, accounting system). The NMs agreed that while the other two NMs were affected by the delay of Benin, the PSC activities should not be impacted.
6. The delegation of Bhutan reported on the progress of the PSC in Bhutan and informed that with the departure of the former Director Nim Dorji, Ms. Kunzang Chhimi was appointed as the Officiating Director of SDS. SDS was recently transferred from the Ministry of Finance to the Planning Commission, which will present advantages to SDS as it will offer macro level perspectives. Accordingly, the Chairman of the Board is the Secretary of the Planning Commission.
7. The Costa Rican delegation informed that Ms. Feoli has been promoted as general manager of the foundation and new staff were also recruited. The delegation of Costa Rica presented the activities of Fundecooperacion comprising of the PSC, credit program and donations. The NMs were informed that one million dollar of credits were approved for the current year.
8. The NMs discussed the Annual Plan (AP) for the period November 16th 2007 to November 15th 2008. The consolidated activities and the schedule for implementation of the AP were reviewed and endorsed. In the event of any changes in the activities of the AP, the PSC Secretariat has to be informed. Major changes will have to be submitted to the MB for endorsement along with sufficient justifications.



9. The delegation of Benin suggested improving the methodology for the evaluation of impacts. The NMs were invited to suggest improvements on the methodology which could be discussed during the next MB meeting.

10. The NMs agreed that the common funds from the General Budget would be allocated for the two MB meetings of 2008 and these funds will be administered by the PSC Secretariat.

11. The NMs discussed organizing exchange visits between organizations of the three countries to promote reciprocal projects. Budget from the project funds will be allocated for this event to a maximum amount of \$50,000. Each NM will be responsible for carefully selecting relevant organizations. Two experience exchange activities are planned for 2008 in March and June, before the call for proposals. The first exchange visit will take place in Benin and CePED will facilitate the event. The second visit will be facilitated tentatively by Bhutan or Costa Rica. This will be confirmed during the third MB meeting.

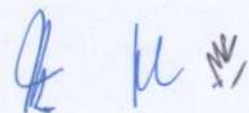
12. The NMs reviewed and completed the budget per item and per activity for the AP. The PSC Secretariat reminded the NMs that 20% maximum of the budget would be allocated to operational costs while 80% was for projects. The NMs will not be entitled to the full amount of operational costs if the financial objective for projects is not achieved. The budget was approved by the NMs and they also agreed to notify the PSC Secretariat in any change of budget allocation along with sufficient justification.

13. In the case of the NM of Bhutan, salaries and office rent are the contribution of the government. Therefore, the NMs agreed that Bhutan reallocate the working days expenses to other expenses like institutional capacity strengthening etc.

14. The PSC Secretariat discussed the importance of financial sustainability. Each NM should consider PSC as an additional source of funds and not unique source of funds.

15. Twelve projects were received for the fast track deadline process and only ten were discussed as two projects "Towards Community based biodiversity conservation policies and actions" from CEBEDES and Community Based Sustainable Tourism in Phobjikha Conservation Area presented by RSPN were withdrawn. Among them, two were trilateral, one bilateral and seven were pilot projects.

16. The NMs discussed and agreed on the mandatory criteria for evaluation. Some criteria were classified as Elimination Criteria while two criteria were added: "beneficiaries are clearly identified" and "clear consent from the beneficiaries of the project". The Evaluation Summary is presented as Annex III.



Summary of projects evaluated during MB#2

Title of Project	Type of project	Funds requested	Countries involved	Leading organization	Decision	Remarks
Generation of sustainable productive projects in production chains in groups of indigenous women	Pilot	\$ 100,000	Costa Rica	Instituto Tecnológico de Costa Rica, Programa de Equidad de Género (TEC); Cooperativas Autogestionarias de Mujeres Trabajadoras Indígenas R.L. (COAUMU)	Approved	The organization shall previously provide an executive summary and prove the consent of the beneficiaries
Project of education and socio-professional insertion of young girls no longer going to school and poor girls in the sub-prefecture of Allada	Pilot	\$ 79,762	Benin	Group of research and Action for the development of Woman in Benin (GRAD-WB)	Approved	Approved with a " pre-condition" before signing the contract with the NM: that the organization shall demonstrate concrete perspectives and a concrete strategy for the second phase, to prove that this project can be implemented in another country
Project for support to Sustainable Management and Biodiversity conservation of the mangrove of Gagba Channel in Benin	Pilot	\$ 84,248	Benin	Eco Ecolo	Approved	Approved with a " pre-condition" before signing the contract with the NM, which is that the organization shall demonstrate concrete perspectives and a concrete strategy for the second phase, to prove that this project can be implemented in another country
Collaboration between Benin, Bhutan and Costa Rica in capacity development for biodiversity information management	Trilateral	\$ 405,671	Costa Rica, Benin, Bhutan	National biodiversity Institute (INBio)	Approved	With the pre-condition to demonstrate the consent of the beneficiaries
Benin, Bhutan , Costa Rica: Non-timber Forest product use	Trilateral	\$ 1,027,328	Costa Rica, Benin, Bhutan	National Biodiversity Institute (INBio)	Approved	The leading organization will need to readjust the budget to comply with limit of 1 million.
Ecole Experience, a multimedia information centre for sustainable tourism and culture	Bilateral	\$ 1,189,799	Costa Rica, Bhutan	Ecole Experience	Rejected	The proposal does not comply with the guidelines, including project and budget format. Information was not provided to verify if it is an eligible organisation. No formal agreement was presented to verify that the counterpart in Bhutan agrees fully with the bilateral proposal (including budget). The organization is invited to better define the partnership with the organization in Bhutan and to review the budget to include their partner and to comply with budget requirements.
Greener Earth and Cleaner atmosphere through installation and upgradation of sawdust briquette plants in Bhutan.	Pilot	\$ 237,800	Bhutan	Forestry Development Corporation Limited (FDCL) with department Energy	Rejected	The NMs recommended reviewing the budget in order to comply with budget ceiling and presentation
Sedentarization around Aheme Lake	Pilot	\$ 80,000	Benin	NGO Afrique Fouta Djalon	Rejected	The technical proposal is weak and lacks of information.
Development of Royal Botanical Park at Dochula Zone, Thimphu	Pilot	\$ 201,258	Bhutan	Royal Botanic Garden and Recreation Parks Division (RBRPD), Ministry of Agriculture	Rejected	The NMs recommended the organization to reformulate the budget to comply with budget ceiling or to identify opportunity to present a reciprocal project with Benin
Community Based management of Biodiversity to dominance of Iroko and Samba tree plantation project in department of Mono/Couffo	Pilot	\$ 86,270	Benin	International center of Promotion of the environmental and forest governance (CIPGEF-ONG)	Rejected	Technical evaluation was not possible due to poor level of English. This project shall be reformulated.
Community based sustainable tourism in Phobjikha Conservation Area	Pilot	\$131,181	Bhutan	Royal Society for Protection of Nature (RSPN)	Withdrawn	
Towards community based biodiversity conservation policies and actions: learning from actual and potential practices in Benin, Bhutan and Costa Rica	Pilot	\$ 199,717	Benin	Centre Béninois pour l'environnement et le développement économique et social (Cebedes)	Withdrawn	

17. The NMs agreed on evaluating all projects received in each of the country; which entails three evaluations for each project. With regard to the deadline for the Call for Proposals, it was agreed that on November 16th, the NMs will forward the complete electronic version of the projects to the PSC Secretariat. The PSC Secretariat will then provide the consolidated project information to the NMs for evaluation. The evaluation results will be sent to the PSC Secretariat by January, 4th 2008. All NMs were requested to strictly comply with the deadlines proposed.

18. The NMs agreed on planning the second call for proposals from March 3rd to May 30th. April 30th was defined as a pre-evaluation deadline, which means that organizations presenting projects by April 30 will be given the opportunity to improve their proposal if required. The deadline for the final version was May 30th 2008. The evaluations from the NMs will be forwarded to PSC Secretariat by July 3rd.

19. The NMs discussed different issues on communication. Comments were given to improve the independent webpage of PSC which would be accessible at: www.south-southcooperation.org. The PSC Secretariat informed the NMs on the IP phone which was a new technology that could be used to communicate between the three countries. The NMs also agreed on planning the next call conference on Thursday 6th of December at 07:30 (Costa Rica)-14:30 (Benin)- 19:30 (Bhutan).

20. The NMs agreed on sending a status report to the PSC Secretariat by November 23, 2007 which will be included in the semi-annual report presented by the PSC Secretariat to the Embassy.

21. The PSC Secretariat informed the NMs that the first disbursement of 1million dollar will cover projects and operational costs.

22. The MB#3 is planned for March 2-9, 2008 and will be facilitated by the NM of Benin. MB #4 is tentatively planned for September in Bhutan. This will be confirmed during the next MB meeting.

23. The PSC Secretariat reminded the NMs that a contract will have to be signed between the lead agency and the concerned NM. The lead agency will be responsible for the implementation of the project. For reciprocal projects, the progress reports will be circulated to all the NMs.

24. Each NM is responsible for informing the organizations on the decisions of the MB meeting regarding approval/rejection of projects with a copy to the PSC Secretariat for records. The NMs suggested preparing a checklist for formalizing the contract agreement.

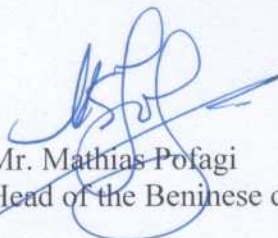
Signed and agreed in San José, Costa Rica on November 8th 2007



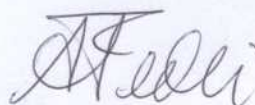
Mr. Mauricio Castro-Salazar
Head of the Costa Rican delegation (MB Chair)



Mr. Kunzang Chhimi
Head of the Bhutanese delegation



Mr. Mathias Pofagi
Head of the Beninese delegation



Ms. Marianella Feoli
PSC Secretariat

LIST OF PARTICIPANTS

Delegation	Members	Organisation	Function	email
Benin	Mathias K. Pofagi	CePED	Officiating Director	matpofagi@yahoo.fr
	Richard Mekpoh	CePED		richardmekpoh@yahoo.fr
Bhutan	Kunzang Chhimi	Sustainable Development Secretariat (SDS)	SDS Officiating Director	kchhimi@gmail.com
	Rinchen Wangdi	Sustainable Development Secretariat (SDS)	Senior Program Coordinator	rinchen.w@gmail.com
Costa Rica / PSC Secretariat	Mauricio Castro	Fundecooperacion	Executive Director	mcastro@fundecooperacion.org
	Marianella Feoli	Fundecooperacion	General Manager	mfeoli@fundecooperacion.org
	Amélie Jouault	Fundecooperacion	Project Officer	ajouault@fundecooperacion.org

DRAFT AGENDA
Management Board Meeting
November 6 to 8, 2007

Date	Time	Agenda items	Document
Tuesday 6 th of November 2007	06:30 – 07:00	Breakfast at Hotel San José Palacio	
	07:00 – 11:00	Leave to Irazú Volcano	
	11:30 – 12:30	Visit of crafts center in Moravia	
	13:00 – 14:00	Lunch	
	15:00 – 18:00	Completion of budget for Annual Plan with delegation of Benin	Annual Plan Budget
	18:30 – 20:00	Dinner	
	21:00	Arrival of delegation from Bhutan	
Wednesday 7 th of November 2007	05:30 – 06:00	Breakfast at Hotel - Check-out Hotel San José Palacio	
	06:00 – 09:30	Travel to La Fortuna de San Carlos	
	09:30 – 09:45	Check-in Hotel Montaña de Fuego	
	10:00 – 10:30	Opening of MB. discussion of draft agenda	Agenda
	10:30 – 11:00	Status report by the three National Mechanisms	Presentation by the delegations
	11:00 – 11:15	Break	
	11:15 – 12:30	Annual Plan (Completion and Approval) - Activities - Schedule - Budget	Annual Plan Budget
	12:30 – 13:30	Lunch	
	13:30 – 15:15	Continue on Annual Plan Completion and Approval	
	15:15 – 15:30	Break	
	15:30 – 17:00	Results of the fast-track of the First Call for Proposals Methodology and criteria for project evaluation	-Procedures of Project Evaluation (HP) -PSC Call for Proposals
	17:00 – 17:15	Break	
	17:15 – 19:30	Project Analysis and Approval/Rejection Decision	Project Evaluation Summaries
	19:30 – 19:45	Conclusions for the Minutes	
	20:00 – 22:00	Dinner and visit to Arenal Volcano's Hot Springs (Tabacón) or Lava observation	
Thursday 8 th of November 2007	07:30 – 09:00	Continue on project analysis and Approval/Rejection Decision	Project evaluation summaries
	09:15 – 09:30	Break	
	09:30 – 10:30	PSC Communication: - communication among NMs - Web page	Web page draft
	10:30 – 11:30	Next steps: - Status report for the Dutch Embassy - Complete information of Partner Countries for webpage and promotional materials - Planning of Management Board Meeting #3 and next Call for Proposals	Plan schedule for milestones
	11:30 – 12:00	Wrap-up meeting and signature of the Minutes	
	12:00 – 13:00	Lunch at Hotel - Leave for San José	
	16:30 – 17:00	Arrival in San José. Check-in Hotel San José Palacio.	
	17:20 – 18:00	Leave to Fundecooperación	
	18:00 -- 20:00	Cocktail in Fundecooperación with PSC Potential Organisations	
	Friday 9 th of Nov.	09:00 -- 17:30	Joint Committee (see detailed agenda)
18:30 – 22:30		Dinner at Pueblo Antiguo, with Joint Committee members and Board of Directors of Fundecooperacion.	

Evaluation Summary

Name of the Project:
 Organization leader:
 Countries involved:
 Funds requested:
 Pilot / reciprocal project:

	Elimination criteria	Flexible
Criteria of project length respected		X
Presented by eligible organization	X	
2/3 of personal has national citizenship	X	
Executive summary included		X
In accordance with guidelines for general presentation	X (if it out of context, some subtitles not included)	
In accordance with budget presentation	X	
Fit into at least one of the thematic areas	X	
Include gender equity thematic	X	
Budget presented in US dollars		X (but only Euros)
Total budget not exceeding budget ceiling		X
For reciprocal projects, part of budget allocated to partner country/ies	X	
For pilot projects, implementing organization for second phase is identified		X (as long as there is a strategy planned for identifying partner for 2phase)
Consultancy fees not exceeding 25% of total budget		X (budget must be modified accordingly)
Administrative costs do not exceed 7.5% of operational costs		X (budget must be modified accordingly)
Counterpart offered		X
Minimum of points from the evaluation grid obtained	X	
Beneficiaries are clearly identified	X	
Clear consent from the population/beneficiaries of the project		X but must be presented before contract is signed

Comments:

--

Summary of the scoring table		
Main categories evaluated	Score	% of total
Quality of the project (234 points)		50
Quality of the document (20 points)		50
Quality of the budget (100 points)		50
Quality pf the project's administrative and implementing organizations (50 points)		50
Total (404 points)		60

12/1