Minutes from the meeting

held in the meeting room of the Municipality \_\_\_\_ on dd/mm/yyyy at \_\_\_ hrs.

**Nomination of the CSO Sector Evaluation Commission Member for Evaluation of Project Proposals –**

Present:

1. Name and Surname, Function
2. Name and Surname, Function
3. .......

Remark: the list of CSO participants is enclosed herewith.

AGENDA

1. Nomination of the Evaluation Commission Member for Evaluation of Project Proposals from the CSO Sector
2. Nomination of the Alternate Evaluation Commission Member for Evaluation of Project Proposals from the CSO Sector
3. The municipal officer in charge of the cooperation with the CSOs explained to those present that the Commission will be formed upon advertisement of the Public Call for Proposals and that it will include 2 members of the Municipality XXX, one member of the CSO Sector and an alternate member from the CSO sector in case that the first member decides to submit the project proposal. It is important that the representative of the CSO sector has sufficient experience in project proposal writing as the evaluation and selection process is rather complex. Representatives of the CSO sector proposed following candidates as the member/alternate member of the Evaluation Commission:
4. Name and Surname,– on behalf of CSO XXXX;
5. Name and Surname,– on behalf of CSO XXXX;
6. Name and Surname,– on behalf of CSO XXXX;
7. ......

2) After the voting took place, the proposed candidates had following number of votes:

1. Name and Surname,– 6 votes;
2. Name and Surname,– 13 votes;
3. Name and Surname,– 10 votes;
4. .......

**Based on the number of votes, Name and Surname, from CSO XXX has been elected as the member of the Evaluation Commission and Name and Surname, from CSO XXX as the alternate member of the Evaluation Commission.**