

Minutes of the Meetings 2017

Meeting of Board of Directors

Venue: BIPP Committee Room, 126-B Ahmed Block New Garden Town, Lahore

Time: 10.30 am.

The Board of Directors of the Burki Institute of Public Policy (BIPP) met at the BIPP office on Friday, 27th October, 2017. The following members attended the meeting:

- Mr. Shahid Javed Burki (Chairman)
- Mr. Shahid Najam (Vice Chairman)
- Dr. Iftexhar Ahmed Chowdhury
- Mr. Khalid Sherdil
- Mr. Ayub Ghauri (Representative of Mr. Salim Ghauri)
- Dr. Mahmood Ahmad (Adviser, BIPP)
- Mr. Asad Ejaz Butt
- Mr. Awais Khalid

Mr. Shahid Javed Burki welcomed the participants after which he dwelt upon the possibility of shelving the BUAST project in light of the shifting priorities of LKPC. He also mentioned a potential investor who is wanting to setup a medical college and wishes to join hands with the Burki University of Science and Technology (BUAST) and also wants to use its name to setup the college.

Agenda Threads:

Thereafter the following agenda items were discussed:

Agenda 1: Update on BUAST and LKPC

Mr. Shahid Najam presented a comprehensive overview of the BUAST project and brought the board upto speed with the recent developments. He informed the Chairman of the plan to move BIPP into a new premises that can allow offering of short and executive courses that can work as a substitute of a full university until the situation at LKPC gets better.

Agenda 2: Apprising the board of the developments that have taken place since the last board meeting in October 2016.

The Board members expressed satisfaction over the development of the organization after which Mr. Shahid Javed Burki advised the BIPP team to liaise with Mr. Emmad Burki for business development and engagement with grant organizations in the US. Mr. Khalid Sherdil also gave ideas on how business can be developed locally in Pakistan and how the BIPP team needs to get in touch with the World Bank/EAD team.

Agenda 3: Progress Presentation

Mr. Asad Ejaz Butt gave a progress presentation providing the Board updates on the following key organizational matters:

- HR and Administration
- Financial Statements
- Endowment Fund Snapshot
- Financial Projections
- Recent Developments – Updates from the Research and Consultancy, Think Tank, Education and Learning and Knowledge Management Wings of the Organization
- Pipeline Projects/Proposals
- Ongoing and Recently Finished Projects

Agenda 4: Board Resolution on Bank Account Opening for BIPP Provident Fund

The board members signed and approved the resolution unanimously.

Staff Meeting

Date: Tuesday, October 3, 2017

Time: 10:30 A.M

Venue: BIPP Committee Room

List of Participants:

Mr. ShahidNajam	Vice Chairman
Dr. Mehmood Ahmad	Advisor Research and Coordination
Mr. Awais Khalid	Finance Manager and Operations
Mr. Hafiz Abdul Qadoos	Assistant Finance Manager and Operations
Mr. Ali gill	Research Associate
Ms. Tabeer Riaz	Research Associate
Ms. Atr-un-Nisa	Research Associate
Ms. Maham Asif	Research Associate
Ms. Ayesha	Internee

Mr. Shahid Najam, the Vice Chairman, BIPP welcomed the participants and thereafter the following agenda items were discussed.

Agenda 1

Progress update: Staff Activities

Mr. Shahid Najam is working on papers titled “Aging and Health: a frame work for action” and “Praetorian Bureaucratization of Pakistan Political System”. He is also writing a chapter for BIPP’s annual report 2017.

DR. Mehmood is working on water sector of Pakistan and writing a chapter for BIPP’s annual report 2017.

Mr. Awais informed that last tranche has been released by the donors of Teemardar project and congratulates the team for clearance of the project. He has also prepared the audit and tax return report 2016-17. He also distributed the HR manual and in the process of preparing staff appraisal calendar..

Mr. Qadoos is assisting Mr. Awais in regular administrative and financial work.

Ms. Ayesha is working on review and analysis of Punjab government’s livestock policy report with focus on Cholistan She is working on the analysis of BIPP’s previous annual reports as well. She is assisting Dr.Mehmood and preparing annexure for wheat policy of Gilgit Baltistan. She is also working on trend analysis of kitchen sensitive food items. Moreover, she worked on Think Tank section for News letter.

Ms. Maham is assisting Dr. Mahmood on “Water Accounting & Auditing” and a chapter on water in “Pakistan at 70” along with that she is working with Rizwan on Website and Facebook updates and responsible for final drafting of the text. She published a policy brief titled “Power

Potential of CPEC” and worked on final editing and formatting of Agriculture Policy paper by Dr. Mahmood and Asad Ejaz. She also worked with Mr. Shahid Najam on the Research and Consultancy Wing section of the Newsletter.

Ms. Tabeer is working on paper titled “Energy Sector of CPEC” with Mr. Asad Ijaz and assisting Dr. Mahmood and Mr. Shahid Najam for finalizing their chapters of BIPP’s annual report 2017.

Mr. Ali is assisting Mr. Shahid Najam for finalizing his papers titled “Aging and Health: A frame work for action” and “Chronology of Bureaucratic and Political System since Independence” along with that he is preparing infographic for this paper. He is also working on trend analysis of sensitive kitchen items.

Ms. Atr un nisa is working on abstract of a policy paper titled “ The relationship between social policy failure and the rise of extremism” for International conference on “Social Policy in the Islamic World” organized by Allameh Tabataba’i University, Tehran. She is also working with Dr. Mahmood on trade related data collection analysis.

The meeting ended with a note of thanks.

Staff Meeting

Date: Thursday, 12th September, 2017

Time: 11:00 AM

Venue: BIPP Committee Room

List of Participants:

Mr. Shahid Najam	Vice Chairman
Mr. Asad Ejaz Butt	Acting Director
Mr. Awais Khalid	Manager Fin. & Ops.
Mr. Muhammad Rizwan	Manager IT
Mr. Hafiz Abdul Qadoos	AM Finance
Mr. Ali Gill	Research Assistant
Ms. Tabeer Riaz	Research Associate
Ms. Maham Asif	Research Associate

Mr. Shahid Najam, the Vice Chairman, BIPP welcomed the participants. A long discussion was held with the whole team regarding core values of discipline and trust at BIPP. He discussed the financial condition of the institute with the employees but made them aware of current financial instability. He informed the staff that BUAST's working has been postponed till 1st quarter of 2018 and the first draft of BIPP's Annual Report 2017 will be ready by 1st October.

Agenda 1

Progress update: Staff Activities

Mr. Asad has prepared project proposal for Mehran University. He informed about the discontinuation of the Agriculture Project in Faisalabad by USAID. He did a survey on CSR project in Kasur. He also updated about the TEEMADAR project Sheikhpura.

Mr. Awais has got it done Fiscal Year Audit for 2016-17. He is also following the tax exemption case. He has also sent the invoice to SNG for final quarter of the TEEMADAR Project. Mr. Awais has also been asked by Mr. Najam to share the institutional manuals with staff, to prepare periodic budget report and forecasting & asset list, to analyze the sun-optimal use of infrastructure & administrative staff Utilization and to conduct the staff performance appraisal.

Mr. Rizwan has updated the BIPP's website; added the book, minutes of meetings and info graphics sections. He has formatted the Teemardar Project report. Currently, he is designing front page for Annual Report 2017.

Mr. Hafiz is performing routine administrative, HR and financial tasks. He also assisted in audit for 2016-17, and in documentation for invoice to SNG.

Ms. Tabeer is assisting Mr. Asad in analyzing the energy potential of CPEC. She worked with Dr. Mahmood on a project named “Agricultural and Livestock Policy for Gilgit-Baltistan”.

Ms. Maham is working on the bibliography of the Chapter 7 for Annual Report 2017. She is assisting Mr. Asad in a paper on Early Childhood Education and wrote literature review for this. Simultaneously, she is statistically reviewing and identifying the gaps in the localization of SDG’s in Pakistan.

Mr. Ali has collected data for the trade commodities of Central Asian countries. With the assistance of Mr. Najam he has wrote a policy brief on Aging in the context of policy framework, public and private sector working in Pakistan and world best practices.

Meeting ended with a note of thanks.

Staff Meeting

Date: Wednesday, 9th August, 2017

Time: 12:00 PM

Venue: BIPP Committee Room

List of Participants:

Mr. Asad Ejaz Butt	Acting Director
Mr. Awais Khalid	Manager Fin. & Ops.
Mr. Muhammad Rizwan	Manager IT
Mr. Hafiz Abdul Qadoos	AM Finance
Mr. Ali Gill	Research Assistant
Ms. Tabeer Riaz	Research Associate
Ms. Maham Asif	Research Associate

Mr. Asad Ejaz Butt, Acting Director, BIPP welcomed the participants. He shared his recent experience of attending a Conference at COMSATS Sahiwal as a Social Equity Speaker. Currently, he is working on BUAST Proposal. He is also writing a policy brief on Population and finalizing the Proposal for US-Aid project of Mehran University. Along with these activities he is writing his chapter for the Annual Report on External Linkages.

Agenda 1

Progress update: Staff Activities

Mr. Awais Khalid has prepared the final invoice for Teemardar Project. He is also working on the tax exemption case, fiscal year auditing and ISO Certification.

Mr. Muhammad Rizwan is updating the BIPP's official website and added profiles of the new employees. He has finalized the News Letter and also editing the final report of the Teemardar Project.

Mr. Hafiz A. Qadoos is performing his routine administrative and HR tasks. He is also working on the expense certificates of CO on project, tax filing and on the financial part of Project's Invoice.

Ms. Tabeer Riaz is assisting Mr. Asad on a paper 'Energy Potential of CPEC'. She is also assisting Mr. Shahid on his paper 'Bureaucracy'.

Ms. Maham Asif is doing literature review for Early Childhood Education. She is also working on the Technical Proposal of SDG III.

Mr. Ali Gill is working on the Trade Analysis of the Asian Countries especially on the export side and assisting Mr. Asad.

Meeting ended with a note of thanks and special pray for speedy recovery of honorable Vice Chairman

Staff Meeting

Date: Monday, 12th June, 2017

Time: 10:30 AM

Venue: BIPP Committee Room

List of Participants:

Mr. Shahid Najam	Vice Chairman
Mr. Awais Khalid	Manager Fin. & Ops.
Mr. Muhammad Rizwan	Manager IT
Mr. Hafiz Abdul Qadoos	AM Finance
Mr. Imtiaz Ahmad	Research Associate
Mr. Ali Gill	Research Assistant
Ms. Tabeer Riaz	Research Associate
Ms. Maham Asif	Research Associate

Mr. Shahid Najam, the Vice Chairman, BIPP welcomed the participants. He further discussed the three papers he is working on:

- CPEC Routes (production & endowment system of districts)
- Sustainable Growth of Cultural Tourism
- Bureaucratization of Political System

Agenda 1

Progress update: Staff Activities

Mr. Awais Khalid is finalizing the project accounts and the accounts for current fiscal year. He is also working for the exemption certificate (Income Tax) and ISO Certification.

Mr. Muhammad Rizwan is working on the logo of BUAST.

Mr. Hafiz A. Qadoos is composing the quarterly statements of recurring expenses and also looking after the asset management. He is also maintaining the attendance of the staff.

Mr. Imtiaz Ahmad is writing a short paper on Sectoral Diversification of Pakistan's Export Sector and also finalizing a Proposal for PSDE PIDE Conference.

Ms. Tabeer Riaz is analyzing agricultural data for the production systems of the specific districts of Baluchistan for the VC.

Ms. Maham Asif is writing a policy brief on Economic and Social cost of Load Shedding in Pakistan.

Mr. Ali Gill is writing a paper on Senior Citizen Development in Pakistan.

The meeting was concluded with a vote of thanks.

Staff Meeting

Date: Tuesday, 21 March, 2017

Time: 2:30 PM

Venue: BIPP Committee Room

List of Participants:

Mr. Shahid Najam	Vice Chairman
Mr. Asad Ejaz Butt	Acting Director, BIPP
Mr. Rizwan Saeed	Wing Head for Knowledge Management
Mr. Faheem Younus	Finance Manager and Operations
Mr. Azeem Nazar	Assistant Finance Manager and Operations
Ms. Tabeer Riaz	Research Associate
Ms. Atr-un-Nisa	Research Associate
Ali Gill	Internee

Mr. Shahid Najam, the Vice Chairman, BIPP welcomed the participants. Thereafter he informed that the launching ceremony of SJBIPP's annual report has been delayed and now it will be launched on 3rd April, 2017. He also talked about the progress on establishing BUAS and for the purpose series of meetings held with knowledge park authority, Advisor of Packages Baber Ali, and Netsol and Dr. Nasim Shahzad from Singapore. He also shared some of his experience of his visit to Bahawalpur where regional disparity and incidence of poverty in south Punjab were self evident and were being articulated vociferously by local people including intelligentsia, politicians and religious leaders and scholars. .

This was followed by input, progress and comments by the staff especially for further improvement in BIPP are functioning. The following observations/decisions were made:

- Every Tuesday a seminar/presentation will be made by the staff through rotation to help build capacity internally. The first will be given by Asad Ejaz followed by other volunteers.
- Apart from the annual report, the research staff will produce six monthly BIPP's report on the selected themes. The theme of first bi-annual report will be "Regional Disparities" and should be completed by the end of September, 2017. Director R&C will coordinate the effort.
- Research staff will write a note or policy brief on Theme of the month
- Performance Appraisal Mechanism will be implemented rigorously.

The meeting applauded the enormous contribution made by Mr. Faheem Younus Manager Fin and Ops in establishing BIPP and his assistance in expediting its journey for financial and functional sustainability. The meeting wished him all the best for his new assignment.

The meeting was concluded with a vote of thanks.

Staff Meeting

Date: Wednesday, 1st February, 2017

Time: 10:30 AM

Venue: BIPP Committee Room

List of Participants:

Mr. ShahidNajam	Vice Chairman
Mr. Asad Ejaz Butt	Acting Director, BIPP
Mr. Rizwan Saeed	Wing Head for Knowledge Management
Mr. Hafeezullah Hoshu	Assistant Project Director- Teemardar
Mr. Faheem Younus	Finance Manager and Operations
Mr. Azeem Nazar	Assistant Finance Manager and Operations
Ms. Tabeer Riaz	Research Associate
Ms. Atr-un-Nisa	Research Associate
Ms. Nayab Jadoon	Program Assistant – Teemardar

Mr. Shahid Najam, the Vice Chairman, BIPP welcomed the participants and apprised them of the recent developments taking place with regards to expansion, work plan and transition management team of Teemardar Project. He acknowledged the excellent work done by Mr. Faheem and Mr. Hafeezullah regarding the budget and accounts reports of Teemardar project. He also informed that Mr. Hafeezullah has been designated as Transition Manager, Teemardar project.

Thereafter the following agenda items were discussed:

Agenda 1

Progress update: Staff Activities

Mr. Asad informed that the Teemardar research report, cover pages for policy briefs, research papers, newsletter and on business development side the research proposals and presentation have been finalized. He also informed that BIPP is establishing a "Media Mention" section on its Website. This section will include both print and electronic media e.g., press pages, press releases, media coverage photos, and videos in which BIPP has been mentioned. Mr. Asad prepared a calendar of event for the whole year with assistant of Tabeer. He is also engaged in premises identification of the proposed Burki University of Advance Sciences.

Mr. Hafeezullah reported the progress on the Teemardar project extension. He informed that milestones and budget for project transition has been finalized and first meeting with transition team is expected in next week. He also submitted the three project proposals i.e., Building Future for Youth, IBI and SMART project up-scale to EU and DFID and hopeful that at least one out of three submitted project proposals will get funding from either of the donor organization in next two to three months.

Ms. Nayab is assisting Mr. Hafeezullah and monitoring the process of Teemardar Project.

Ms. Tabeer assisted Mr. Asad for preparing a calendar of event for the whole year and finalizing the CPEC report.

Ms. Atr-un-Nisa has been engaged with Dr. Mehmood to finalize his chapters for BIPP's annual report 2017. She is also assisting Dr. Parvez Hasan for data collection.

Mr. Rizwan is establishing a "Media mention" section on BIPP's webpage and finalizing the news letter.

Mr. Faheem has completed the accounts and budget reports of Teemardar project. He informed that the endowment fund has been released from Alfalah Bank and the Tax exemption case is at its final stage. The VC informed that he has already talked to the Consultant Income Tax Ombudsman office to expedite tax exemption case.

Mr. Azeem is assisting Manager Operations and Finance and preparing a list of invitees for the BIPP's annual report, 2017.

The meeting was concluded with a vote of thanks.

Staff Meeting

Date: Wednesday, 11th January, 2017

Time: 10:30 AM

Venue: BIPP Committee Room

List of Participants:

Mr. Shahid Najam	Vice Chairman
Mr. Asad Ejaz Butt	Acting Director, BIPP
Mr. Rizwan Saeed	Wing Head for Knowledge Management
Mr. Hafeezullah Hoshu	Assistant Project Director- Teemardar
Mr. Faheem Younus	Finance Manager and Operations
Mr. Azeem Nazar	Assistant Finance Manager and Operations
Ms. Tabeer Riaz	Research Associate
Ms. Atr-un-Nisa	Research Associate
Ms. Nayab Jadoon	Program Assistant – Teemardar

Mr. Shahid Najam, the Vice Chairman, BIPP welcomed the participants and discussed some specific areas included the progress of Teemardar Project, the launch of BIPP's annual report that is expected in first or second week of February 2017, establishment of a new University named "Burki University of Advance Sciences" in conjunction with the University of Missouri. Moreover, he briefed the participants about the following specific ongoing activities related to Burki University of Advance Sciences:

- Selection of temporary premises to start the academic year as from August 2017
- Finalization of affiliation agreement with UMSL
- Submission of application for allotment of land for university in the knowledge park Lahore

Thereafter the following agenda items were discussed:

Agenda 1

Progress update: Staff Activities

Mr. Asad has been engaged with the proposal of agriculture project of USAID. This project is a joint venture with the Faisalabad Agriculture University. Apart from that he worked on number of policy papers that are expected to be published on BIPP's web page soon notably on monetization. He has finalized the Teemardar project report and submitted to VC.

He also informed that Dr. Kashif is back and ready to work with BIPP on business development as per the earlier agreed arrangement of 40:60 shares with BIPP for proposals/projects developed by him.

Mr. Hafeezullah reported the progress on the Teemardar project extension. He informed that milestones and budget for project transition has been finalized and agreed upon by SNG BIPP. He also submitted the three proposals to EU and DFID through Mrs Alina Rana(Project Development Consultant of EU). There are healthy signs that at least one out of three submitted projects will get funding from either of the donor organization in next two to three months. Moreover he informed that Miss Nayab will be responsible to monitor the project transition and he will provide her guidance and necessary support.

Ms. Nayab is developing TORs for the Transition team of the Project which is expected to be submitted to VC by 12 January for approval. In the meantime she is in touch with DCO office to get a nominee for the TT.

Ms. Tabeer is writing a paper on CPEC economic zones. She is also working on special assignment regarding productivity of agricultural commodities given to her by VC.

Ms. Atr-un-Nisa assisted Dr. Daud, Dr. Mahmood, Dr. Parvez and Mr. Shahid Najam to finalize their chapters for BIPP's annual report 2017. Along with that she is working on Sugar Policy of Punjab.

Mr. Rizwan developed the domain e-mail of BIPP's employees. He is also designing a layout for BIPP's annual report 2017.

Mr. Fahim besides regular administrative, finance and operational management is working on project financial audit and it is expected to be completed next week. He is also working on auditors observation for stage II ISO audit and it is also expected to be completed by the end of next week.

The meeting was concluded with a vote of thanks.