

**INTERNATIONAL POLICE ASSOCIATION**

**PAKISTAN SECTION**

**Subject: MINUTES OF 5TH ANNUAL GENERAL MEETING OF NATIONAL COUNCIL**

 The 5th Annual General Meeting of the National Council, International Police Association, Pakistan Section, was held on April 01, 2017 at Islamabad under the Chairmanship of Dr. Muhammad Shoaib Suddle, President IPA Pakistan Section. List of NC members who attended the Meeting is attached as Annex -A.

2. Finding the quorum in order, the meeting started with the recitation from the Holy Quran. The President congratulated the newly elected members and hoped that the new NC, NEC and RECs would strive to substantially improve the working and performance of IPA Pakistan Section. Appreciating and thanking the outgoing office bearers for their exceptional services, the Chair stressed the need for innovative ideas and support for generating and sustaining IPA membership.

3. The following agenda points were discussed and decision arrived at:-

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| **S. No.** | **Agenda point** | **Decision** | **Action by** |
| 1. | Use of Logo | It was decided that only standard IPA Pakistan Section logo shall be used on shields and souvenirs prepared / presented by or on behalf of IPA Pakistan Section, not logos of International brands which are right protected. The use of any other logo, including logo of any local police unit, shall only be permitted if formally pre-approved by the NEC.  | All members |
| 2. | Maintenance of Record | The President showed serious concern for lack of prompt and complete membership information to the Election Commissioner by the National Treasurer (NT). Deploring poor maintenance of membership record and accounts for the period 2013-2017, the President directed NT to strictly follow the Constitution / Rules / NC & NEC decisions relating to his responsibilities. In this context, Chairperson Islamabad / KP Region, Mr. Sajid Kiani, volunteered to prepare application software, in cooperation with relevant Soneri Bank officials, to enable online applications and fee deposits, and make the entire process simpler, more transparent and fool-proof. In the meanwhile, NT would pay particular attention to take necessary remedial measures to address weaknesses detected during the recent elections, as also the pending issues, and place a comprehensive report before the next NEC meeting. It was also decided that henceforth each Region would be maintaining proper record of all Region-related matters, including record relating to membership, proof of membership / renewal fee, date on which membership / renewal request received / forwarded to NT, and the date IPA card issued and actually delivered to the member.  | Secretary General / National Treasurer / Regional Executive Committees  |
| 3. | Meetings of Regional Committees  | Under the Constitution of IPA Pakistan, each Regional Committee consisting of total members of the Region, in good standing, is required to meet at least once every quarter, and send minutes of the meeting to SG. Chairmen Regions were requested to ensure compliance with this Constitutional provision.  | Secretary General / Regional Executive Committees |
| 4. | Appropriate use of WhatsApp group | It was decided that NC / NEC WhatsApp groups would be used only for IPA-related information sharing purposes, not for routine greeting sharing, etc.  | Secretary General /All NC members |
| 5. | Issuance / Renewal of IPA Membership Card | NC decided that IPA membership / renewal card shall ordinarily be issued within seven days, after fully ascertaining the eligibility criteria and only in the name of the individual mentioned on the bank deposit receipt. This was necessary to do away the practice of ‘Empty Numbers’. The Chairman IPA Islamabad / KP Region was requested to take up the issue with the relevant Soneri Bank officials. Despite earlier decisions, the NT has not been sending monthly updates on fresh membership / renewals to the Secretary General / Regional Chairmen, with copy to President. NC decided that primary responsibility for fresh membership / renewals would be that of respective RECs. Chairmen RECs were requested to personally monitor the status of fresh membership / renewals on frequent basis, including during quarterly meetings of Regional Committees.  | Secretary General / National Treasurer /Regional Executive Committees  |
| 6. | IPA Card format | NC decided that format of backside of the membership card needed to be reviewed with a view to adding additional reference numbers. Secretary General and Chairman REC Islamabad / KP were requested to examine the issue in consultation with NT. | Secretary General / Chairman REC Islamabad / KP, National Treasurer |
| 7. | Venue of NC / NEC Meetings, etc. | It was decided that in future NC meetings would normally span over two days, and both NC and NEC meetings would be rotated between Regional Headquarters. It was also decided that support of respective IGPs / CCPOs would be solicited to improve the working of IPA Pakistan. Chairman REC Islamabad / KP proposed that there should be designated office for IPA Pakistan. He also offered to approach National Police Foundation for the purpose, followed by a meeting between President IPA Pakistan Section and Managing Director NPF, if needed. Similarly, the possibility of office space at each Regional HQs would be explored by respective Chairmen RECs. | Secretary General / Chairmen RECs |
| 8. | Election of NC, NEC & REC Members | The Chair expressed the view that a clear definition of ‘member in good standing’ was necessary to avoid any ambiguity about eligibility to vote / contest elections. Agreeing with the view, the NC requested the Election Commissioner to propose a comprehensive definition for the purpose. It was also felt imperative that discipline be observed and any action tantamount to bringing IPA into controversy or disrepute be avoided at all costs. For instance, it was inappropriate that the elections in a particular Region were postponed in disregard of the fact that only the Election Commissioner had the authority to take such a decision. The NC also decided that the Constitution / Rules of IPA Pakistan would be appropriately amended in the next NC meeting to bar a member already holding an elective position to contest on another seat or to simultaneously contest on more than one seat.  | Election Commissioner / NEC & REC Members |
| 9. | Annual Targets  | The NC decided that all RECs would prepare their annual plans containing targets to be achieved during each calendar year. The plans shall be forwarded to SG before 31st March each year or within 30 days of NC elections, as the case may be.  | Secretary General / All Chairmen RECs |
| 10. | Website / Newsletter | It was observed that the website of IPA Pakistan needed to be made more user friendly. Also, the website needed proper updating / maintenance. National Editor, accompanied by the webpage designer, may discuss the webpage-related ideas with the President at a mutually convenient date. Likewise, the Newsletter-related issues also need to be sorted out at the earliest. | Secretary General / National Editor |
| 11. | Opening of Regional Bank Accounts | The Chair observed that opening of Regional bank accounts had been unduly delayed. It was decided to task Mr. Jamil Ahmed Hashmi, Vice Chairperson ICT / KP Region, to get the account of ICT / KP Region opened in the Islamabad Soneri Bank branch at the earliest. The whole process would then be shared by the SG with other Regions to resolve this long-pending issue.  | Secretary General / Vice Chairperson ICT & KP Region |
| 12. | Job Description | Chairperson ICT / KP, Mr. Sajid Kiani, was requested to prepare comprehensive job description of each member of the Regional Executive Committee. Likewise, the SG was requested to prepare job description of NEC members. The matter will be taken up as an agenda item in the next NEC meeting. | Secretary General / Chairman ICT / KP Region |
| 13. | Ombudsman / Advisors | The NC unanimously agreed that willingness of Mr. Shahid Hayat, DIG, be sought to accept the responsibility of Ombudsman. It was also agreed that services of Mr. Rasool Bux Saand PSP may be availed as Advisor. The proposal to induct Mr. Ashfaq Anwar as Advisor for KP and / or any other suitable name(s) shall come up for decision in the next NEC meeting.  | National Advisor / Secretary General  |
| 14. | Election Commission | Greatly appreciating the services of Election Commission, the NC unanimously decided to extend the tenure of Election Commissioner for four more years. It was also decided that in future the Regional elections would be held on different dates, enabling the Election Commissioner to personally supervise the entire process. Any local assistance, if required, shall be decided solely by the Election Commissioner.  | ElectionCommissioner / Secretary General |
| 15. | Audit Report | NC approved the audit report for 2016 with the observation that National Treasure would provide evidence of Rs.55,000/- shown as ‘membership liabilities time-barred’ in the next NEC meeting. Observing that any unclaimed money needed to be shown separately by the auditors, the NC underscored the need of periodic internal audit. It was also decided that in future meetings, National Treasurer would present the entire record maintained by him for perusal of NC, as also the NEC.  | Secretary General / National Treasurer |

4. The Secretary General shall monitor the progress of implementation of decisions by all concerned.

5. The meeting ended with a mutual vote of thanks.

Issued by;

Mirvais Niaz

Secretary General,

International Police Association

Pakistan Section