

CEDEP II – Academy of Culinary Arts Cambodia Component

PROJECT STEERING COMMITTEE MEETING # 2

Agenda

Held at: Ministry of Commerce– Date: 30 September 2015

Time To/From:	Agenda Item	Details	Responsibility
2.30 – 2.40	Introduction	<ul style="list-style-type: none"> - Follow up on the previous Board meeting and outstanding issues <ul style="list-style-type: none"> ▪ MoT Prakas re: ACAC Board was not followed in relation to the Board meeting ▪ The development of the Agenda is to be developed by the entire Board ▪ Draft Board Internal Rules 	MoC and Shift 360
2.40 – 3.00	Project and ACAC Budget	<ul style="list-style-type: none"> - From the discussion at the previous ACAC Board meeting there was disagreement regarding the presentation of the budget. - It is proposed that two budgets are used for two different functions: <ul style="list-style-type: none"> 1. Project Implementation – PSC to monitor the detailed budget (includes the Shift360 project management costs) 2. ACAC Management – the ACAC Board to be presented a detailed budget for the operation of the Academy (not the project management costs as the purpose of the Board is to focus on ACAC Management). - The purpose of this split is to focus the Board on managing the school. The process is transparent as all detailed information is provided to the PSC. - See budgets attached 	Shift 360
3.00 – 3.15	Work Plan	<ul style="list-style-type: none"> - A detailed work plan in MS Project is presented to the PSC 	Shift 360
3.15 – 3.45	Letters of Support from MoT	<ul style="list-style-type: none"> - Update from MoT on letters of support for: <ul style="list-style-type: none"> ○ Project Manager ○ Dean of the Academy ○ Importation of equipment for the Academy - These are important for the smooth operation of the project 	MoT
3.45 – 4.15	Tax Exemption for the ACAC Project and ACAC	<ul style="list-style-type: none"> - As indicated in the previous Board meeting there is a request from the Project for the RGC to grant a tax exemption for the Project and for ACAC. - The estimated value is \$250,000 USD based on calculations by tax specialists at KPMG - The project donors wish to see this exemption granted as a contribution to the project 	Shift 360 SIDA
4.15 – 4.30	Financial Sustainability Committee	<ul style="list-style-type: none"> - EIF Recommendations: There is a condition from the UNOPS contract to establish this committee. This was presented to the last Board meeting but no action was taken - The PSC should discuss the next steps to ensure this contract condition is going to be met. 	PSC
4.30 – 4.45	Update on Progress	<ul style="list-style-type: none"> - Update on project progress - Recruitment of Positions - Recruitment of the Dean 	Shift 360
4.45 – 5.00	Any Other Business		PSC
5.00 – 5.15	Next Actions	<ul style="list-style-type: none"> - Date for next PSC meeting - Date for next Board Meeting 	PSC
5.15	Meeting Close		PSC