PAKISTAN WATER OPERATORS PARTNERSHIP (P-WOPs)

Minutes of P-WOPs Core Committee (CC) Meeting

Held on 18th January, 2012

in

P-WOPs Secretariat, Urban Unit at Lahore

A meeting of the Core Committee was held in the office of P-WOPs, located in Urban Unit Lahore, on January 18, 2012. The meeting was chaired by Mr. Shahid Sohail, Convener, P-WOPs and was attended by the participants mentioned in the annexed list. This meeting was held as a follow-up of the decisions taken in the National Workshop, organized by WSP-World Bank, held in Karachi on December 19-21, 2011. Following agenda items were presented in the meeting for consideration of the Core Committee.

- Agenda-1: Discussion, finalization and approval of P-WOPs Business Plan.
- Agenda-2: Discussion, finalization and approval of 3-years Budgeted Expenditures of P-WOPs (including work plan).
- Agenda-3: Discussion, finalization and approval of P-WOPs Membership form.
- Agenda-4: Discussion, finalization and approval of Logo for P-WOPs.
- Agenda-5: Any other item agreed by participants.

At the outset, Mr. Shahid Sohail, the Convener of P-WOPs, welcomed and thanked all the participants for taking their valued time out to attend the Core Committee meeting. The agenda was pursued strictly in the light of the decisions taken in the National Workshop of Karachi. All the participants took active part in the discussion and gave their valuable comments / suggestions. After lengthy deliberations, following decisions were taken;

Agenda-1: **<u>Discussion, finalization and approval of P-WOPs Business Plan</u>**

a) The Core Committee unanimously approved the Business Plan of P-WOPs as edited and modified during the meeting.

b) The approved Business Plan will be forwarded to the Project Director, Urban Unit for its proof reading after which the Business Plan shall be deemed as accepted.

c) The National Coordinator, P-WOPs will circulate the Business Plan in PDF format to all P-WOPs stakeholders after its finalization.

Agenda-2: **<u>Discussion, finalization and approval of 3-years Budgeted Expenditures of P-WOPs (including work plan)</u>**

a) The establishment charges of P-WOPs, taken in the estimate, were considered exuberant. It was decided that these figures be rationalized after which the estimated budget (for 3-years) shall be reduced to US$ 2.3 to 2.4 million. The National Coordinator shall revise the costing in collaboration with Dr. Nasir Javed, Project Director Urban Unit, which shall be deemed as approved.

b) A concept note for obtaining funding from JICA shall be drafted and informally discussed by the Project Director, Urban Unit Punjab with JICA. After finalization of the concept note, the same shall be finalized and forwarded to JICA by the Convener.

c) This shall be completed before the end of January 2012.

Agenda-3: **<u>Discussion, finalization and approval of P-WOPs Membership form</u>**

a) The Committee approved the Membership Application Form with a few modifications.

b) National Coordinator, P-WOPs will circulate the Membership Form in PDF format to all stakeholders.

Agenda-4: **<u>Discussion, finalization and approval of Logo for P-WOPs</u>**

a) The logos prepared by UN-HABITAT and KW&SB were regarded as worth considering. They were however asked to modify the Logos as suggested by the participants and forward it to the National Coordinator for further consideration.

b) If any other Utility / Individual were also willing to send the logo, may do so forthwith.

c) National Coordinator P-WOPs will circulate all the logos among Core Committee members who will re-evaluate, approve and forward back to National Coordinator for circulation in PDF format.

d) The above exercise shall be completed within one week.

Agenda-5: **Any other item agreed by participants**

National Coordinator proposed to discuss another point regarding the methodology to be adopted for launching the directory of the W&S Operators that is envisaged in the Work Plan of P-WOPs. Mr. Masroor proposed that it was better to make the operators profile template like the one prepared in Punjab Data Utility Book. After detail discussion on the non-agenda item, it was decided that;

a) National Coordinator will circulate the template prepared by WSP-World Bank to all W&S Member Operators for necessary feedback / suggestions etc. and incorporate suggested amendments, in consultation with the Core Committee.
b) The template shall be approved by Core Committee through circulation.
c) The finalized template shall be forwarded to WSP-World Bank for printing.

The meeting adjourned with a vote of thanks to all participants.

26/1/2012

(Shahid Sohail)
Convener, P-WOPs

LIST OF PARTICIPANTS

Sr.No	Name	Designation	Organization
1	Mr. Shahid Sohail	Deputy Director General	CDA **(In Chair)**
2	Mr. Ayoob Sheikh	Project Manager (GKSP)Project	KW&SB
3	Dr. Nasir Javed	Project Director	The Urban Unit
4	Mr. Fida Hussain	National coordinator P-WOPs	UN Habitat
5	Mr. Masroor Ahmed	Water & Sanitation Specialist	WSP
6	Mr. Kamran Naeem	Manager Basic Services	UN Habitat
7	Syeda Sani-e-Zahra	Senior Urban Planner	The Urban Unit
8	Mr. Abdul Razzaq	Senior M&E Specialist	The Urban Unit
9	Mr. Muhammad Kashif	Municipal Finance Specialist	The Urban Unit
10	Mr. Atif Nawab	Research Associate P-WOPs	The Urban Unit