

Ref: P-WON/01/30

Dated: Lahore the 8th May, 2014

1. **DG (E&M),**
Jinnah Convection Centre, CDA,
Islamabad.
2. **MD KW&SB,**
Block C, 9th Mile Karsaz,
Shahra-e-Faisal, Karachi.
3. **MD NSUSC**
Bungalow No: A-14 Sindhi
Muslim Cooperative Housing
Society, Airport Road, Sukkur.
4. **MD WASA, Lahore**
WASA Head Office,
Zahoor Elahi Road,
Main Market Gulberg, Lahore.
5. **MD WASA Rawalpindi**
WASA HQ Building Liaquat
Bagh Murree Road, Rawalpindi.
6. **MD WASA Gujranwala**
Trust Plaza, G.T Road, Gujranwala.
7. **MD WASA Quetta**
New Zarghoon Road,
Near Nadra Head Office
Quetta.
8. **MD WASA Multan**
Bagh Langey Khan,
Multan.
9. **DG, PDA Peshawar**
PDA House commercial Complex
Phase-V Hayatabad, Peshawar.

Subject: **Minutes of P-WON SC Meeting held in Faisalabad**

Please find attached the minutes of meeting of P-WON Steering Committee (SC) held on 30th April 2014 in WASA office at Faisalabad.

The minutes are issued with the approval of Chairman, P-WON.

With best regards,



(Fida Hussain)

National Coordinator

Attachment: Minutes of Meeting

Copy to:

1. Mr. Syed Zahid Aziz, Chairman P-WON, Faisalabad.
2. Dr. Nasir Javed, CEO, the Urban Unit, Lahore.
3. Mr. Masroor Ahmad, Sr. W&S Specialist, WSP-SA, the World Bank, 20-A Shahr-e-Jamhuriat, G-5/, Islamabad.
4. Mr. Tauqeer Abassi, Team Leader Basic Services UN-Habitat Pakistan, Level 5, Serena Business Complex, G-5, Islamabad.
5. All focal persons of member utilities.

Subject: Minutes of P-WON Steering Committee Meeting held on 30th April 2014 in Faisalabad

A Steering Committee (SC) meeting of Pakistan Water Operators Network (P-WON) was held on 30th April 2014 at 11:00 am in the Committee Room of WASA head office at Faisalabad. The meeting was chaired by Mr. Syed Zahid Aziz MD WASA Faisalabad, the new Chairman of P-WON and was attended by the participants mentioned in the annexed list. The meeting was hosted by Water and Sanitation Agency (WASA) Faisalabad.

At the opening, Mr. Zahid Aziz welcomed the participants who came from all over country to attend the meeting. The participants congratulated Mr. Zahid Aziz on becoming the Chairman of P-WON and extended their best wishes for his success. Mr. Zahid, during his welcome speech, appreciated the efforts and contribution of Mr. Shahid Sohail, the Ex-Chairman of P-WON towards achievement of objectives and putting it on track. However, he assured that he will do his best for making the P-WON a more vibrant organization. Mr. Shahid Sohail (who participated in the meeting via Skype) thanked all the member utilities for their continuous support and being with him as a chain. He expressed that the P-WON's targets attained up to large extent however yet to be get more millstones.

To start with, WASA Faisalabad demonstrated a twenty minutes documentary on its services (coupled with historical background) to the citizens of Faisalabad. Subsequently, the following agenda was presented, discussed and decisions were taken;

1. Board of Directors for P-WON's Registration with SECP

National Coordinator apprised the participants that the Securities Exchange Commission of Pakistan (SECP) confirmed the availability for P-WON as a company under section 42 of the Companies Ordinance, 1984 and asked to submit the required documents along with the names of Board of Directors (BOD)/promoters for the grant of license/registration. He further informed that three names i.e. Mr. Syed Zahid Aziz, MD WASA Faisalabad, Mr. Shahid Sohail, Member Eng, CDA, Islamabad and Mr. Khalid Bashir Butt, MD WASA Gujranwala have been provided in the documents as the initial BOD of P-WON which can be increased up to desired members after the grant of registration. After the detail discussion on BOD and applicable rules of SECP on P-WON structure, it agreed upon and decided that:

- i) In addition to the above promoters, the name of Mr. Muhammad Ayub Shaikh, Chief Engineer, Karachi Water & Sewerage Board (KW&SB) should be included in the initial BOD of P-WON for registration.
- ii) Before the submission of registration documents, advice may be sought/consulted from the Legal Expert of Urban Unit and Sr. Capacity Development Specialist, Urban Unit regarding SECP Rules to be applied on P-WON.
- iii) The member utilities will equally contribute an amount of Rs. 125,000 (approx.) for registration fee.

2. Tenure for the Chairman P-WON

The participants were apprised that during the election for the chairmanship of P-WON, some of the honorable members had commented on the fixing the tenure of chairman. As a result of the different proposals for tenure, the then chairman of P-WON (Mr. Shahid Sohail) decided to put the issue before Steering Committee to decide upon. Accordingly, the matter was place before the SC as an agenda. During discussion, Mr. M. Ayub Shaikh, Chief Engineer KW&SB showed his displeasure on MDs' absence as all of them (except WASA Multan) deputed their junior representatives instead of

personal participation in such a high forum where only the MDs as the SC members can take decisions. Mr. Masroor Ahmad, Sr. WS Specialist WSP suggested that if is possible, the Chairman's should manage introductory visits to all member utilities that can be fruitful to take the MDs on board in upcoming meetings.

After the discussion, the participants agreed upon and decided that the chairman will be at least for 2 years, however, the SECP Rules for P-WON will prevail if the tenure for chairmanship is defined in the said rules.

3. Status update on Partnership with PARPAMSI & GWOPA

The participants were updated about the conversation/proceedings of partnership agreed between PARPAMSI, P-WON and GWOPA/UN-Habitat. National Coordinator shared that in collaboration with the partners, work plan has been drafted, vetted by the Chairman P-WON and forwarded to PERPAMSI and GWOPA for finalizing. Further that an Agreement of Cooperation i.e. the financial agreement between GWOPA and PERPAMSI has also developed and agreed upon but is yet to be signed by both parties that is expected to be completed by 2nd week of May 2014. Accordingly, the first visit of P-WON to Indonesia as per the agreed work plan is expected in last week of May or first week of June 2014. Also, the Committee was apprised that the work plan allows four (04) participants during P-WON's first trip followed by a trip of another 4 persons. It was agreed upon and decided that the member utilities will be asked to send their nominations for training/visit to Indonesia and the Chairman will select/finalize the participation.

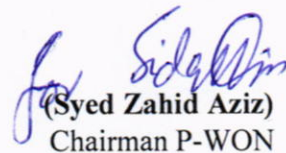
4. Volunteers from WASA for P-WON

The National Coordinator shared the proposal of Mr. Masroor Ahmad, WSP for making a group of volunteers from member utilities for P-WON to make it more vibrant and knowledgeable forum through their innovative ideas, feedback, and discussion. According, the MDs of members' utilities were requested via email of 14 April 2014 to nominate 1-2 young staff member(s) but none of the utilities responded, except WASA Multan. Since most of the MD were not present, so the reps were not in position to commit and no clear decision was taken.

5. Introduction of P-WON with UN Sector Partners

Mr. Tauqeer Ahmad Abbasi, Team Leader Basic Services of UN-HABIAT informed the Committee that he is coordinating with water sector partners of UN including Climate Change Division for organizing an exclusive session for P-WON's introduction and to discuss the way forward for their collaborate with P-WON. The chair appreciated UN-Habitat for its advocacy and promotion of P-WON's agenda at various forums. It was decided that the said session may be organized in third week of May 2014.

The meeting was adjourned with a vote of thanks.


(Syed Zahid Aziz)
Chairman P-WON

LIST OF PARTICIPANTS

Sr. #	Name	Designation	Organization
1	Mr. Syed Zahid Aziz	Chairman P-WON/ MD WASA-F	WASA Faisalabad (In Chair)
2	Mr. Mohammad Ayub Sheikh	Chief Engineer/Project Director	KW&SB Karachi
3	Mr. Tauqeer Ahmad Abbassi	Team Leader Basic Services	UN-Habitat Pakistan
4	Mr. Rana Muhammad Tufail	Managing Director	WASA Multan
5	Mr. Masroor Ahmad	Sr. W&S Specialist	WSP, World Bank
6	Mr. Muhammad Nadeem	Assistant Director	WASA Multan
7	Mr. Aziz Ullah Khan	Deputy Director	WASA Rawalpindi
8	Mr. Abid Hussainy	Sr. Capacity Development Specialist	Urban Unit
9	Mr. Usman	Research Assistant	Urban Unit
10	Mr. Tauseef Ghauri	Assistant Director	WASA Gujranwala
11	Mr. Fida Hussain	Secretary SC/National Coordinator	P-WON Lahore
12	Ms. Rabia Mehfooz	Assistant Director	WASA Multan
13	Mr. Ghaffar Naveed	Assistant Director	WASA Faisalabad
14	Dr. Ijaz Ahmad	DMD	WASA Faisalabad
15	Mr. Jabbar Anwar	Director (Admn & Revenue)	WASA Faisalabad
17	Mr. M. Shoukat Ali	DMD (S)	WASA Faisalabad
18	Mr. Muhammad Aslam	DMD	WASA Faisalabad
19	Mr. Myhammad Hafiz	Dy. Dir (Revenue)	WASA Faisalabad
20	Mr. Bilal Bashir	Dy. Dir	WASA Faisalabad
21	Mr. Mauzzam Jamil	Deputy Secretary	HUD & PHED, Punjab