



Standard Operating Procedure (SOP) of the BUSINESS COUNCILS/JOINT CHAMBERS OF THE FEDERATION OF PAKISTAN CHAMBERS OF COMMERCE & INDUSTRY (FPCCI)

Note: - Please read the contents as hereunder and acknowledge.

Definition

Business Councils, Joint Business Councils and Joint Chambers of the Federation of Pakistan Chambers of Commerce & industry (FPCCI) are economic assemblies that provide a regular and recognized forum for more systematic business promotional activities in trade, investment, technology transfer, services and other industrial sectors business activities between businessmen and industrialists in Pakistan and abroad.

Their aim is to stimulate economic relations between Pakistan and all over the world in various fields, particularly trade and investment, through a logical business network that achieves the targets set and prescribed for the economic relation with these countries.

Standard Operating Procedures (SOPs)

1. All Business Councils/Joint Chambers will work under the Chairperson appointed by the President, FPCCI.
2. Only the concerned officer of FPCCI will be responsible for circulation of the notice of the meeting and logistic arrangements.
3. The Chairperson(s) or any other Sr. Vice Chair or Vice Chair or members of the FPCCI Business Councils/Joint Chambers 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 approved by the concerned Office Bearer(s) who will be the Head of the Business Council(s) and Secretary General.
4. The Visiting Cards of Chairpersons will be printed in one format through the Admin Department of FPCCI Head Office Karachi, cost of which (in advance) will have to be paid by the concerned Chairperson(s) of the respective Business Councils/Joint Chamber. While printing Visiting Card "Year" will be added.
5. All the letters to be sent to any Authority / Government Department(s) on behalf of the respective Business Council especially on the policy issues will be sent after seeking necessary prior approval from the Secretary General FPCCI. Invitation to the high profile dignitaries like Governor, Chief Minister, etc. only to be done after the preparation of proper agenda and approval of President/Secretary General FPCCI in 20 days in advance.

6. The Chairpersons, SVCs and VCs of FPCCI Business Councils/Joint Chambers are not allowed to print or use any Letterheads of the FPCCI.
7. Any Chairperson(s) of the Business Council found misusing his / her visiting card shall face suspension from his portfolio.
8. Chairperson(s), Senior Vice Chairperson(s) and Vice Chairperson(s) are not allowed to post their appointment letter on any WhatsApp Group or any other Social Media.
9. 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 Deputy Secretary General International Affairs and Marketing Division. 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.
10. There will be no presentation of crest to be given to anybody in the meeting of Business Council until approved by the Office Bearers of FPCCI / Secretary General FPCCI. Only Office Bearers of FPCCI will present the crest of FPCCI in the Business Council Meeting.
11. In the Business Council meetings, the refreshments (cookies and tea) will be served by FPCCI. If any Chairperson(s) wish to serve High-Tea/Lunch/Dinner, the expenses of which will be sponsored by the Chairperson(s)/Member(s) of the Business Council.
12. The Chairperson(s) of the Business Council(s) and Joint Chamber(s) with respect to the matters pertaining to their Business Councils are not allowed to conduct any one on one meeting(s) with the Government officials without seeking prior approval in writing of the concerned Office Bearer of the FPCCI/Secretary General FPCCI.

Tasks of the Chairperson

1. Each Council has to develop and send its **Vision, Mission ,Objectives** and a comprehensive program / plan of the activities prior to call their first meeting of Business Council to the Secretary General through Deputy Secretary General IA&M
2. To prepare annual plan, objectives and time-line to achieve the targets, in the first meeting of the Council/Joint Chamber.
3. Developing and consolidating relations between the business communities of both countries, and identifying the economic opportunities available to representatives of respective parties.
4. Promoting exports and exchange of goods and services through constant communication, exchange of information and holding exhibitions in both countries.
5. Encouraging the establishment of economic projects in both countries by means of identifying the best ways of funding, and providing information and services to businessmen interested in establishing such projects.
6. Amicably settling commercial disputes that may arise among businessmen in both countries.

7. Attending to training programs, technology transfer, and the right to acquire knowledge.
8. Chairman will organize the Workshop with a comprehensive Questionnaire prior to finalization of **FTA/PTA** with any country. Meaningful results/conclusion obtained and compiled by the Chairperson of the Business Council from the workshop will be sent to the concerned Ministry through FPCCI.
9. Before sending or receiving any delegation of Business Council/Joint Chamber, a Seminar/Session on **"Doing Business with (Country Name)"** must be organized by the Chairman of the Business Council.
10. For organizing any **Joint Business Council (JBC) Delegation**, approval before **2 Months** is required. For organizing any **Exhibition** approval before **4 Months** is required.
11. Chairman must send Proposals to Secretary General for Free Trade Agreement (FTA), Preferential Trade Agreement (PTA), Joint Ministerial Commission (JMC), Joint Economic Commission (JEC), Joint Working Group (JWG) and all the relevant meetings for onward submission to the concerned Ministries.
12. If any Chairperson is nominated by the President to attend the above meeting, he/she have to attend the session on his own expense.
13. Chairman should manage and motivate the directors and members to participate in the Joint Business Council Meeting scheduled out of the country on their own finance.

MEETINGS OF THE BUSINESS COUNCIL:

1. The Chairperson(s) of the Council will inform FPCCI well in advance (for ordinary meeting at least 10 days' notice and an urgent meeting 3 days' notice period), so that proper scheduling could be mentioned avoiding overlapping of the timing with other Meeting.
2. The meeting(s) may be attended by the members of said Business Council with proper quorum and attendance should be ensured during the meetings.
3. The Chairperson(s) may coordinate with their assigned desk officer(s) before convening their meetings to avoid overlapping with other meetings.
4. To hold any Meeting / Seminar / Conference by the Business Council, the Chairperson will first take the prior approval of the Secretary General through Deputy Secretary General (IA&M).
5. The venue of the meetings of Business Councils shall be decided by the Deputy Secretary General IA&M.

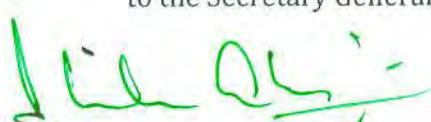
FREQUENCY OF THE MEETINGS

1. The agenda of the meeting to be given to the concerned Desk Officer at least seven days before holding of the meeting for circulation amongst the members.

2. The Business Council 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 Business Council may please be furnished to the Secretary General and Office Bearers of FPCCI at FPCCI Head Office, Karachi for information .
3. It has been observed in preceding years that certain Business Council members tend to interfere in the matters/domain of other Business Councils or Standing Committees of FPCCI, 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.
4. Only Chairperson(s) of the Business Councils/Joint Chambers can call the meeting of his / her Business Council. However, in his / her absence the Senior Vice Chairperson can call the meeting with the approval in writing of the concerned Business Council Chairperson.

MINUTES / REPORTS OF THE MEETINGS

- a. **Honorary Assignment of drafting** Proper minutes / report of the meeting(s) of the Business Councils is at the discretion of the Chairman of Business Council.
- b. The Chairperson(s) of the Business Council shall be responsible through his / her personal Office :
 - i. To prepare minutes of the meeting and submit to the Secretary General through Deputy Secretary General IA&M for perusal.
 - ii. The Chairperson of Business Council will submit the minutes of the meeting to the Secretary General IA&M within seven days of its meeting, which will be circulated among the Office Bearers and Members of the Council by the Concerned Desk Officer / Secretariat. Failure to submit the minutes will result in delay in holding of next meeting of the respective Business Council.
 - iii. Follow up of the decisions / proposals, made in the meetings.
 - iv. To prepare quarterly report and submit to the Secretary General FPCCI through Deputy Secretary General FPCCI.
 - v. To prepare annual report of the Business Council to be submitted by **15th December** to the Secretary General FPCCI.


(SYED MAZHAR ALI NASIR)
Senior Vice President FPCCI

Dated: 27th July 2018