

Highlights from Central Executive Committee Meeting # 1

Wednesday | October 6, 2021 | 5.00 PM – 8.00 PM

Attendees:

CEC Members	Secretariat
1. Ali Ihsan	6. M. Zohaib Khan Hira Zainab
2. Ammara Masood	7. Salman Dar
3. Barkan Saeed	8. Dr. Shoab A. Khan
4. Bilal Hashmat	9. Waqas Khan Pitafi
5. Khuram Rahat	10. Badar Khushnood (Chairman)

Agenda:

- P@SHA background
- Role of trade-body organization, roles overview (CEC, Secretariat)
- P@SHA Progress Update
- Committee formation, roles, and responsibilities, list of committees
- Conclusion

Immediate action Items:

- Committee: The list of committees and Chairs will be finalized before the next CEC meeting

Resolution Items:

These resolutions were passed during the meeting.

- Minutes of the meeting should be confidential, and public version of minutes can be shared with members after approval from the CEC members
- One person can be a Chair of a maximum of two committees
- Non-CEC members who have worked in past will be allowed to be Chair of a Committee
- The Chair of the Committee has the right to include members. Disagreements should be discussed within the committee first and if not solved, then can be discussed first with office-bearers and then during a CEC Meeting
- Government Committee should be formed
- Government Committee should only consist of CEC members
- Code of conduct: Committee Chairs and members are required to disclose business with the relevant government departments.

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Discussion Items:

Getting Started

- Chairman and Secretary-General welcomed all new CEC members
- Confidentiality: It was discussed that 1) if something is declared strategic, it should be considered confidential, and 2) P@SHA's narrative should be the same despite all disagreements inside CEC.
 - Minutes of the meeting should be confidential, and public version of minutes can be shared with members
 - The public version will be reviewed and approved by the CEC first. They will be called Synopsis/Highlights/Summary to not create confusion with the legal minutes of the meeting

It was discussed that position papers should be developed in the future, and CEC members/Committees should be allowed the freedom to make decisions that are aligned with the position papers. It was proposed that the Secretariat/SG should remain involved in all meetings to ensure continuity for the organization.

- It was discussed that each CEC member should take lead on an area that excites them and lead execution on that
- It was discussed that CEC members, as ambassadors of the industry, should strive to always prioritize the industry's interests

P@SHA Background and Progress Overview

- Hira gave an overview of P@SHA's journey
 - It was shared that P@SHA's official address in DGTO needs to be changed from Karachi to Islamabad
- Hira gave an overview of organizational development activities and emphasized the goal of converting P@SHA as an organization
- Hira shared details on how CEC can play a role in strengthening Secretariat. Chairman Badar Khushnood also agreed and emphasized that it is imperative for the continuity of P@SHA.
 - Allow Secretariat to be built as an organization
 - Sponsor hiring of team members in Secretariat/increase budget
 - All hiring in Secretariat will be done by Secretary-General
 - The resources will report to Secretary-General
 - The resources will be located in Secretariat locations and not member offices (to avoid conflict with DGTO rules)
 - Use existing company's resources to support Committee Chairs in the execution

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- They will only report to Committee Chair and will coordinate with the Committee Coordinator so all progress is consolidated at the Secretariat level
- Provide consultation to Secretariat in areas where there exist gaps (video creation, marketing, research, etc.)

Ammara suggested learning from NASSCOM's journey and team structure.

- Hira gave an overview of P@SHA's financial stability and status. 80% of the revenue is still from memberships, while new streams have been piloted during this year.
 - Memberships: 453 members in 2021 with PKR 23.7 million revenue
 - IT Salary Survey: 261 invoices, 40 paying companies, and over PKR 700,000 revenue
 - ICT Awards: Planned for October 23, received sponsorship amount is PKR 2 million, while the targeted amount is PKR 10 million, with a budget of PKR 8 million
- International Delegation to UAE planned with GITEX, Expo 202, Networking Dinner. Hira shared that Zohaib Khan is leading the activity from CEC.
- Hira shared the existing activity roadmap with major planned activities for October, November, and December 2021

Action item:

- Extract insights from case-study of NASSCOM

P@SHA Subcommittees

- Hira shared the background of the CEC Committee structure earlier approved in June 2021
 - In June 2021, the committee structure was changed and approved by CEC
 - Each CEC member should be chair of one committee at least
 - Each committee **can** have 6 members: 3 CEC members, 3 non-CEC members
 - Each CEC member can be a part of a maximum of 3-4 committees
 - It was suggested that if a committee is not having a meeting for 45-60 days, then Chair should be changed. It was also proposed to have a mix of CEC members in committees (people retiring this year in addition to people who'll continue to be part of CEC this year) to ensure continuity of the objectives. No agreement was reached at these points.
- Hira shared about the Secretariat's support for different committees. Chairman agreed with the structure.
 - Committee Chair will share TORs and will lead them
 - Each committee will have a committee coordinator from Secretariat

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- Secretariat will consolidate meeting minutes from all committees on a monthly basis, and share them with CEC and members on a monthly/quarterly basis
- Secretariat will consolidate committee progress overview in each CEC meeting – where Committee Chair will present the progress
- Secretary-General will maintain a list of key projects for the Secretariat team
- Secretary-General will be responsible for assigning work to the Secretariat team
- Secretary-General and Secretariat will support key initiatives from different committees

All CEC members agreed with the proposed structure.

- Salman Dar proposed a new detailed structure for P@SHA Subcommittees, which required discussion and feedback from CEC members. All items were discussed and finalized between CEC Members, while 3 resolutions were passed about the committee structure.
 - Each CEC member should be Chair of one committee at least
 - One person can lead a maximum of 2 committees (**resolution passed**)
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 - It's the responsibility of the Chair to have ToRs and next year targets for his / her committee
 - Non-CEC members who had worked in a committee in past should also be allowed to lead a committee (**resolution passed**)
 - The chair of a committee has the right to include members. Disagreements should be discussed within the committee first and if not solved, then can be discussed first with office-bearers and then during a CEC Meeting (**resolution passed**)
 - Chairman can create a temporary committee/taskforce with a specific objective for 3 months in such case clauses 1 & 2 will not be affected.
 - If a member is non-active or non-contributing then Chair can remove them.
 - There should be a min of 3 and a max of 7 members in committees.
 - The list of committees will be finalized by CEC. If any member thinks that there needs to be a committee on a specific topic, then CEC will decide if a committee needs to be formed or not.
 - Secretariat will provide support to committees but in the case where the secretariat doesn't have resources then the chair will be responsible for taking the minutes of the meeting and distributing them.

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- The committee list was discussed.

Committee Name	New Chair: 2021- 2022
Animation, Games and Graphics (new)	Ali Ihsan
Awards & Judging	Dr. Shoab
Brand Pakistan	Need to be finalized before next CEC meeting
Diversity and Inclusion	Ammara Masood
E-Commerce	Badar Khushnood
Fintech (new)	Ammara Masood
Governance	Khuram Rahat
Human Resources	Badar Khushnood (Chairman)
Industry Sub-Sectors <i>subsectors not having their committee</i>	Waqas Pitafi
Membership & Member Services	Salman Dar
Skills Development & Training	Need to be finalized before next CEC meeting
Special Technology Zones	Bilal Hashmat

- The timeline for the submission of TORs is October 20, 2021
- It was discussed that all committees having a single name are final, whereas ones with multiple interested Chairs will discuss amongst themselves and coordinate with SG to finalize the committees

Community Policy

- Salman proposed the policy in continuation to suggestions made by Secretariat. CEC agreed and gave a go-ahead for it to be implemented.