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No. DWD:PWWEF/MB/2017 - 2066
DIRECTORATE OF WOMEN DEVELOPMENT, PUNJAB
37/A AFTAB AHMAD ROAD, JAIL ROAD, LAHORE


Ph: 042-99205861-8

NOTE FOR SECRETARY, WDD/CHAIRPERSON, PWWEF SOCIETY

SUBJECT: MINUTES OF 6th MEETING OF MANAGEMENT BODY OF PUNJAB WORKING WOMEN ENDOWMENT FUND (PWWEF) SOCIETY

The 6th meeting of Management Body of Punjab Working Women Endowment Fund (PWWEF) society was held on 29.11.2017 at 10:00 A.M., under the Chairpersonship of Secretary Women Development, Punjab in the Committee room of Women Development Department.

Draft minutes of the meeting are enclosed herewith for perusal and approval of Secretary, Women Development Department/Chairperson, PWWEF Society please.


5/12/17
Director, DWD/
Secretary, PWWEF Society

Secretary, WDD/ Chairperson, PWWEF Society

Ok.

PK 8/12

Director DWD.



Date: 12-12-17
Diary No: 2065
DD (Admn): ✓
DD (Planning):
AD (Admn):
AD (Initiative):
AD (Planning):

12/12/17

AD(11)

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DIRECTORATE OF WOMEN DEVELOPMENT, PUNJAB
37/A AFTAB AHMAD ROAD, JAIL ROAD, LAHORE

Ph: 042-99205861-8

**MINUTES OF 6th MEETING OF MANAGEMENT BODY OF PUNJAB
WORKING WOMEN ENDOWMENT FUND (PWWEF) SOCIETY**

The 6th meeting of Management Body of Punjab Working Women Endowment Fund (PWWEF) Society was held on 29.11.2017 at 10:00 A.M. under the Chairpersonship of Secretary Women Development Punjab in the Committee Room of Women Development Department.

2. The following attended the meeting:

1. Madam Bushra Aman, Secretary, Women Development Department / Chairperson PWWEF Society.
2. Muhamad Arshad Baig, Director, (DWD) / Secretary PWWEF Society.
3. Mr. Aquil Raza Khoja, GM, Punjab Pension Fund.
4. Mr. Waqar Azim, Director, Punjab Social Protection Authority.
5. Mr. Tahir Naeem, Director (Legislation), L&PA Department.
6. Mrs. Urusa Fahim, Kinnaird College, Lahore
7. Ms. Rukhsana Khan, Rep. of Women Chamber of Commerce and Industry.

3. Meeting started with the recitation from the Holy Quran. Chairperson PWWEF Society welcomed the participants. The agenda items were discussed one by one. After detailed deliberations, Management Body took the following decisions unanimously:-

AGENDA ITEM	DISCUSSION	DECISION
Confirmation of the Minutes of 5 th Meeting of Management Body (28.09.2017)	Minutes of 5 th meeting of the Management Body held on 28.09.2017 were placed before the members of the Management Body for confirmation.	Management Body unanimously confirmed the minutes of 5 th meeting of Management Body held on 28.09.2017
Approval of The PWWEF Society (Audit and Finance) Rules, 2017	It was informed that in line with the directions of Management Body, the Rules were shared with the L&PA Deptt. for vetting but the said department conveyed that WDD may finalize the matter at its own end.	Management Body made few alterations in the draft Rules and unanimously approved The PWWEF Society (Audit & Finance) Rules, 2017 with alterations. (Copy at Annex-A)

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	Management Body may like to approve The PWWEF Society (Audit and Finance) Rules, 2017.	
Investment Plan	<p>It was proposed that Management Body may approve the proposal of PPF as under:</p> <p>a) to place Rs. 105/- million, allocated in ODP 2017-18, in TDR for a period of 3 months at maximum possible rate immediately after receipt in PWWEF Society's account.</p>	<p>Management Body, unanimously took following decisions:</p> <ul style="list-style-type: none"> ➤ Continue placing the amount in short term TDR, as advised by the Rep. of PPF and convener of the Investment Committee, i.e. 3 months till finalization of Investment Policy. ➤ PPF will share the draft Investment Policy for PWWEF and ToRs/Rules of Business of the Investment Committee for approval by the Management Body within one month.
Mapping of the existing Working Women Hostels and Framing of bench-mark/standards for Working Women Hostels (WWHs)	<p>Discussed as table agenda.</p> <p>Upon query from the Chair, Director, DWD explained that a scheme for Consultancy Services for Working Women Hostels across the Province has already been introduced and mapping of WWHs of district Lahore through short term consultancy will be a duplicity.</p>	<ul style="list-style-type: none"> ➤ Management Body decided to put up a proposal to hire the services of consultant/consultant firm under short consultancy for mapping of existing working women hostels of Lahore District and framing of certain basic standards for Working Women Hostels i.e. healthy environment including security, hygiene etc. that will be used as bench-mark of WWHs. Time period for consultant/consultant firm may be 60 days. ➤ PSPA may submit ToRs for the short consultancy. ➤ PWWEF Society will share the soft copy of draft ToRs for the consultancy with all members of Management Body for formal approval
Miscellaneous	Discussed as table agenda	<p>Management Body took following miscellaneous decisions:</p> <ol style="list-style-type: none"> i. PPF will assist the PWWEF Society to get FTN and to file returns for the PWWEF Society. ii. Advertisement regarding applications for grant from Working Women residing in Private Hostels

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and Hostels of District Lahore be
got approved from Chairperson.



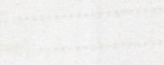






Meeting ended with a vote of thanks to and by the Chairperson.



Director Dns





Date: 12/12/12
By: 
For: 
Chairperson: 
Secretary: 
Member: 
Member: 
Member: 
Member: 
Member: 

12/12/12

12/12/12