

# **NATIONAL ASSEMBLY SECRETARIAT**

## **COUNCIL OF CHAIRMEN**

Third meeting of the Council of Chairmen headed by **Sardar Ayaz Sadiq**, honourable Speaker, National Assembly was held on 16<sup>th</sup> December, 2015, in the Constitution Room, 2<sup>nd</sup> Floor, Parliament House, Islamabad. List of the participants is placed at **Annex-A**.

2. The proceedings commenced with recitation from the Holy Quran. The honourable Speaker welcomed the participants and apprised them of the main objectives of time bound and effective disposal of business pending before the Committees. Mr. Qamar Sohail Lodhi, Additional Secretary (Legis/Com) briefed the Council on the performance of the Standing Committees vide copy of the Presentation placed at **Annex-B**.
3. Having discussed at length the matters relating to the Standing Committees, the Council made the following decisions to be complied with by all the concerned:

- 1) That the Chairman/Convener of each Committee/Sub-Committee shall in writing, be informed by each Secretary Committee about all pending Bills and matters referred to each Committee, on monthly basis;
- 2) That each Ministry concerned and Ministry of Law and Justice shall promptly process and submit reply regarding all matters, particularly the Bills, forwarded by the Standing Committees;
- 3) That at least three days time shall be given by a Chairman/Convener of a Committee/Sub-Committee to convene or re-schedule or cancel a meeting otherwise the Secretariat shall not initiate the process therefor, except with the permission of honourable Speaker;
- 4) That the Secretariat shall, before issuing a Notice of a meeting of a Committee, ensure that the agenda relates to subjects assigned to the Ministry concerned and compliance of rule 239 of the Rules of Procedure and Conduct of Business in the National Assembly, 2007 has been made; and the attention of the Chairman shall be invited, accordingly, so that the attendance of all the concerned along with Brief for effective conduct of business of each Committee is available;

- 5) That, without any exception, each Secretary Committee shall himself include chronologically all pending Bills and matters, if any, referred to a Committee as Agenda Item No.1 of the Notice of each meeting thereof and shall only inform the Chairman about the contents of Agenda Item No.1, accordingly;
- 6) That the Secretariat shall ensure that the Brief is provided to members of a Committee at least two days before its meeting is convened;
- 7) That every meeting of a Committee should be held locally unless there is an exceptional case, with prior approval of the competent authority, for site visit of which detailed Record Note shall be prepared by the Secretariat, because of non-availability of Verbatim Record of Proceedings of such visits;
- 8) That a Chairman of a Standing Committee may not be appointed as Convener of its Sub-Committee;
- 9) That a Sub-Committee shall finalize its assignment by submitting its report before thirty days;
- 10) That a Sub-Committee shall consist of not more than three or four members;
- 11) That if a member is absent from three or more consecutive sittings of a Committee without the permission of its Chairman, necessary coordination may be made by the latter with the Leader of the Opposition and Chief Whip/Parliamentary Leader concerned;
- 12) That the Secretariat shall ensure that the Periodical Reports are timely presented to the Assembly;
- 13) That necessary coordination shall be made with the Ministries for timely submission of budgetary proposals relating to the PSDP for the next financial year not later than the 31<sup>st</sup>January, so that Standing Committees may make recommendations thereon not later than the 1<sup>st</sup>March; further, a notice of a motion for leave to amend the Rules *ibid* may be given to make it obligatory for each Ministry to submit a report within a stipulated period about the acceptance or non-acceptance of the said recommendations along with reasons thereof;
- 14) That the minutes of a meeting of a Committee shall:
  - a. be recorded strictly in accordance with the verbatim record of the proceedings thereof;

- b. within seventy-two hours of the convening of a meeting, be forwarded to the Chairman/Convener;
  - c. be included as an Agenda Item: "Confirmation of minutes of previous meeting" in the Notice for next meeting of the Committee ; and in case of any correction. corrigendum thereof shall be issued, accordingly;
  - d. precisely incorporate the context and all other documents including presentations made before the Committee should accurately be only annexed with the minutes and the record thereof shall be maintained and proper handing /taking over thereof shall be made by the Secretaries Committees, accordingly;
  - e. set forth the recommendations of the Committee together with the minutes of dissent, if any;
  - f. clearly indicate the authority responsible to submit its reply to the Committee; and
  - g. not include the discussions and dialogues by name of the participants, research materials and references thereof, etc., except the views, if any, of the Minister concerned with the matter;
- 15) That necessary capacity building courses for the staff of the Committees Wing shall be arranged to improve their Minutes and Report writing skills;
- 16) That under overall supervision of a Chairman/Convener of a Committee, his Private Secretary and a Researcher associated with a Committee may assist the Secretary Committee for preparing minutes in accordance with the verbatim record of proceedings;
- 17) That under rule 235 of the Rules *ibid* the Report of a Committee is required to:
- a. incorporate the views, if any, of the Minister concerned with the matter;
  - b. set forth the recommendations of the Committee together with the minutes of dissent, if any.

Therefore, a Report of a Committee shall be prepared strictly in accordance with the minutes confirmed by the Committee. All other details including discussions and dialogues by name of the participants, profiles, photographs, research materials and references thereof, etc. shall not be included therein.

- 18) That under rule 227 of the Rules *ibid* a Committee may invite or summon or allow to appear before the Committee any member or any other person having a special interest in relation to any matter under its consideration;
  - 19) That the website-links of the Committees shall further be improved so that the following information may be uploaded with the permission of the Committee to enhance the transparency and accountability levels by informing the public at large about the parliamentary performance of the Committees:
    - a. Research materials, not forming part of a Report to be presented to the Assembly, relating to matters within the competence of a Committee;
    - b. Relevant Profiles and Photographs;
    - c. The report of a Committee on a matter or Bill which has already been presented to the Assembly;
    - d. The periodical reports of a Committee which have already been presented to the Assembly;
    - e. The special report of a Committee which has already been presented to the Assembly;
    - f. All details relating to composition, terms of reference, schedule of meetings and dates of reports of all the Sub-Committees appointed by the Standing Committees, respectively.
  - 20) That, subject to codal formalities, gradually social media shall also be used through live streaming for dissemination of parliamentary information to improve the public perception of the working of the Assembly and its Committees;
4. The meeting ended with a vote of thanks to and from the Chair with the resolve that the meetings of the Council shall henceforth be held on six-monthly basis.



(Sardar Ayaz Sadiq)  
Speaker National Assembly

ANNEX-ALIST OF MEMBERS WHO ATTENDED THE MEETING

Sr. No.	Name	Name of Committee
1	Murtaz Javed Abbasi	House and Library Committee
2	Syed Khurshid Shah	Public Accounts Committee
3	Haji Muhammad Akram Ansari	Housing and Works
4	Mr. Sufyan Yusuf	Communications
5	Syed Naveed Qamar	Railways
6	Rana Muhammad Hayat Khan	Cabinet Secretariat
7	Abdul Majeed Khan Khanan Khail	Planning, Development and Reforms
8	Mian Abdul Mannan	Parliamentary Affairs
9	Ch. Asad-ur-Rehman	Rules Of Procedure and Privileges
10	Chaudhary Mahmood Bashir Virk	Law, Justice and Human Rights
11	Mr. Qaiser Ahmad Sheikh	Finance, Revenue, Economic Affairs, Statistics and Privatization
12	Shaikh Rohale Asghar	Defence
13	Mr. Muhammad Jamal Ud Din	States and Frontier Regions
14	Mr. Asad Umar	Industries and Production
15	Capt. (Retd.) Muhammad Safdar	Information Technology and Telecommunications
16	Hafeez Ur Rehman Drishak	Climate Change
17	Malik Shakir Bashir Awan	National Food Security and Research
18	Sardar Awais Ahmed Khan Leghari	Foreign Affairs
19	Rana Shamim Ahmad Khan	Interior and Narcotics Control
20	Mr. Gulzar Khan	Federal Education and Professional Training
21	Malik Abrar Ahmed	Kashmir Affairs and Gilgit-Baltistan
22	Mr. Abdul Qahar Khan Wadan	Inter Provincial Coordination
23	Mr. Siraj Muhammad Khan	Commerce