**A7 - Policy and Procedures Committee**

**Terms of Reference**

1. **Purpose**

The purpose of the **Policy and Procedures Committee** is to ensure that the Non-Resident Nepali Association (NRNA) formulates and adopts its set of **policies** that are compatible with its formulated principles, rules, and guidelines and employs its **procedures** in specific methods that express policies in day-to-day operations to reach its long-term goals.

1. **Term**

This Term of Reference is effective for the period from 2017 – 2019.

1. **Objectives**

• Proactively propose and review Rules & Regulations that will strengthen the NRNA as an institution

• Focus on accomplishing further long-term development of the organization

• Focus on NRNA media policy

• Focus on NRNA finance policy

• Focus on Project Adopt Policy in NRNA.

• Develop Policy and Procedures for ICC and NCC Elections.

• Develop Policy and Procedures to conduct Regional/International/ Global meetings,

 conferences, seminars.

• Develop Policy and Procedures for well function of Committees, sub- committees and TFs.

1. **Committee Members**

The PP Committee aims to include the individuals and personalities who have a proven track record of expertise in this field and from across the regions.

|  |  |  |
| --- | --- | --- |
| **No** | **Advisors** | **Email** |
| 1 | Mr. Jiba Lamichhane | Patron, ICC | jibalamichhane@gmail.com |
| 2 | Dr. Hemraj Sharma | Advisor, ICC | hem\_raj\_sharma@gmail.com |
| 3 | Dr. Ganesh Gurung | Ex Advisor NRNA-ICC | drganesh.gurung@gmail.com |
| 4 | Kul Chandra Gautam |  Ex Patron, NRNA-ICC | kulgautam@hotmail.com |
| 5 | Naresh Koirala | Convener Public Library, NRNA -ICC | naresh@nepallibrary.org |
| **No** | **Members** |  | **Designation** |
| 1 | Dr. Badri KC | General Secretary, NRNA-ICC | Convener |
| 2 | Dhruba Subedi | Ex NCC President Australia | Joint convener |
| 3 | Sapila Rajbhandari | VP ICC NRNA | Convener Global ID card campaign |
| 4 | Gouriraj Joshi | RC Americas | Convener MIS  |
| 5 |   |   | Convener Election Committee |
| 6 | Nabaraj Roshariya | IPP NCC Germany | Co Convener Europe |
| 7 | Binod Bhattarai | ICC member Qatar | Co convener Middle East |
| 8 | Cholakanta Bhusal | Australia | Co convener Oceania |
| 9 | Om Gurung | ICC member Japan | Co convener Asia Pacific |
| 10 | Shiva Prasad Sharma Paudel | DRC Africa | Co convener Africa |
| 11 | Bala Ghimire | USA | Co convener USA |
| 12 | Dwarika Maharjan | Norway | Member |
| 13 | Om Sharma | Belgium | Member |
| 14 | Dr. Binay Shrestha | Switzerland | Member |
| 15 | Mr Rajan Kafle | ICC member Ireland | Member |
| 16 | Krishna Timilsina | Ex VP NCC UK | Member |
| 17 | Narayan Adhikari | Belgium | member |
| 18 | Surya Lamsal | Ex Secretary NCC USA | Member |
| 19 | Dr.Tara Niroula | USA | Member |
| 20 | Purushottam Bohara | USA | Member |
| 21 | Hom Goutam | USA | Member |
| 22 | Chandra Bahadur Adhikary | Canada | Member |
| 23 | Dashuram Parajuli | Hongkong | Member |
| 24 | Sangkar Bahadur Poudel | Malaysia | Member |
| 25 | Tanka Gaire | Japan | Member |
| 26 | Som Chai Chetri | Thailand | Member |
| 27 | K.P. Sitaula | Korea | Member |
| 28 | Sushil Nepal | Australia | Member |
| 29 | Chiranjibi Devkota | Australia | Member |
| 30 | Mahendra Oli | Ex President NCC Australia | Member |
| 31 | Hom Pandey | ICC Member Australia | Member |
| 32 | Mahesh Mainali | Australia | Member |
| 33 | Rebat Basnet | Newzeland | Member |
| 34 | Shanti Kandel Bhandary | Botswana | Member |
| 35 | Yadav Kafle | Kenya | Member |
| 36 | Deepak Shrestha | Oman | Member |
| 37 | Rajendra (John) Aryal | Saudi Arabia | Member |
| 38 | Bikash Adhikari | UAE | Member |

1. **Meetings**

The meetings will be held once in 3 months.

1. **High Level Policies**

The existing high level policies are presented below.

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Policy Name** | **Policy & Procedure Scope** | **Reviewed** |
| 1 | NRNA Code Of Conduct  | Includes NRNA Code of Conduct, which provides guidance applicable to all the members of the International Coordination Council (ICC) and National Coordination Councils (NCCs) of the NRN Association globally. |   |
| 2 | NRNA NCC & ICC Election | Contains the process of election, review of voting rights and the membership rights as well as regulation for the election. This should be in line with constitution, membership and code of conduct policy. |   |
| 3 | NRNA Conflict of Interest | Identify the different types of conflicts of interest that may arise and recognise various possible situations. |   |
| 4 | NRNA Constitution and Amendment | Contains the review of Constitution with date and time. Should also include the review process and procedures. |   |
| 5 | NRNA Task Force, Committee, Sub-Committee and TheirRoles and Responsibilities | Contains the duties and roles and responsibilities of the team belonging to Task Force and Committee as well as Sub-Committee |   |
| 6 | NRNA Committee Formation andReview Policy | Contains the process of the formation and review of the Task-Force, Committee and Sub-Committee |   |
| 7 | NRNA Disciplinary Action (Standardand Review) | Contains the disciplinary action process (verbal, written). Also includes the definitions of misconduct and misbehaviour within organization. |   |
| 8 | NRNA Rules & Regulations | Contains rules and regulations of each NCC, ICC, Youth Forum, Women Forum and any other team within the organization. |   |
| 9 | NRNA Conference Policy | Contains the hosting place, timing and guidelines of the Conferences and Regional Meetings. Should follow the regulations. |   |
| 10 | Ethical and Confidential Policy (Standard and Review) | Contains Ethical Policy of the organization and should include the Privacy & Confidentiality Standard where it must embrace the protection, correction, disclosure, collection, use & access of personal and any organizational information. |   |
| 11 | NRNA Membership Policy | Contains the NRNA membership requirement and guidelines to follow. |   |
| 12 | NRNA Meeting and Record Keeping Standard | Contains a set of standards, regulations and record keeping of the meetings. |   |
| 13 | NRNA Organizational Structure and Brand (logo) Policy | Contain the policy and standard for the organizational structure and logo. It should also address the organizational deficiencies and amend as per the constitution/associated rules and regulation. |   |

With best regards,

Dr. Badri K.C.

General Secretary, NRNA ICC

Convener, Policy and Procedure Committee