



To : All MC Members from the North

Subject: The minutes of an informal meeting of MC Members from the Northern Zone.

Dear Sir(s),

Please find herewith a copy of the minutes of the informal meeting of MC members from the North, held on 1st October 2021, at 5 PM, at head office. The meeting was aimed at shaping up the agenda and pre-meeting consensus building for the next MC meeting. The following agenda was transacted by the house. The meeting, attended by seven members out of 8. Mr Abdul Hamid showed his inability to attend due to a death in the family

1. The meeting started with the talawat from the Holy Quran by the MC member, Mr Omer Abdulalh.
2. The Chairman, Mr Abdur Razzaq Gauhar, welcomed the members. Some important rules were self-imposed by the members to make the outcome of the meetings more productive, such as no repetition would be made; no cross-talk would be allowed; problem identification would be coupled with the possible solutions and causal factors. Periodically meetings would be held on Friday, at 3.00 PM at PAAPAM, punctuality, and the time of the prayer would be formally adjusted during the meetings.
3. The house ratified the annual activities plan by following the Corporate Management System already in the implementation phase. The Chairman advised the Secretary-General to circulate all the copies of 11 SOPs to the honourable members of the managing committee to study them to play an effective role by them.
4. The next Pakistan Auto show also came under question. The Chairman apprised the house that the South had requested for buying some time and hopefully in November they would be in a position to inform us if they would be able to decide as to manage that or not. After their answer, we would be able to decide to shift the event to Lahore. Chairman Mr Abdur Razzaq Gauhar said a virtual exhibition would also be assured round the year in addition to the above.
5. It was also decided to enhance the human resources for head office. Image building, social media activities, media, publication and website-related activities needed to be stimulated to create the discernibility of our presence.
6. The chairman also got the house into confidence regarding the increase of salaries of the head office staff. He, however, showed his great dissatisfaction for Mr Imran Riza, accounts officer. He was given a lot of time and training, but he failed to meet expectations which eventually lead PAAPAM to problem meeting the annual audit deadlines, he added. The house, unanimously, agreed to replace him and Chamran was mandated to hire any professional person, even with the higher salary.
7. It was decided that every third meeting would be rotated physically between the North and South. The virtual meetings, due to Covid19, resulted in some communication gaps which would not be further allowed.
8. Regarding restructuring of the standing committees, the Secretary-General was advised to give one more opportunity to all the members till the 5th October 2021, if anyone was



willing to serve PAAPAM in any capacity one had the time and expertise for. Mr Shahab Salem opined that more than one member should not be inducted in so many committees, rather be concentrated on one for productivity.

9. It was also decided to create committees for research and development and legal issues.
10. Official what's App group management was also discussed by the house. Most of the members were of the view that the PAAPAM official group should be controlled by the admin to avoid unnecessary messaging by all. At times, an important message dumps down the flood of messages of secondary or entertaining nature. Mr Mohsin Qaisar said that the members needed ventilation and sometimes very healthy debates and information took place in the groups. If they would be left unattended, they would seek unofficial channels created for personal reasons. The house decided to create another group for general discussion but kept the official group for controlled information by the Secretary-General. Anyone could share the message through him.
11. Confirmation of the newly appointed Secretary-General, Mr Ghulam Muratza Siddique and Manager project, Mr Anas Haroon , were unanimously ratified by the house.
12. Upon a query from the Secretary-General, the house gave its ruling that personal information of the members could not be disclosed nor provided to any member(s). In specific cases, the MC may be requested by the member(s) with the justification. The other information, non-classified, was however the right of any member. This rule was also made an integral part of ISO SOPs. Mr. Shahab Saleem mainly seconded the opinion by narrating its sensitivity.
13. The Chairman also apprised the house that the regional competitive cost analysis was a must if they were serious to get some export share in the international market. He further said the PAAPAM was on board with the IST, in that regard, that visited PAAPAM a couple of days before. We suggested to them to work on that if they were interested to bridge up the gap between academics and the market in a real sense. They were likely to come with their proposal of comparative SWOT analyses. This forum could be expanded to a small consortium comprising some universities and PAAPAM to bear the cost of resources, he further explained.
14. The house decided to meet next Friday, 8th October 2021 for the remaining items.

Thanking you,

Yours sincerely,

(Ghulam Murtaza)
Secretary General

(Abdur Razzaq Gauhar)
Chairman