

~~Draft~~ Minutes of the  
**First Meeting of The Board of Governors of FTIP**  
**During 2009 Held on 24<sup>th</sup> January, 2009**

The first meeting of the Board of Governors of FTIP during 2009 was held under the chairmanship of Mr. Makhdoom Muhammad Amin Fahim, Minister of Commerce, Government of Pakistan in the Committee Room of Foreign Trade Institute of Pakistan at 11 am on the 24<sup>th</sup> January, 2009. The following attended the meeting:

Sr. No	Name & Designation	Chairman/ Member
1.	<b>Makhdoom Muhammad Amin Faheem,</b> Commerce Minister, Ministry of Commerce	<b>Chairman</b>
2.	<b>Mr. Sulman Ghani,</b> Secretary, Ministry of Commerce	<b>Vice- chairman</b>
9.	<b>Mr. Ghulam Ali Nizammani,</b> MNA, C209, Parliament Lodges, Islamabad. Ph: 051-9221538	<b>Member</b>
6.	<b>Muhammad Ikram Arif,</b> Chairman, National Tariff Commission	<b>Member</b>
5.	<b>Mr. Amir Tariq Zaman,</b> Joint Secretary, Ministry of Industries.	<b>Representing Secretary Industries</b>
3.	<b>Mr. Muhammad Sarwar,</b> Financial Advisor, Ministry of Finance	<b>Representing Secretary Finance</b>
4.	<b>Mrs. Samina Mehtab,</b> Director Foreign Affairs, Ministry of Foreign Affairs.	<b>Representing Secretary Foreign Affairs</b>
8.	<b>MR. Agha Saiddain,</b> Chairman, Pakistan Tanners Association, Karachi	<b>Member</b>
7.	<b>Mr. Zubair Ahmed Malik,</b> Vice President, F.P.C.C & I	<b>Representing President, F.P.C.C &amp; I</b>
10.	<b>Dr. Safdar A. Sohail,</b> Director General, FTIP, Islamabad	<b>Member/ Secretary</b>

Mr. Dost Mohammad Mazari, Member National Assembly, Mr. Waqar Ahmad, President Overseas Chamber of Commerce and Industry, Ch. Khurshid A. Aziz Chairman, Pakistan Electrical Manufacturers Association conveyed their inability to attend the meeting. Secretary Trade Development Authority of Pakistan [TDAP] had just been transferred and no one from TDAP attended the meeting.

The meeting started with the recitation of verses from the Holy Quran by Dr. Safdar A. Sohail, Director General, FTIP who thereafter presented agenda items one by one for consideration of the Board. The decisions of the Board are given below:

Item No. 1 **Confirmation of the Minutes of the Last Meeting of the BoG held on June 8, 2005.**

Minutes of the last meeting were confirmed.

Item No. 2 **Review of the actions taken on decision of the last meeting of the BoG.**

The Board expressed satisfaction over the actions taken on the decisions of the last meeting.

Item No. 3 **Approval of the actions pertaining to the restructuring of FTIP.**

The details of actions pertaining to restructuring of FTIP are as follows:

(i) **Construction of FTIP's Building**

Board was informed that PC-I for construction of the building of FTIP was prepared and submitted to Planning Commission which approved project worth Rs. 130 Millions on 30-04-2007. The commission approved Rs. 5 Million to move to a rented premises to start new activities as a Policy Think tank till construction of Institute's own building in H-8 Sector.

(ii) **Approval of the renovation/partition of FTIP and purchase of office equipments.**

(a) **Renovation of FTIP Office.**

Institute could not get hired premises due to disparity in market and government rates. Ministry of Commerce allowed re-partitioning of existing building with a total cost of Rs. 3500000/-. It was suggested that Rs. 1,000,000/- could be met from available EMDF account and balance amount of Rs. 2,500,000/- through re-appropriation from the budget of the project " Re-Structuring of FTIP" from the head "occupancy cost". The contract for renovation/partitioning work was awarded through invitation of tender and work order was

approved by the steering committee constituted in Ministry of Commerce for the purpose. The renovation of partitioning work has been completed.

(b). **Ex-Post Facto Approval Of Expenditure.**

Finance Division released Rs. 19.58 million for the project "Restructuring of FTIP" on basis of approved cash/work plan during Financial year 2007-08. Expenditure amounting to Rs. 11.891 million, approved by the steering committee and was incurred as per following detail:-

<b>Object Classification</b>	<b>Expenses Rs.</b>
Newspapers Periodicals and Books	991,952/-
Others (Plants & Planters etc.)	106,639/-
Computer Equipment	
Hardware	2,024,316/-
Software	660,399/-
Purchase of Transport	2,332,683/-
Purchase of Plant and Machinery	1,281,600/-
Purchase of Furniture & Fixture	3,281,204/-
Other (Civil Work)	1,212,513/-
<b>Total</b>	<b>Rs. 11,891,306/-</b>
	<b>Rs. 11.891,306 Million</b>

The Board granted ex-post facto approval of all the actions listed above.

Item No. 4 **Renaming of the Institute.**

It was proposed that FTIP may be renamed as Pakistan Institute of Foreign Trade and Development (PIFTAD) to better describe it as a Public Policy Institute on the issues of Pakistan's international trade and development. The Board, however, did not approve PIFTAD. After detailed discussion, Board unanimously approved, new name as Pakistan Institute of Trade and Development (PITAD) and allowed its substitution in FTIP's Resolution No.9(9)/89-Admn-IV dated 25-10-1989.

Item No. 5 **Approval of FTIP Work Plan 2009.**

The Board approved FTIP Work Plan for the year 2009 with following recommendations:

- i) Policy Research:- FTIP should develop linkages with 2-3 public Policy research Institutes like BeaconHouse National University Lahore, LUMS and other leading academic institutions for joint studies.
- ii) Executive Development Courses(EDC): The Institute should conduct courses for the managers in private

Item No.6 **Permission to allow Saturday as "off day" to FTIP.**

The Board unanimously approved to allow Saturday as "off day to FTIP" .

Item No. 7 **Approval of Service Regulations for the Employees and officers on deputation to FTIP.**

In pursuance of the FTIP Resolution No.9(9)/89-Admn-IV dated 25-10-1989 and Bye Laws under para-5 (h)(i)(a), FTIP framed its Service Regulations, which were placed before the Board for discussion and approval. The Board decided that Executive Committee of the Institute would examine Service Regulations and then submit them to the chairman for final approval.

Item No. 8 **Medical Facilities for the Employees and Officers of FTIP.**

Board observed that Executive Committee should look into the Medical facilities for employees of FTIP and submit their recommendations to the Chairman of the Board for approval.

Item No. 9 **Revision of salaries and other privileges for the Faculty/Officers/Staff of FTIP.**

The members of the Board were informed that Steering Committee of the National Governance Reforms Commission, in its meeting held in August 2007 and chaired by the President and Prime Minister of Pakistan, approved an incentive package for the faculty/officers of all the Specialized Training Institutes/Academies, to attract and retain highly qualified human resource, similar to that of National School of Public Policy, Lahore. After the approval of their Board of Governors, National School of Public Policy is offering the following special pay package.

- i. All Officers/Faculty:- Pay as per Government Basic Pay Scales Scheme in toto. In addition, special allowance equal to the amount of one month basic pay (running) per month.
- ii. All Officers and Staff: Pay package as per Government basic pay scales in toto. In addition Special Allowance at 20% of the basic pay (running) per month.

iii. Transport Facility: All officers posted in the Institute are entitled for following transport facility.

- i. BS-20 and above. 1300 CC Car
- ii. BS-19 1000 CC Car

The Board was informed that a similar request was pending in the Finance Division and the latter had asked for the approval of FTIP Board for further processing.

Board of Governors decided to refer the matter to Executive Committee for comments and then submit the recommendations to the Chairman for approval.

Item No. 10 **Increase in the Fee for the External Faculty.**

The Board was informed that the external faculty of the Institute is paid @ Rs. 750/- per hour which is too small an amount to get services of qualified persons. The Institute proposed an upward revision of the fee for external faculty as per following rates:-

S.No.	Visiting Faculty	Remuneration
1	General	Rs. 1500 per hour
2	Master Degree Holder from Abroad	Rs. 2000 per hour
3	Ph.D	Rs. 2500 per hour
4	Chief Executives/ High ranking Government officer of 21 and 22.	Rs. 5000 per session

The Board was informed that a similar request was pending in the Finance Division and the later had asked for the approval of FTIP Board for further processing.

The Board approved the increase in fee for external faculty members.

Item No. 11 **Creation of Council of Senior Fellows of FTIP**

It was proposed in the meeting to form a Council of Senior Fellows comprising of renowned researchers, academicians, trade experts and leading business leaders, who may advise FTIP on nature of research and training programmes. The Board approved the creation of Council of Senior Fellows with the observation that the terms of reference for the Members may be submitted to the Executive Committee for approval.

Item No. 12. **Up gradation of the post of Librarian from BS-16 to BS-17**

It was informed that the post of Librarian be upgraded from BS-16 to 17. On a query from the representative of Finance Division, the Board was informed that the incumbent fulfills the criteria laid out by the Establishment Division. Board approved upgradation of the existing post of Librarian from BS-16-17.

Item No.13 **Payment of Charges to External Faculty Coming from Outstation.** 235

Payment of charges to external faculty coming from outstations expects FTIP to provide return air tickets and accommodation like the National School of Public Policy, in case of extreme need. However, there is no such provision in the FTIP's budget to pay them TA and accommodation. It was proposed that in case of non-governmental guest speakers/faculty TA/DA would be paid equal to entitlement of BS-19 officer of FTIP.

The Board decided that the Institute will follow the example of National School of Public Policy for the payment of charges to external faculty coming from outstation.

Item No. 14. **Payment of Transport charges to External Faculty:**

It was proposed that in case of absence of official transport facility for the external faculty, they shall be entitled to transport charges at the rate of Rs. 300 & Rs. 500, round trip from Islamabad and Rawalpindi respectively.

The Board approved payment of transport charges to External Faculty.

Item No. 15 **Creation of One Post of Accounts Officer (BS-17) and One Post of Superintendent (BS-16)**

The members of the Board were informed that there is no post of Accounts Officer (BS-17) to maintain and look after accounts of this Institute as well as Superintendent (BS-16) to maintain record room, physical assets of the Institute, an look after administrative matters. Institute needs the services of an Accounts Officer (BS-17) and a Superintendent (BS-16) for which posts of Accounts Officer (BS-17) and Superintendent (BS-16) need to be created.

BoG approved the creation of one post of Accounts Officer (BS-17) and one post of Superintendent (BS-16) in this Institute.

Item No.16 **Contract Research, Consultancy & Training**

FTIP Board of Governors, VC EPB Committee [2005] and the Consultants hired for the Restructuring of FTIP [2006], all had recommended to FTIP to offer its services for generating revenues for the long term financial sustainability of the Institute as well as to attract and retain quality human resource. It is a normal practice in Public Policy Institutes in Pakistan and elsewhere that the individual researchers compete for the research / consultancy / Human Resource Development Projects. This actually is a litmus test of the worth of a research Institute. By undertaking good R & D projects the capacities of the institute develop significantly. It allows also an institute to remain visible in public policy arena locally as well as internationally

236  
and adds weight to its voice. FTIP hopes to win R&D projects in the near future and establish itself as an active Policy Think Tank at the national and international levels. However, FTIP would not charge any fee for any of its services from the Commerce Division.

Board approved the Guidelines at Annexure-H but decided that the approval of projects valuing more than Rs. 8 million would be made by the Board, not Ministry of Commerce and in case of urgency, the approval would be sought through circulation.

Item No.17: **Permission to serve lunch/ dinner**


It was proposed to the members of BoG that Director General of the Institute maybe granted full powers to serve lunch/dinners at appropriate occasions up to @ Rs.1000/- per person but the total expenditure should not exceed Rs.35,000/-.

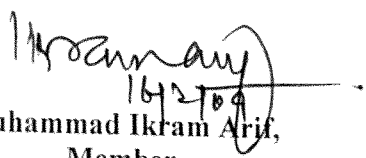
Board decided that the Institute will follow the example of National School of Public Policy to serve lunch/ dinner.

Item No.18: **Human Resource Requirement of FTIP and Out Sourcing of Specific Assignments**


It was discussed in the meeting that at present many of the specialised skills to run a Policy Think Tank are not available at FTIP, especially in case of Policy Research, Specialised Professional training, knowledge management, proposal development, outreach specialists etc. The recruitments on contract basis therefore are necessary to implement the expanded mandate of the FTIP. In order to kick start the policy activities at FTIP, FTIP has been provided Rs. 15.68 million, out of EDF for the recruitment of specialist staff and their support staff on competitive salaries. The Institute has started the process of selection and gained the permission of Establishment Division to hire 30 staff. The Board decided that Executive Committee of FTIP should examine the Human Resource Requirement of FTIP and Out sourcing of specific Assignments and submit recommendations to the Chairman for the approval.

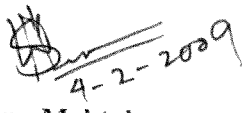
The meeting ended with a vote of thanks by the Chairman.


  
Mr. Ghulam Ali Nizammani,  
Member  
MNA


  
Muhammad Ikram Arif,  
Member  
Chairman,  
National Tariff Commission


  
Mr. Amir Tariq Zaman,  
Member  
Joint Secretary,  
Ministry of Industries

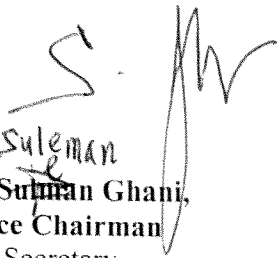
  
Mr. Muhammad Sarwar,  
Member  
Financial Advisor,  
Ministry of Finance

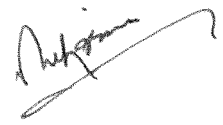
  
Mrs. Samina Mehtab,  
Member  
Director Foreign Affairs,  
Ministry of Foreign Affairs

  
MR. Agha Saiddain,  
Member  
Chairman,  
Pakistan Tanners Association,  
Karachi

  
Mr. Zubair Ahmed Malik,  
Member  
Vice President,  
F.P.C.C & I

  
Dr. Safdar A. Sohail,  
Member/Secretary  
Director General,  
FTIP, Islamabad

  
Mr. Sulman Ghani,  
Vice Chairman  
Secretary,  
Ministry of Commerce

  
Makhdoom Mohammad Amin Faheem,  
Chairman  
Commerce Minister,  
Ministry of Commerce