

Ref: P-WOPs/01/13

Dated: Lahore the 18<sup>th</sup> February, 2013

1. **DG (E&M),**  
Jinnah Convection Centre, CDA,  
Islamabad.
2. **MD KW&SB,**  
Block C, 9<sup>th</sup> 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,  
ZahoorElahi Road,  
Main Market Gulberg, Lahore.
5. **MD WASA Faisalabad**  
Jail Road, Faisalabad.
6. **MD WASA Rawalpindi**  
WASA HQ Building Liaquat  
BaghMurree Road, Rawalpindi.
7. **MD WASA Gujranwala**  
Trust Plaza, G.T Road, Gujranwala.
8. **MD WASA Multan**  
BaghLangey Khan,  
Multan.
9. **MD WASA Quetta**  
New Zarghoon Road,  
Near Nadra Head Office  
Quetta.
10. **DG, PDA Peshawar**  
PDA House commercial Complex  
Phase-V Hayatabad, Peshawar.

Subject: **MINUTES OF 1<sup>ST</sup> ANNUAL REVIEW MEETING OF P-WOPS HELD IN GUJRANWALA**

Please find attached the minutes of subject meeting held on 7<sup>th</sup> February 2013 in the Committee Room of WASA-Gujranwala in Gujranwala.

This is issued with the approval of the Chairman, P-WOPs.

With best regards,

  
(Fida Hussain)  
National Coordinator

Copy to:

1. Mr. Shahid Sohail, Chairman P-WOPs Steering Committee, Islamabad.
2. Dr. Nasir Javed, CEO, the Urban Unit, Lahore.
3. Mr. Masroor Ahmad, W&S Specialist, WSP-SA, the World Bank, 20-A Shahrah-e-Jamhuriat, G-5/, Islamabad.
4. Mr. Tauqeer Abassi, Manager Basic Services Unit, Level 5, Serena Business Complex, UN-Habitat Pakistan, Islamabad.
5. All focal persons of member utilities.

**Subject: Minutes of P-WOPs 1<sup>st</sup> Annual Review Meeting held in Gujranwala**

The first annual review meeting of the P-WOPs Steering Committee (SC) was held in Committee Room of WASA Office, Gujranwala, on Feb 07, 2013. The meeting was chaired by Mr. Shahid Sohail, the Convener, P-WOPs and was attended by the participants mentioned in the annexed list. The main purpose of the meeting was to review the overall progress of P-WOPs in accordance with its approved work plan, to review and decide about the draft Memorandum of Association & Articles for P-WOPs and to chalk out the strategy to move forward.

The meeting was hosted by WASA Gujranwala. Prior to formal meeting a site visit of various installations of WASA-G was arranged by MD WASA-G. These installations included the newly improved wastewater disposal station and an improved tube well station. Both the sites were appreciated by all the participants, which were marvel at their beauty.

No one from NSUSC attended the meeting. This was their 2<sup>nd</sup> consecutive absence which was viewed with concern.

The following agenda was presented in the meeting:

| <b>Meeting Agenda</b>                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Short presentation by WASA Gujranwala on its initiatives                                                                                                                                 |
| 2. Follow up of decisions of SC meeting held on 17th November 2012 <ul style="list-style-type: none"><li>• Data entry</li><li>• Legal framework</li><li>• Overall progress review</li></ul> |
| 3. Pakistan Urban Forum 2013 in Lahore and possibility of P-WOPs participation                                                                                                              |
| 4. Two days proposed training of operational staff/officers of member utilities on performance improvement planning                                                                         |
| 5. Any other item with permission of the Chair                                                                                                                                              |

At the beginning, Mr. Khalid Bashir Butt, Managing Director, WASA Gujranwala welcomed all the participants who came from various parts of the country. The Convener thanked the WASA Gujranwala for hosting the meeting and also the participants for taking their valued time out to attend the meeting. All the participants took active part in the discussion and gave their valuable suggestions. After extensive discussion, following decisions were taken;

**Agenda-1: Short presentation by WASA Gujranwala on its initiatives**

The MD WASA-G gave an introductory presentation about overall profile of WASA with focus on certain initiatives regarding performance and revenue improvement, construction of Rajkot wastewater disposal station coupled with telemetry system and the cost saving through various corrective measures. The participants appreciated the efforts of WASA Gujranwala.



## **Agenda-2: Follow up of Decisions of SC meeting held on 17 November 2012**

The National Coordinator (NC) updated about the implementation of the decisions of previous SC meeting, status of online data PBM data entry by the utilities and presented the overall progress of the P-WOPs in the light of work plan. He further explained that all the decisions of previous SC meeting have been implemented except the data entry on website for which the most of members are facing difficulties in entering the data.

### **i) PBM Data Entry**

Quarter-wise status of performance benchmarking data entry on P-WOPs website, for the year 2012, was presented to the SC. The Committee showed its concern over poor data entry by the member utilities and emphasized that members must ensure and complete the data entry in all respects as soon as possible. It was decided that all utilities will, first of all, complete the data of last quarter of 2012 by 20 February 2013 as so the P-WOPs would be able to present the same in the upcoming 2<sup>nd</sup> Pakistan Urban Forum 2013.

### **ii) Discussions, finalize and approval of P-WOPs Legal Framework**

The Memorandum and Articles of Association of P-WOPs (for registration) prepared by Urban Sector Policy and Management Unit (USPMU) was presented to the SC. The Committee acknowledged and appreciated the efforts of USPMU for drafting the document. The participants were of the view that they could not have sufficient time to review and offer their input/comments. After the detailed discussion, the SC unanimously agreed and constituted a Sub-Committee comprising the following five members to review, finalize and approve the memorandum.

- 1) Mr. Shaid Sohail, DG CDA, Islamabad (Chairman)
- 2) Dr. Nasir Javed, CEO, USPMU, Lahore (Member)
- 3) Mr. Mian M. Abdullah, MD WASA, Lahore (Member)
- 4) Mr. Ayoob Shiekh, Project Director, KWSB, Karachi (Member)
- 5) Mr. Imran Hameed Darrani, Director WASA, Quetta (Member)

It was also decided that the Sub-Committee members will forward their comments/findings by 21<sup>st</sup> Feb 2013, which will be incorporated and proceeded for registration. The Committee further decided that the Sub-Committee can meet in USPMU office, in case of any conflicting opinion/recommendations. The UN-Habitat opted to attend the meeting (in case held) as observer.

### **iii) Overall Progress review**

National Coordinator briefed the participants about the activities so far done and the activities which could not be managed due to lack of funding or delayed with reasons and highlighted future activities requiring decisions from the SC. He also reported about the research related initiatives taken by P-WOPs Secretariat with technical support of USPMU. The Committee shown its satisfaction over the progress achieved so far.

**Agenda-3: Pakistan Urban Forum 2013 in Lahore and possibility of P-WOPs participation**

The Committee was informed about 2<sup>nd</sup> Pakistan Urban Forum in March 2013, planned by USPMU in collaboration with the Ministry of Climate Change and Planning Commission, Govt. of Pakistan, to be held from 11 to 15 March 2013 in Lahore. Inputs from participants were invited to find way out for propagation of P-WOPs through active participation in the forum. It was decided that P-WOPs will actively participate through organizing a technical session, printing material/publications display and other means. The Committee also requested UN-Habitat Pakistan to sponsor P-WOPs for at least one technical event.

**Agenda-4: Two days proposed training of operational staff/officers of member utilities on performance improvement planning**

The SC was briefed about the difficulty to utilities' operational staff in uploading raw data on P-WOPs website. The Committee was also apprised that the USPMU has agreed for providing the trainers and space for proposed training. The participants informed the Committee that it would not be possible for utilities to bear the expenses on account of travelling and accommodation of the trainees due to the shortage of funding. After the detailed discussions, it was decided that, unless a donor for holding the meeting is arranged, an online training on the proposed topic may be arranged after due consultation with USPMU. The Secretariat will communicate the outcome after discussion with the USPMU.

**Agenda-5: Other Item**

National Coordinator floated an idea about inclusion of any unique initiative/activity taken by any of member utilities in the P-WOPs quarterly newsletter as a bulletin after screening. The committee appreciated the idea and decided that if any particular activity or initiative is taken by any utility, it will forward to P-WOPs for consideration.

For holding the next meeting, it was proposed that the venues of KWSB, WASA Multan or WASA Quetta should be chosen so that it is near to NSUSC where they might find convenient to attend.

The meeting adjourned with the vote of thanks.

  
for (Shahid Sohail)  
Chairman, P-WOPs



### **LIST OF PARTICIPANTS**

| <b>Sr. #</b> | <b>Name</b>                | <b>Designation</b>                         | <b>Organization</b>   |
|--------------|----------------------------|--------------------------------------------|-----------------------|
| 1            | Mr. Shahid Sohail          | Convener, P-WOPs                           | CDA, Islamabad        |
| 2            | Mr. Fida Hussain           | Secretary, P-WOPs/<br>National Coordinator | P-WOPs, Lahore        |
| 3            | Mr. Khalid Bashir Butt     | Managing Director                          | WASA Gujranwala       |
| 4            | Mr. Mian Muhammad Abdullah | Managing Director                          | WASA Lahore           |
| 5            | Mr. Ayoob Shiekh           | Project Director                           | KWSB, Karachi         |
| 6            | Mr. Javed Shamim           | Chief Engineer                             | KWSB, Karachi         |
| 7            | Mr. Imran Hameed Darrani   | Director Technical                         | WASA Quetta           |
| 8            | Mr. Aziz Ullah             | Dy. Director (F&P)                         | WASA Rawalpindi       |
| 9            | Mr. Mansoor Sadiq          | Program Officer                            | UN-Habitat, Islamabad |
| 10           | Mr. Abdul Ghaffar Naveed   | Assistant Director                         | WASA Faisalabad       |
| 11           | Mr. Muazzam Jamil          | Deputy Secretary                           | UD, Lahore            |
| 12           | Mr. Adeel Sultan           | Research Assistant                         | USPMU, Lahore         |
| 13           | Mr. Atta-ur-Rehman         | Research Associate                         | USPMU, Lahore         |