

		inputs by the Philippines. The RCA Secretariat was requested to prepare a format for reporting of success stories	
6	Brochures on success stories	Regarding the success story brochures, it was agreed that the Agency would be requested to organize a workshop for MSs technical writers at which they could obtain professional expert advice on how to format and prepare success stories	Division of Public Information has agreed to conduct a workshop. National Representatives have been requested to provide information needed to arrange it.
7	Host Agreements	The Meeting decided that the current practice of issuance requiring of host agreements letter should be continued as before based on requirements of respective countries (i.e separate agreements for individual events or one single agreement for letter issued is based on an event basis or a blanket letter to cover all events to be held during the year). The Meeting also agreed to that Member States could submit nomination forms electronically through their respective National Representatives	Current practice will continue as decided
8	Utilization of RRUs	The Meeting decided that Project Committee Meeting is the most appropriate forum to decide on the RRUs and their utilization and report to the Meeting of the National Representatives, and hosting of events should be opened to all MSs	Utilization of RRUs will be an Agenda item of all Project Committee Meetings
9	RCA Homepage	The Meeting decided that Malaysia should continue to maintain the “members only” Homepage and RCARO Homepage would be for public access. The Meeting noted that Malaysia would be assisted by India and Republic of Korea and	Being implemented as decided

		India.	
10	ENO Project	Malaysia was requested to report at the next National RCA Representatives Meeting on it's experiences on the successes and limitations in the use of electronic media for conducting activities of the ENO project in 2003-2004	Malaysia to report at the next Meeting of the National Representatives
11	Programme for 2005/2006	The Meeting agreed that the LCs should review on-going projects for the purpose of continuing or extending them for the next project cycle as well as prioritizing the projects for the 2005-2006 programme. Lead Country Co-coordinators were requested to review the project proposals received. Concerted efforts from Lead Country Co-coordinators were expected to significantly reduce the number of new proposals for the 2005-2006 TC cycle	The Lead Country Coordinators' Meeting was held in Vienna in August 2003 at which the ongoing projects were reviewed and recommendations made on their extension. Project proposals received for 2005/2006 were prioritised by sector.
12	LCC Meeting	The Meeting agreed that the LCC Meeting was necessary. The Secretariat was requested to provide the details of 2005-2006 projects including LCC evaluation report prior to the LCC Meeting in August 2003	The LCC meeting was held in August. A list of project proposals received were circulated to NRs and LCCs.
13	Resolution on RCARO	The Meeting agreed to discuss the draft resolution in the 32 nd RCA GC Meeting with the view to adopt the resolution. Meanwhile, all issues that need to be resolved should be submitted to the Advisory Committee in writing, before the 32 nd RCA GC	NRs were requested to submit their views to the Advisory before 20 th of July. A response was received only from Japan
14	Evaluation of the RCA programme	The Meeting agreed to request that the RCA programme be submitted for evaluation in 2003	A request has been made for OIOS to review the programme
15	Advancing the date of the GC Meeting	The RCA Secretariat would explore the possibility of holding the RCA GC on	One Member State indicated its inability attend the Meeting on Friday. A consensus is needed

		Friday, the 12 th of September 2003	on the most suitable date to hold the GC meeting from 2004 onwards.
16	External donor agencies	The RCARO would form an expert group to work out on how to create a fund to attract interaction of external donor agencies	Action to be taken by RCARO
17	RCA Logo	The Meeting agreed to the redesigning of the RCA logo and the RCARO agreed to provide a draft design	The Logo has been designed by the RCARO. To be approved by the Member States