

Meeting minutes
3rd Executive committee meeting
Market Development Forum
14th August 2008

Participants:

SL	Organization	Participant
1	Katalyst	Mr. Rajiv Pradhan (RP)
2	GTZ	Dr. Dietrich Stotz (DS)
3	Intercooperation	Ms. Shirin Biswas (SB)
4	IDE-Bangladesh	Mr. William J. Collis (WC)
5	IFC-SEDF	Mr. Lutful Kabir (LK)
6	MDF	Mr. Tahsin Akbar (TA)

Following issues were discussed and decisions taken

SI	Discussion	Decision
1	<p>Review of the last meeting minutes</p> <ul style="list-style-type: none"> ➤ Feedback of ‘Training on impact assessment has been collected’. ➤ There could be test for participants included in the training programs. This is to evaluate what the participants have learned on organizational perspective (WC). ➤ Brochure for MDF has been printed, coordinator has been hired. ➤ MDF website is going to be contracted out to ‘Aamra Infotainment Ltd.’. The website has been ‘auto-registered for the year 2011. ➤ Formations of all TWG’s were given. ➤ Application from three organizations (PLAN, RTM & PRICE) has been received for membership 	<ul style="list-style-type: none"> ➤ Coordinator will compile the feedback by 1st week of September. ➤ The reimbursement will be given to the Ms. Ahad as her ‘card’ was used to pay for the registration.
2	<p>Review on MDF Business plan & Thematic working group (TWG)</p> <ul style="list-style-type: none"> ➤ ‘Access to the export market’ & rescheduled of ‘Access to information’ <ul style="list-style-type: none"> ○ ‘Access to information’ is very broad topic. The topic needs to be narrowed down. ○ For access to information event – the effect of the public information e.g. how local election results can affect the local business environment could be discussed (DS). Also round table discussion could be undertaken. ➤ Updates of all TWG’s were discussed. It is expected that documents or approaches, tools etc. will be prepared by the TWG’s (RP). ➤ LED – SDC came up with the idea of LED in 	<ul style="list-style-type: none"> ➤ Intercooperation will decide and let others know about the topic within first week of September. ➤ The private sector participants to be made sure that they can not expect any immediate benefit from the MDF members from these events. ➤ For TWG – Working with the government will held event for idea

	<p>Bangladesh.</p> <ul style="list-style-type: none"> ○ LED may not be relevant to Bangladesh’s context & ILO may not have the mandate to work on this topic (DS). ○ Document has been prepared, and a consultant will be hired. ○ The survey may take more time then expected as the assigned members are busy with their regular work (TA). <p>➤ Working with the government</p> <ul style="list-style-type: none"> ○ This working group has prepared a report. The report, based on sample survey, found out the problems faced by the organizations. ○ Report has been sent to member organizations and sought assistance in hiring a consultant for further study. <p>➤ Working with the large firms</p> <ul style="list-style-type: none"> ○ The ToR has been finalized (LK) <p>➤ The decisions taken in the stakeholder meeting on 29th May were reviewed.</p> <ul style="list-style-type: none"> ○ According to the decision of the stakeholder meeting, the poultry report has been compiled in e-format and sent to the ministry. <p>➤ ‘Training on Impact assessment’ – has been successfully held. The training was originally intended for 20 to 22 people. But several govt. officials failed to participate in the training (DS).</p> <p>At this point, the business plan of this year was reviewed.</p> <p>➤ At least 60% of the planned activities have been completed and expected to complete at least 80%-90% of the business plan (RP).</p>	<p>sharing in Oct/ November.</p> <ul style="list-style-type: none"> ➤ The name of the TWG – working with the large firms has been changed to ‘working with Lead firms’. ➤ All the information on TWG’s will be updated by September. ➤ The publications of MDF will have the address of the MDF secretariat or any other places where the publication can be sourced.
3	<p>Updates / discussion on upcoming events</p> <ul style="list-style-type: none"> ➤ Practical Action is arranging the ‘BMO’s and CBO’s’ on 28th April. ➤ Katalyst will host the ‘Poverty & market development’ in November. There could be a startup workshop for preparation of the event & it is required to focus on specific topic (DS). Also major donors are also interested in this topic (SB). Bangladesh is leading in Market development approach (WC) ➤ The topic of SEDF publication has been fixed - ‘Intermediaries and market dynamics in poultry sector’ (LK & RP). ➤ Publication on ‘Value Chain Experiences in 	<ul style="list-style-type: none"> ➤ The startup workshop will be held on 1st week of September. ➤ Due to ‘Ramadan’ 3rd general stakeholder event will be shifted to first or second week of October.

	Bangladesh' is on schedule and information and cases from organizations have already been collected.	
4	New membership <ul style="list-style-type: none"> ➤ Application from PLAN, RTM & PRICE have been received. And BICF's application is pending. ➤ All the interested organization is welcome to join. ➤ TAF, SAVE are interested to join (WC). 	<ul style="list-style-type: none"> ➤ The coordinator will write background of each organization for the EC members. ➤ RP will approach TAF.
5	Preparation for Business Plan 2009 <ul style="list-style-type: none"> ➤ Feedback & suggestions from all stakeholders will be collected for preparing the business plan. 	<ul style="list-style-type: none"> ➤ From November feedback will be collected. And Business plan for 2009 can be decided in January 2009 instead of December. ➤ The business plan will be decided upon hosting a workshop
6	Discussion on marketing of MDF <ul style="list-style-type: none"> ➤ MDF could print calendar or other types of souvenir for distribution to member and other stakeholders (RP). 	<ul style="list-style-type: none"> ➤ At this point, developing such tools may not be necessary.
7	Other issues <ul style="list-style-type: none"> ➤ Coordinator can prepare a report after each event and circulate to all members (RP). ➤ In major events, Sponsors & Facilitators could be in the banner and Acknowledgement portion in any MDF publication (RP). ➤ Website: a consultant may be hired on short term basis for collecting information, news, studies to be distributed through website. 	<ul style="list-style-type: none"> ➤ Coordinator may prepare this report for internal purpose. Instead of preparing event report, it could be given at the end of the month. Newsletter format could be considered for this reason. ➤ Sponsors & Facilitators logo to be in the banner and Acknowledgement portion in any MDF publication in

		approved format. All logo should be of same size.
8	<p>SEEP</p> <p>An intro on SEEP was given to all members present (RP).</p> <ul style="list-style-type: none"> ➤ A delegate from SEEP has visited Bangladesh and an intro of MDF was given to her. ➤ SEEP showed interest about MDF. ➤ SEEP has been engaged in product development and a relationship with them may result further benefit for MDF members. 	<ul style="list-style-type: none"> ➤ It would be worthwhile for MDF to venture relationship with SEEP
9		Next Executive committee meeting will be held in November.

Distribution: All participants