



Terms of Reference (ToR) & Standard Operating Procedures (SoPs)

CENTRAL STANDING COMMITTEES & REGIONAL SUB-COMMITTEES OF FPCCI

(Approved in the 1st/2019 EC Meeting (Emergent) of FPCCI, 29th December 2018,
at FPCCI Head Office Karachi)

YOU ARE REQUESTED TO PLEASE READ THE CONTENTS CAREFULLY

The purpose of formation of FPCCI Standing Committees is to deliberate from time to time on the current problems and issues being faced by the Trade, Industry and Services on the particular subject of the Committee and to suggest suitable and pragmatic solutions to the Government for consideration and subsequent implementation.

The **tenure of the Central Standing Committees and Regional Sub-Committees** will be **one year** from the date of formation to 31st December every year.

For better coordination and making the FPCCI Committees more result oriented, the following '**Terms of Reference**' and '**Standard Operating Procedures**' are being introduced for compliance.

A. TERMS OF REFERENCES (TORs)

- a. Each Committee to develop its VISION & MISSION & OBJECTIVES, prior to call their first meeting, and submit to the Chief Coordinator of the Standing Committees.
- b. To prepare annual plan, objectives and time-line to achieve the targets, in the first meeting of the Committee.
- c. To develop expertise on the subject and devote sufficient time for achieving the aims and objectives of the Central Standing Committees and Regional Sub-Committees.
- d. Effective FPCCI–Government interface for formulation & implementation of business oriented policies and operating systems.
- e. To promote specific sectors of the concerned committee of trade, industry & services, agriculture etc.
- f. To promote of professionalism and business ethics in the specific sector of the Committee.
- g. To efficiently redress the issues pertaining to the respective sector/industry.
- h. To make positive contribution towards development of society.

B. STANDARD OPERATING PROCEDURES (SOPs)

- a. In the year 2019 and onwards, the Chairman will be read as CONVENER.
- b. The designation of Senior Vice Chairman and Vice Chairman will be converted into Deputy Convener from the year 2019.
- c. The provision of South and North Regions in the Central Committees will have Deputy Conveners in the Region.
- d. All the Central SCs and Regional Sub-Committees will work under the Vice Presidents who will be the Head of the Committees, nominated by the President, FPCCI.

- e. The Convener and Deputy Convener will be appointed by the Scrutiny Committee from the Members of the Executive Committee and General Body of FPCCI and Presidents / Chairmen of Trade Bodies, former Presidents & former Vice Presidents FPCCI or Technocrats having long experience in the specialized fields will be included in the Committees.
- f. The Conveners or Deputy Conveners appointed for the Committees cannot be appointed for another Committee.
- g. The Coordination Division of FPCCI will be authorized for circulation of the notice of the meeting and logistic arrangements.
- h. The Convener(s) or Deputy Convener(s) or members of the FPCCI Central SCs and Regional Sub-Committees are not allowed to issue any Press Releases or appear on Electronic / Press Media and express their opinions/views on various issues on behalf of FPCCI unless pre-approved by the concerned Office Bearer(s) who will be the Head of the Committee(s).
- i. **The Visiting Cards of Convener will be printed on one format that too through the Admin Department of the FPCCI Head Office Karachi, cost of which "IN ADVANCE" will have to be paid by the concerned Convener(s) of the respective Committees.** While printing Visiting Card(s) the year respective year i.e. "YEAR 20XX" will be added. Instead of FPCCI Logo, they will use the name "FPCCI"
- j. **The Deputy Conveners of FPCCI Central SCs and Regional Sub-Committees are not allowed to print or use any Visiting Cards / Letterheads of the FPCCI Committees.**
- k. **The Conveners and Deputy Conveners of FPCCI Central SCs and Regional Sub-Committees are not allowed to print or use FPCCI Letterheads of their names of the Committees.**
- l. Any Convener(s) of the Committee found misusing his / her visiting card shall be removed from the Committee and a notification will be issued and displayed on the FPCCI Website.
- m. All the communication to be sent to any Authority / Government Department(s) on behalf of the respective Committee especially on the policy issues will be sent after seeking necessary prior approval of the concerned Office Bearer (Head of the committee) of the FPCCI.
- n. No one is allowed to use name of FPCCI and its logo for any Commercial / non-Commercial activity / or for any purpose until and unless approved by the President / Secretary General of FPCCI, through the Chief Coordinator of the Committees FPCCI. Under no circumstances FPCCI allows any infringement of its registered trade mark. Thus, if anyone is found in violation of the same, then FPCCI reserves the right to take any action against the violator.
- o. **The Conveners and Deputy Conveners of the Committees must have NTN number and have an income tax returns/filer of last 5 years with business concern of the applied Committee.**
- p. There will be no presentation of crest to be given to anybody in the Central SCs and Regional Sub-Committee meeting until approved by the Office Bearers of FPCCI / Secretary General FPCCI. Only Office Bearers of FPCCI shall present the Crest of FPCCI in the Committee Meeting.
- q. In the Central SCs and Regional Sub-Committee meetings, the refreshments only cookies and tea shall be served by FPCCI. If any Convener(s) wish to serve High-Tea, the expenses will be borne by the Convener(s) or the Committee.
- r. Invitation of the high profile dignitaries like Governor, CM, Ministers or Grade 21 or above only to be extended with the approval of President FPCCI atleast before seven (7) working days in advance and letters to be signed by the President FPCCI only and the presence of the President in such meetings is mandatory.
- s. The Convener and the Deputy Convener will submit a comprehensive plan of the activities of his / her Committee to the concerned Committee formed by the Executive Committee through the concerned Vice President of the Committees of FPCCI within 15 days of his appointment, failing which the Committee has the right to remove the name of the Convener / Deputy Convener.

C. CRITERIA WHILE NOMINATING THE MEMBERS OF THE COMMITTEES

- a. **The persons nominated as Members of the Committee should be conversant related to the subject of the Committee and must have NTN number and have an income tax returns/filer of last 5 years with business concern.**
- b. The persons must be representative of any Trade body, Business House and they are required to actively participate in the activities of the Committee. On absence of 3 times from the meeting(s) they may be removed from the Committee.
- c. The Members can be appointed in two Committees maximum.
- d. Each Committee will consist of (minimum) Nine (9) Members, and accordingly, the **Conveners shall recommend the same number of members for their Committee(s) for the year who may be well versed on the subject of their committee,** for effective implementation for productive interaction and implementation of their proposals.
- e. **Each Member will pay Rs. 2000/- as membership fee of the Committee** in the form of PO/DD in favor of the Federation of Pakistan Chambers of Commerce & Industry, and after completion of membership threshold, the Convener(s) may call their first meeting (membership forms may be obtained from FPCCI Head Office Karachi). **The Conveners and Deputy Conveners are exempted to pay fee for the Committee.**
- f. After completion of memberships of the Committee atleast nine (9), a notification will be issued by the FPCCI Secretariat (Chief Coordinator) of the Standing Committees.
- g. Better to go on the quality and not quantity.

D. MEETINGS OF THE COMMITTEE:

- a. The Convener(s) of the Committees will inform FPCCI well in advance (for ordinary meeting at-least 10 days' notice and an urgent meeting 4 days' notice period), so that proper scheduling could be mentioned avoiding overlapping of the timing with other Meeting.
- b. That the meeting(s) may be attended by the approved and recommended members with appropriate dress code.
- c. The Convener(s) may coordinate with their assigned coordinator(s) before convening their meetings to avoid overlapping with other meetings.
- d. To hold any Meeting / Seminar / Conference by the Committee, the Convener will first take the prior approval of the office bearers who are the Head of the Committees.
- e. Proper attendance should be ensured during the meetings.
- f. The venue of the meetings of the Committees will be Basement-II only, with the necessary approval of Chief Coordinator of the Committees.
- g. The Convener(s) may not invite irrelevant persons / non-Members in their meetings, unless they are technocrat and relevant to the subject, with the prior approval of the Convener in writing with a copy to the Chief Coordinator of the Committees.
- h. A staff member from the R&D Department will be present in all meetings of the Committees, for necessary feedback for the meetings.

E. FREQUENCY OF MEETINGS

- a. The agenda of the meeting to be given to Coordination Division of FPCCI at least seven days before holding of the meeting for circulation amongst the members.
- b. The Committee should hold at least one meeting in a quarter with proper agenda and working papers, and a summary of actions taken on recommendations of the Committee may please be furnished to FPCCI Head Office, Karachi for the information of the President of FPCCI.

- c. The requisition for the meeting will be submitted by the Convener of the Committee to the Chief Coordinator only, through e-Mail, atleast before seven (7) working days in advance.
- d. It has been observed in preceding years that certain Standing Committee members tend to interfere in the matters/domain of other Standing Committee, which for no good reason creates an unwanted situation. FPCCI, strongly discourages this and subsequently advice that such incidences be avoided to the maximum level.
- e. Only Convener(s) of the Central SCs can call the meeting of his / her Committee. However, in his / her absence the Deputy Convener may call the meeting with the approval in writing of the concerned Committee Convener and the Vice President of the concerned Committee.
- f. **If the Convener(s) of the Committee(s) fails to hold first meeting of the Committee within 45 days of formation and subsequently fails to hold atleast one meeting in a quarter, the Convener(s) would be deemed to have been withdrawn.**

F. MINUTES / REPORTS OF THE MEETINGS

- a. **Proper notes / report of the meeting(s)** of the Committee(s) should be **recorded by the FPCCI Staff** which will be circulated through FPCCI Coordinator of the Committee (amended on 29th May 2021).
- b. The minutes / report should be submitted to the Secretary General of FPCCI for onward tabling in the meeting of the Executive Committee for the needful adoption. That they may submit recommendations to President FPCCI through Secretary General FPCCI.
- c. The format of the minutes of the Meetings in one format, which can be obtained from the Chief Coordinator of FPCCI Standing Committees.
- d. The Convener(s) of the Committee(s) shall be responsible with necessary coordination with concerned FPCCI Staff:
 - i. To approve minutes of the meetings prepared by concerned FPCCI Staff and submit to the Chief Coordinator of the Committees (amended on 29th May 2021).
 - ii. Follow up of the decisions / proposals, made in the meetings.
 - iii. To prepare quarterly report and submit to the President FPCCI through Secretary General FPCCI.
 - iv. To prepare annual report of the Committee to be submitted by 15th December to the Secretary General FPCCI.
- e. The Committee will submit the minutes of the meeting to FPCCI Coordinator / Secretariat within seven days of its meeting. Failure to submit the minutes will result in delay in holding of next meeting of the respective Committee.

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