

Annex 1

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Annex 2

Workshop Programme

DAY ONE THURSDAY 7 MAY 1998

4:00 p.m. Arrival and Registration

5:00 p.m. **Plenary Session** (Welcome Session)

- Introductions
- Introduction of interpreters/support staff
- Presentation of Workshop Theme and Background to HIFCOM
- Sharing Workshop Agenda
- Housekeeping Announcements

7:00 p.m. Dinner

8:30 p.m. Cultural programme at South Asian Scenery Garden

DAY TWO FRIDAY 8 MAY 1998

7.30 a.m. Breakfast

9:00 a.m. Arrival and Registration

10:00 a.m. **Opening Ceremony** [Formal Inauguration]

- Welcome address by Egbert Pelinck, Director General, ICIMOD
- Address by Mr Li Yucai, Deputy Administrator, National Forestry Bureau of China, People's Republic of China
- Address by Mr Huang Bingsheng, Vice Governor of Yunnan Province, People's Republic of China
- Address of Professor Ms Jiang Zehui, President, Chinese Academy of Forestry and Co-chair International Network for Bamboo and Rattan, delivered by Professor Guo Jianping, Chief Administrator, International Network for Bamboo and Rattan
- Welcome address by Professor Yang Fucheng, President South West Forestry College, Yunnan, China
- Address by Mr Chen Jihai, Director General, Forestry Bureau of Yunnan, China

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- Mr. S. M. Jalil, Chief Conservator of Forests, Department of Forests, Government of Bangladesh
- Mr. Sangay, Planning and Policy Division, Ministry of Agriculture, Royal Government of Bhutan
- Mr. Wen Haizhong, Director, Forest Policy Department, Ministry of Forests, People's Republic of China
- Mr. C. P. Oberai, Inspector General of Forests, Ministry of Environment and Forests, Government of India
- Mr. Myint Sein, Deputy Director, Department of Forests, Government of Union of Myanmar
- Mr. I. S. Karki, Director General, Department of Forests, His Majesty's Government of Nepal
- Mr. Rafiq Ahmed, Inspector General of Forests, Ministry of Environment and Forests, Government of Pakistan.

12:00 p.m. Lunch

2:00-5:00 p.m. **Plenary Session**

Country Presentations

- Nepal
- Pakistan
- Bangladesh

5:30 p.m. Departure for National Minorities' Village

- Cultural Dances
- Dinner

9:00 p.m. Return to Hotel

DAY THREE SATURDAY 9 MAY 1998

7:30 a.m. Breakfast

8:30-12 p.m. **Plenary Session**

Country Presentations

- Bhutan
- India
- China
- Myanmar
- Formation of Four Groups
- Group Agenda and Guidelines

12:00 Lunch

3:30 p.m. Group Discussions in Four Groups

3:30 p.m. Tea/Coffee

4:00 p.m. **Plenary Session**

- Group Reports

6:00 p.m. Dinner

DAY FOUR SUNDAY 10 MAY 1998

7:30 a.m. Breakfast

8:45 a.m. Departure for Field Visits in Two Groups

4:00 p.m. Arrival at South West Forestry College

4:30-5:45 p.m. Welcome Address by Professor Yang Fucheng, President, South West Forestry College

- Introduction to South West Forestry College
- Visit to Bamboo Museum

6:00 p.m. Dinner and Cultural Programme by students of South West Forestry College

9:00 p.m. Return to Hotel

DAY FIVE MONDAY 11 MAY 1998

7.30 a.m. Breakfast

8.30 a.m. **Plenary Session**

- Introduction to HIFCOM
- Discussion

10:15 a.m. Formation of HIFCOM Country Groups

- Group Agenda and Group Guidelines

10:30 a.m. Tea/Coffee

11:00 a.m. Country Group Work

12:30 p.m. Lunch

12:30 p.m. **Plenary Session**

- Presentations from Country Groups and Discussion

2:00 p.m. HIFCOM General House

- Election of Country Representatives/HIFCOM Executive Committee Meeting
- Endorsement of HIFCOM Mandate

3:30 p.m. Tea/Coffee

4:00 p.m. Closing Ceremony of Workshop

- Chairperson's remarks
- Remarks by Country Representatives
- Vote of Thanks

DAY SIX TUESDAY 12 MAY 1998

- 7:30 a.m. Breakfast
- 8:30 a.m. HIFCOM Executive Committee Meeting
Departure of Other Participants
- 12:00 p.m. Lunch
- 1:00 p.m. Departure of Remaining Participants

DAY FOUR SUNDAY 10 MAY 1998

- 7:30 a.m. Breakfast
- 8:45 a.m. Departure for Field Visit to Juba Group
- 4:00 p.m. Arrival at South West Forestry College
- 4:30-5:45 p.m. Welcome Address by Professor Yousif Ibrahim, Forestry College
- Introduction to South West Forestry College
- Mr. Rafiq Ahmad, Inspector General of Forests, Ministry of Environment and Forestry
- Visit to Bamboo Museum

- 6:00 p.m. Dinner and Cultural Programs by students of South West Forestry College
- 9:00 p.m. Return to Hotel

DAY FIVE MONDAY 11 MAY 1998

- 7:30 a.m. Breakfast
- 8:30 a.m. Plenary Session
- 10:15 a.m. Formation of HIFCOM County Groups
- 10:30 a.m. Introduction to HIFCOM
- Discussion
- Cultural Dances
- Dinner
- 5:30 p.m. Departure for National Institute for Forestry
- 9:00 p.m. Return to Hotel

Annex 3

*Conceptual Framework for Country Study**

PARTICIPATORY FOREST MANAGEMENT IN THE HINDU KUSH-HIMALAYAS: IMPLICATIONS FOR POLICY AND HUMAN RESOURCES DEVELOPMENT

Introduction

It is well recognised that forest resources play a vital role in contributing to integrated mountain development in the Hindu Kush-Himalayas. Over the last decade we have been witness to dramatic changes in approaches and strategies for sustaining forest resources in our mountain areas. A successful approach has been the emergence of participatory forest management in almost all the countries of the Hindu Kush-Himalayas. While the terminology used may vary from community forestry in Nepal to joint forest management in India and Pakistan and to social forestry in Bhutan and China the issues and challenges for institutions are similar. Most national institutions charged with the responsibility of forest management are facing new paradigms emerging out of changes in policy and practice.

Analysis and experience indicates that the introduction of participatory forest management has several institutional implications. Of these the two key areas which are critical to successful practice of community oriented forestry are in the realm of policy and human resources development. While considerable work has been done in this area there does not exist organised and analytical knowledge which can be shared on a comparative basis with institutions charged with the responsibility of managing upland areas of the Hindu Kush-Himalayan region.

It is to address this lacuna that the International Centre for Integrated Mountain Development (ICIMOD) has initiated a series of country studies titled: "Participatory Forest Management: Implications for Policy and Human Resources Development".

These case studies are also part of a pre-workshop process, which will culminate in a regional workshop in 1998 and bring together study authors and other policy makers and practitioners from the countries of Bangladesh, Bhutan, China, India, Myanmar, Nepal and Pakistan.

* Editing has not been carried out, as this was the form in which the framework was distributed – ed.

CASE STUDY PROCESS

The selection of appropriate individuals and institutions for these studies will be based on a desegregated approach for each country. Case study drafts will be reviewed by peer group professionals to ensure high quality outputs and relevance.

CASE STUDY FRAMEWORK

This is in three parts:

- Part A This deals with policy and human resource development issues.
- Part B This addresses other issues, which need to be incorporated in the study.
- Part C This is for key facts and statistics. We plan to use this information to produce country fact sheets.

PART A

Policy

- Describe the existing policy, act, rules and legal instruments related to forestry in your country.
- Analyse to what extent these instruments are appropriate and suited to existing forestry trends and wider impact on natural resources. Provide a historical timeline of policy initiatives.
- Describe the current policy on community based forest management (Joint Forest Management/Community Forestry/Social Forestry) in your country. Please provide a historical timeline of major milestones.
- Describe the process of policy making in your country with specific focus on key institutions and individuals.
- To what extent is forest policy compatible with policies related to land use, industry, infrastructure and other needs; are there major conflicts and what impact do these have on the implementation.
- To what extent do the existing policy and acts provide space to community/social forestry; is it enshrined as a legal imperative within these instruments or is it through government or administrative orders
- Is forest policy centrally and federally evolved and administered; or is it decentralised to provinces/districts and other locations in the country
- Has the policy to promote community based forestry been implemented; please review the current status in terms of better quality of forest lands; better utilisation and management; increase in availability of local products for the community; increased participation of local communities in management of local resources; decision making, harvesting etc
- Who are the main stakeholders in initiating changes in policy— central policy makers, political office bearers, national and international donors, industry and the corporate sector, forest dependent people and communities, non government organisations, research institutions and universities, forestry professionals, others.
- Does the policy make any mention of mountain specificities or does it include the whole country regardless of terrain. What are the distinctions in policies for the plains and the mountain regions.

- What are the key implications of policy changes on forestry professionals and institutions? What approaches are being used to make the transition from custodial forest management to participatory forest management.
- What are the benefit sharing arrangements of forest products in your country?
- Is the policy clear on granting security of tenure to local communities? Please analyse.

Human Resources Development

- Provide an overview of key institutions charged with the responsibility of human resource development. This should include name, status, mandate and details of courses offered.
- Please analyse the training courses offered and comment on the strengths of the learning opportunities offered.
- Indicate whether these institutions currently offer any learning opportunities related specifically to participatory forest management; are these aspects integrated into existing courses or are they offered as separate courses
- What are the strengths and weaknesses of these institutions in playing a potential role in strengthening and re-orienting institutions in participatory forest management
- Has there been any attempt to reorient and strengthen faculty to deal with issues related to participatory forest management
- To what extent are social, institutional and community oriented perspectives integrated in the courses offered by these institutions
- Describe briefly the process of curriculum revision in your country/province and in realistic terms how can attempts to integrate these changes be initiated
- What is the level of awareness amongst faculty about emerging needs of community oriented forest management and how can this be enhanced

Note: *These are only indicative questions. Please feel free to assess your own context and provide an overview of current state of institutions and their preparedness to respond to human resources development issues of participatory forest management.*

PART B

This is an indicative framework we are sharing with all the case study authors. Please feel free to look at issues, which are critical and relevant to your own context and highlight them in the study. You can also utilise some of the facts and statistics, which are listed under Part C, when you write the paper.

Other Issues

1. Background

This should provide a brief overview of the country/state and provide information on the physical location, extent of natural resources and the quality of community lands. Do also include information on population and other socioeconomic issues. Please try and define “common property resources” in your context. In simple terms we perceive them to be forest areas which are used by a collective community to meet individual and common needs and are governed by a set of rules and arrangements. For our paper we are focussing only on forest areas and the products they offer to mountain households.

2. History of Forest Management

This section will provide a historical view of forest management in the past. Focus on policy developments, which had an impact on the role of local communities.

3. Traditional/Indigenous Forest Management Approaches

In many of our mountain areas we still have traditional approaches to forest management. While these are informal community systems they have been effective in forest management. Please provide an overview of these systems and how they have responded to changing policy and the wider environment.

4. Role of Forests in Livelihood Strategies of the Mountain People

Forests or common property resources play an important role as providers of fuelwood, fodder, poles, food, timber and related products. In mountain areas the quality of forest lands also affects the productivity of agriculture and regulates the hydrological regimes such as ground water and springs. Please dwell on these issues to portray what the situation is in your area—please deal both with the present and the past.

5. Status of Community Institutions

In most areas community institutions remain informal while in some areas there exist formal institutions. Please provide a detailed overview of the role, quality, kind, number of institutions. Focus specially on involvement and leadership of women and institutions, which are based on issues of equity and involve marginal communities. Their role in influencing policy, forest department plantation programmes, conflicts etc needs to be detailed here. We need to present arguments backed by figures if possible on the role of local institutions in forest management.

Please address the following questions:

- Are these institutions effective
- Are they present in sufficiently large numbers
- What are their strengths and weaknesses
- Do they address equity issues
- Do they involve women and marginal groups
- Are they sustainable institutional mechanisms
- Can they handle conflicts
- What is the level of their technical skills
- Is there any measurable impact of their work on forest resources
- What is their level of understanding of sustainability
- How do they resolve issues of basic needs versus over exploitation

6. Historical Timeline of Policy for Forest Management

| <u>Year</u> | <u>Name of Policy/Act/Rules</u> | <u>Remarks</u> |
|-------------|---------------------------------|----------------|
| 1900 | | |
| 1932 | | |
| 1980 | | |

1988 ♦
1992
1996

Please give a Historical Timeline with your analysis of its impact specially on community resource management.

PART C

Fact Sheet

Basic Facts

Name of Country/State/Province

Location: Please Give Longitude and Latitude

Bordered By: Please Give Location and Border Countries/States

Population

| | <u>Total</u> | <u>Men</u> | <u>Women</u> | <u>Percentage Increase/Decrease</u> |
|------|--------------|------------|--------------|-------------------------------------|
| 1950 | | | | |
| 1960 | | | | |
| 1970 | | | | |
| 1980 | | | | |
| 1990 | | | | |
| 1996 | | | | |

NOTE: Please give for whole country and also for mountain areas in your country.

Please give additional information if any. In some areas men migrate to the plains. In case such information is available please provide. These years are suggestive. Please use data as per census years available. We are interested in picking up trends related to population.

Administrative Facts

No of Districts :

No of Hill/Plain Districts :

Percentage of Population in Hills/Plains :

Natural Resources: (In the country and in mountain areas)

Land Use

Agriculture

Forestry

Barren/Degraded Lands

Other Uses

Please give figures as available. It would be useful to have data over the last thirty/forty years. Our experience indicates that area under agriculture is declining in some areas.

Status of Deforestation (In whole country and in mountain areas)

Area

National Forest

Reserved Forests

Village Forest

Private Forest

Protected Areas/National Parks Rangelands/Grasslands:

Please give figures and information on the quality of forest resources and deforestation and plantation efforts. Is degradation a trend in your country/state.

Status of Rangelands/Grasslands: Please provide figures and other qualitative information.

Socio Economic Information

Number of Persons above Poverty Line

Number of Persons below Poverty Line

Status of Forest Based Industries

Please provide information on logging/timber cuts; major forest products; paper industry; number of persons employed by forest industries. Please attempt to identify and analyse trends for mountain areas over the last 30-40 years.

Education

Literacy percentage for Men and Women

Number of Children of School Going Age/Number

In School/Dropout Rate etc.

Health

Number of Hospitals/Beds per 1000 Population

Accessible Services Available

Drinking Water Status/Access Percentage

Community Management Status

Number of Forest User Groups/Women's Group/*Van Panchayats*

Area under their Management

Other Related Information

We hope you get an idea of what we are attempting to do. We are trying to gather figures which will provide historical trends and outline key policy developments. As indicated earlier please feel free to add depending upon information and your own context.

Note: Please send us a map of your country/state. This should be a clear map with bold lines so that it can be reproduced.

4

Annex *HIFCOM Constitution**

CONSTITUTION OF THE HINDU KUSH-HIMALAYAN FORUM FOR FOREST CONSERVATION AND MANAGEMENT

HIFCOM
1998

Preamble: Conscious of the urgency for the holistic management, conservation and sustainable development of forests, and to help communities with forest resources conservation and management activities in the Hindu Kush-Himalayan Region, and being convinced of the need to establish an organised body in association and in collaboration amongst the related nations in the Hindu Kush-Himalayan Region, it has been decided to establish an institution under the name of Hindu Kush-Himalayan Forum for Forest Conservation and Management (HIFCOM) to be located in Kathmandu, Nepal and it has also been decided to operate such institution under the provisions prescribed in this Constitution .

Chapter 1 PRELIMINARY

1. Short Title and Commencement

- 1.1 The name of this Constitution shall be "The Constitution of Hindu Kush-Himalayan Forum for Forest Conservation and Management, 1998".
- 1.2 This Constitution shall come into force from the date of its approval.

2. Definition: Unless otherwise stated herein, in this Constitution:

- 2.1 "Institution" shall mean the Hindu Kush-Himalayan Forum for Forest Conservation and Management (HIFCOM).
- 2.2 "Committee" shall mean the Executive Committee of the Institution.
- 2.3 "Meeting" shall mean Regional General Assembly Meeting, Extraordinary Regional General Assembly Meeting or Special Regional General Assembly Meeting of the Institution.

* Published/legal version – no editing has been carried out for inclusion in this volume – ed.

- 2.4 "Chairperson" shall mean the Chairperson of the Committee.
- 2.5 "Vice-Chairperson" shall mean the Vice-Chairperson of the Committee.
- 2.6 "General Secretary" shall mean the General Secretary of the Committee.
- 2.7 "Secretary" shall mean the Secretary of the Committee.
- 2.8 "Treasurer" shall mean the Treasurer of the Committee.
- 2.9 "Office Bearers" shall mean the Chairperson, Vice-Chairperson, General Secretary, Secretary, Treasurer and the members as well.
- 2.10 "Fiscal Year" shall mean a one-year period starting from the first day of January to the last day of December (calendar year).
- 2.11 "Himalayan Hindu Kush Region" is comprised of the upland areas of the following eight countries: Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal and Bangladesh.

3. Name, Structure and Seal of the Institution

- 3.1 The name of this Institution shall be "Hindu Kush-Himalayan Forum for Forest Conservation and Management; in short it shall be called "HIFCOM".
- 3.2 This Institution shall be an autonomous organisation with an indivisible responsibility.
- 3.3 This Institution shall have its own seal.
- 3.4 This Institution shall be entitled to have and own movable and immovable assets, to use and make transactions with such assets.
- 3.5 This Institution as an individual shall be entitled to file petitions in court and the same shall apply in case of individuals or institutions who may wish to file petitions against it in court.

4. Office of the Institution

- 4.1 The Headquarters of the Institution shall be located at Kathmandu District in Bagmati Zone, Nepal.
- 4.2 The Institution shall be entitled to set up regional, national, state and/or district level offices as required, and shall conduct its affairs there. The office bearers or staff at such offices shall be determined as per the decision of the Executive Committee Meeting from time to time.

Notwithstanding the provision made under the clause 4.2 above, the Executive Committee shall be entitled to initially determine the numbers and positions of office bearers or staff and this shall subsequently be put to the Regional General Assembly Meeting for endorsement.

Chapter Two AIM AND OBJECTIVES

5.1 Aim of the Institution

HIFCOM is a regional institution committed to promoting and strengthening participatory forest management in the Hindu Kush-Himalayan region. HIFCOM is mandated to the holistic management, conservation and sustainable development of all types of forests, including wastelands. HIFCOM will aim to strengthen the capacity of local, na-

tional and regional institutions in establishing participatory approaches in forest management.

5.2 Objectives of the Institution

To fulfil this aim, the following objectives have been set forth as below:

- 5.2.1 To preserve and manage forest resources in the Hindu Kush-Himalayan region.
- 5.2.2 To help local communities in the Hindu Kush-Himalayan region through natural resources conservation measures.
- 5.2.3 To pursue other alternative strategies for the protection of environment in the Hindu Kush-Himalayan region.
- 5.2.4 To exchange ideas, knowledge, co-operation and experiences amongst the countries of the Hindu Kush-Himalayan region.
- 5.2.5 To enhance the spirit of inter-country co-operation in areas of common interest amongst the countries in the region.
- 5.2.6 To work mutually in co-ordination with other concerned organisations in the region.

Chapter Three MEMBERSHIP

6. The following criteria must be fulfilled in order to obtain membership to the Institution:
 - (a) Professionals from the field of forestry and allied fields, including social, natural and human science disciplines.
 - (b) Mentally sound.
 - (c) Having no criminal record.
7. Patrons: The Patrons of HIFCOM are the Inspector General of Forests, Ministry of Environment and Forests, Government of India, the Director General of the Department of Forests, Nepal, and the Joint Secretary, Forestry Services Division, Ministry of Agriculture, Royal Government of Bhutan. As more members join HIFCOM, the office holders in equivalent positions could be invited to become ex officio patrons.
8. Types of Membership: The Institution shall have the following categories of members:
 - (a) Founder Member: The Interim Executive Committee members shall become the Founder Members.
 - (b) Regional General Assembly Member: Each national HIFCOM chapter shall select two (2) members from its national executive committee to serve as Regional General Assembly Members.
 - (c) Institutional Member: Institutional membership may be given to the governmental or non-governmental organisations and institutions which are prepared to co-operate with the Institution for attaining its objectives.
 - (d) Honorary Member: The Institution may give honorary membership to the representatives of organisations, associations or institutions and to other individuals who have made an outstanding contribution to the Institution in its efforts to achieve its goals and objectives.

9. Membership Fee and Membership Procedure:

9.1 Regional General Assembly Members: Regional General Assembly members' fees will be paid by the national HIFCOM chapters. Failure to pay the fees will result in revocation of the voting rights of the national chapters.

9.2 Institutional Membership Procedure and Fees: Any institution willing to become an institutional member of this Institution as per this Constitution, shall have to complete an application form as prescribed by the Executive Committee and submit the application to the General Secretary along with the recommendations of two Regional General Assembly members. The admission fee, the membership fee and any other fees shall be as prescribed by the Regional General Assembly Meeting from time to time.

However, if the Institution deems appropriate to give Institutional Membership to any institution, the application procedure mentioned above need not to be followed, and the fee in such instance shall be as prescribed by the Regional General Assembly Meeting.

9.3 The Institution reserves the right in matters of granting membership on the applications that may be submitted as per the provisions mentioned under clause 9.2.

9.4 Institutional members shall have no voting rights.

9.5 Membership fee for a calendar year shall have to be paid by the end of the month of December. In case the fee is not paid within the stipulated period, the dues along with prescribed penalty shall have to be paid within the month of April of the next year. Failure to comply with this payment period, will lead to termination of membership. In order to regain membership, the prescribed membership procedure shall have to be followed again from the beginning.

Term of Membership: Regional General Assembly members shall serve for a term of not less than two (2) years.

Membership shall be considered invalid under the following circumstances:

- (a) In case the statements submitted for the membership prove to be false.
- (b) In case of failure of timely payment of the membership fee.
- (c) In case of proof on any activity or conduct of the member that goes against the norms and welfare of the Institution, upon the endorsement of the majority in the Regional General Assembly Meeting.

However, the member shall be given an opportunity to submit his/her clarification on the charges made.

- (d) In case of the acceptance of resignation from membership by the national HIFCOM chapter they represent.
- (e) In the event of death.
- (f) In the event of insanity.

Chapter Four

REGIONAL GENERAL ASSEMBLY AND EXECUTIVE COMMITTEE

11. Regional General Assembly Meeting

- 11.1 The first general meeting shall be constituted comprising two (2) representatives of each national HIFCOM chapter. The Meeting which shall be convened to discuss and give assent to this Constitution shall be considered as the First Regional General Assembly Meeting of the Institution.
- 11.2 The Chairperson shall chair the Regional General Assembly Meeting. In the event of the absence of the Chairperson, the Meeting shall be chaired by the person nominated by the Regional General Assembly.

12. Session of the Regional General Assembly Meeting

- 12.1 In general, the session of the Regional General Assembly Meeting shall be convened in the month of January. However, in case of special circumstances, a session of the Regional General Assembly Meeting may be convened upon 60 days notification by the Executive Committee.
- 12.2 Regional General Assembly Meeting shall be called by the General Secretary as per the instruction of the Chairperson.
- 12.3 The Executive Committee may invite national or foreign experts and representatives of different organisations, associations or institutions to the Regional General Assembly Meeting.

13. Functions, Duties and Responsibilities of the Regional General Assembly Meeting.

- 13.1 The functions, duties and responsibilities of the Regional General Assembly Meeting shall be as follows:
 - 13.1.1 To approve the Annual Programme and Budget of the Institution.
 - 13.1.2 To give guidance to the Executive Committee.
 - 13.1.3 To elect the office bearers to the Executive Committee.
 - 13.1.4 To discuss the financial report submitted by the Executive Committee, and appoint an auditor to audit Institution's financial matters.
 - 12.1.5 To discuss and decide on matters presented in the auditor's report.
 - 12.1.6 To exercise other residuary power.
- 13.2 The issues to be discussed in the Regional General Assembly Meeting shall have to be presented in a form of written agenda.
- 13.3 As far as possible, the Regional General Assembly Meeting should make decisions with consensus. In the event consensus cannot be reached, the Chairperson of the Meeting may prescribe the mode to express the opinion of members either by raising their hands or by a secret ballot. Representatives of each national HIFCOM chapter must vote as one block. The decision made by majority shall prevail as the decision of the Institution.
- 13.4 At the event of equally divided opinion, the Chairperson can cast the decisive vote.
- 13.5 The General Secretary shall have to notify all the Regional General Assembly members by issuing a 60 (sixty) day notice prior to the date of commencement of the Regional General Assembly Meeting along with the date and venue fixed for the

Meeting. A presence of members from 50 (fifty) percent of the national HIFCOM chapters shall be treated as complete quorum for convening the Regional General Assembly Meeting.

- 13.6 In case the quorum as mentioned under the clause 12.5 is inadequate for the first meeting, representatives shall wait for two hours before reconvening the meeting. In such a case, the quorum required shall be 33 (thirty three) percent of the total members, but not less than two (2) national HIFCOM chapters' representatives are required to hold a meeting.

14. Executive Committee

14.1 The Regional General Assembly Meeting shall elect an executive committee from amongst its representatives in order to implement programmes of the Institution in accordance with its objectives and policy, and to exercise administrative supervision and control over the Institution's activities. The executive committee shall consist of not more than two (2) representatives from each national HIFCOM chapter, a maximum of 16 (sixteen) members as officer-bearers, as follows:

| | | | |
|-----|-------------------|----|----------|
| (a) | Chairperson | 1 | (One) |
| (b) | Vice-Chairperson | 1 | (One) |
| (c) | General Secretary | 1 | (One) |
| (d) | Secretary | 1 | (One) |
| (e) | Treasurer | 1 | (One) |
| (f) | Members | 11 | (Eleven) |

14.2 The tenure of the Executive Committee shall be 2 (two) years. However, the executive committee shall continue to function until the new office bearers are elected, and the members shall be relieved from their posts in the following situation:

- (a) If the resignation jointly submitted by the executive committee to the Regional General Assembly Meeting is approved,
- (b) If the vote of no-confidence gets approved as per clause 25.
- (c) If the resignation is accepted as per clause 26.
- (d) If any office bearer is absent from an executive committee meeting up to three times without providing any notification.

15. Meeting of the Executive Committee:

15.1 The Committee shall meet two (2) times every fiscal year, in the month of January (immediately following the Regional General Assembly meeting), and as decided by the executive committee. The Chairperson may instruct the General Secretary to call special meetings as and when required, upon specifying the need to call such special meeting.

15.2 In addition to the provision made under clause 14.1, the Chairperson shall have to call the Executive Committee meeting within sixty (60) days if the majority of the executive committee members submit a request in writing to the Chairperson to convene a special meeting.

15.3 The Executive Committee Meeting shall be presided over by the Chairperson, and in case of absence of the Chairperson, by the Vice-Chairperson. In the event of the absence of both the Chairperson and the Vice-Chairperson, the Office-bearer nominated by the majority of executive members shall preside.

- 15.4 Only the Agenda prepared by the General Secretary upon the approval of the Chairperson and circulated thirty (30) days in advance shall be discussed at the Meeting.
 - 15.5 If any executive member wants to bring any agenda item before the Meeting, he/she shall be required to inform the General Secretary fifteen (15) days prior to the date of the Meeting scheduled. The General Secretary shall have to bring up such an agenda item at the Meeting, and the executive committee can decide whether to include it or not.
 - 15.6 The Meeting shall make decisions on the basis of consensus as far as possible.
 - 15.7 The Executive Committee Meeting shall be convened only upon the presence of 51 (fifty one) percent or more numbers of office-bearers.
 - 15.8 The Committee may invite representatives from national or international organisations as experts.
16. Functions, Duties and Powers of the Committee: The committee shall exercise following functions, duties and powers, limiting itself to the framework of the Constitution
- 16.1 All types of executive and administrative power required for implementing policy and programmes as per the provisions mentioned in the Constitution and as per the directives of the Regional General Assembly Meeting.
 - 16.2 Power to control assets and treasury of the Institution, and to incur expenses deemed necessary by the Committee in order to achieve the Institution's aims and objectives.
 - 16.3 Power to form committees or sub-committees from amongst the committee members as deemed appropriate by the committee, and to delegate required authority to them, and power to change or dissolve such committees or sub-committees.
 - 16.4 Power to employ required personnel, supervise, control or dismiss them, and to prescribe terms and conditions of their work, remuneration and facilities.
 - 16.5 Power to prepare proposals and agenda items (including a no-confidence motion), annual report and budget to be put up to the annual Regional General Assembly Meeting.
 - 16.6 Authority to nominate any Regional General Assembly member or members of the Institution to represent at national and international conferences, seminars, meetings etc.
 - 16.7 Power to conduct any research study that the Institution may require, by assigning a member or a group of members from amongst the executive committee.
 - 16.8 Power to carry out other necessary functions required for achieving the objectives and welfare of the Institution.

Chapter Five

FUNCTIONS, DUTIES AND POWERS

17. Functions, Duties and Powers of the office-bearers
- 17.1 Every office-bearer shall have to bear joint and position-related responsibilities.
 - 17.2 Chairperson:
 - 17.2.1 To provide leadership to the Institution.
 - 17.2.2 To preside over the Regional General Assembly Meeting and the Executive

Committee Meeting and to cast the decisive vote in the event of equal voting at the meeting.

- 17.2.3 To implement and instruct to implement the decisions taken by the General Meeting and Executive Committee meeting.
- 17.2.4 To convene the Regional General Assembly Meeting and Executive Committee Meeting from time to time.
- 17.2.5 To exercise other authority prescribed by this Constitution.

17.3 Vice-Chairperson

- 17.3.1 To fulfil the duty and exercise the power of the Chairperson as Officiating Chairperson in the event of the Chairperson's inability to work, or in the event of the vacancy of the position of the Chairperson, or in the event of the absence of the Chairperson.
- 17.3.2 To perform functions and duties prescribed for the vice-Chairperson in this Constitution.

17.4 General Secretary:

- 17.4.1 To call the Committee Meeting as per the consent of the Chairperson.
- 17.4.2 To implement committee decisions under the general supervision of the Chairperson.
- 17.4.3 To maintain records of the written documents of the Regional General Assembly Meeting and Executive Committee meeting of the Institution, to maintain their safety and to take care of the property of the Institution.
- 17.4.4 To certify in writing the directives and decisions of the Institution.
- 17.4.5 To maintain records of the Regional General Assembly members of the Institution.
- 17.4.6 To perform other miscellaneous duties and functions as prescribed by this Constitution.

17.5 Secretary :

- 17.5.1 To help the General Secretary in carrying out his functions and duties.
- 17.5.2 To correspond on behalf of the institution upon the consent of the General Secretary .
- 17.5.3 To perform the duty and exercise the authority of the General Secretary in the event of his absence, vacancy of the position or his inability to work.

17.6 Treasurer:

- 17.6.1 To take complete responsibility of funds and accounts of the institution.
- 17.6.2 To maintain income - expenditure account of the institution.
- 17.6.3 To maintain the records of physical assets of the institution.
- 17.6.4 To recover fees to be collected on behalf of the institution.
- 17.6.5 To present annual income-expenditure statement and budget of the institution at the Regional General Assembly Meeting on behalf of the executive committee.
- 17.6.6 To make payments of the staff salary and other expenses incurred on behalf of the institution from time to time.

- 17.6.7 To maintain cash reserve not exceeding fifty (50) thousand Nepalese rupees for the contingency expenses.
- 17.6.8 To make expenditures required for the institution under the direction of the committee or the Chairperson, and to issue cheques as a joint signatory with the General Secretary.
- 17.7 Member: To help the committee in its activities and to perform other duties assigned by the committee.

18. Responsibility of the Executive Committee: The office bearers and the members of the committee shall be responsible to the Regional General Assembly Meeting collectively and individually.
19. Advisory Committee: An Advisory Committee may be constituted from among the Regional General Assembly members if the Regional General Assembly Meeting of the institution deems it necessary. The functions, duties, powers, facilities and tenure of such advisory committee shall be as prescribed by the Regional General Assembly Meeting.

Chapter Six FINANCIAL PROVISIONS

20. Source of Finance: The financial sources of the institution shall be as follows, and shall be treated as the fund of the institution.
- 20.1 Membership fees from national HIFCOM chapters.
 - 20.2 Amount to be received from national governments, other national and international non-governmental organisations and institutions.
 - 20.3 Loan, grants and donations (donations to be collected upon obtaining permission as per the prevailing act related to obtain or collect donations).
 - 20.4 Amount obtained from any publication of the Institution.
 - 20.5 Amount obtained from any research study conducted by the Institution.
 - 20.6 Amount obtained in lieu of providing the services of national or international experts.
 - 20.7 Amount from other miscellaneous sources
21. Inventory of Current and Fixed Assets
- A complete inventory of the current and fixed assets and all other properties earned by the Institution shall be maintained and kept safely. Description of these shall be presented to the concerned institutions.
22. Handling of the Fund The fund of the Institution shall be kept under the responsibility of the treasurer. The treasurer shall operate the fund as per provisions made under this Constitution and as per the decisions and rules and procedures prescribed by the executive committee.
23. Audit: The treasurer shall prepare a complete income expenditure statement of the Institution and shall submit it to the Regional General Assembly Meeting. The statement of accounts shall be audited by the auditor appointed by the Regional General Assembly

Meeting. Such auditor must be registered in Nepal. The audited report shall be required to submitted to concerned institutions. The remuneration and facilities of the auditor shall be fixed by the Regional General Assembly Meeting.

Chapter Seven MISCELLANEOUS

24. No Confidence Motion

24.1 In the event of moving a no confidence motion against the office bearers of the committee of the Institution, signature of 25 (twenty five) percent of the total members, or not less than two national HIFCOM chapters, shall be essential. If such motion is to be against the General Secretary, the motion shall have to be submitted to the Chairperson, and if such motion is to be against other office-bearers including the Chairperson, it shall have to be submitted to the General Secretary.

24.2 The no confidence motion shall be discussed at the Regional General Assembly Meeting and if more than 50 (fifty) percent of the total number of national HIFCOM chapters, vote in support of the motion, it shall be passed by the Regional General Assembly Meeting.

24.3 The no confidence motion cannot be moved within 6 (six) months of the formation of the Executive Committee, and no such motion shall be valid against the same committee or the same office-bearer within 6 (six) months of rejection of such a motion moved earlier.

25. Arrangements related to the Resignation:

25.1 Any-office-bearer or Chairperson or member of the committee or sub-committee wishing to resign from his/her position shall submit his/her resignation to the Chairperson of the executive committee, and the Chairperson shall submit his/her resignation to the Vice-Chairperson.

25.2 The executive committee shall have the authority to accept or not to accept any resignation. However, the decision made to this effect shall be informed at the Regional General Assembly Meeting.

26. Amendment of the Constitution:

26.1 If the Constitution of the Institution is required to be amended, the amendment proposal shall have to be submitted to the Regional General Assembly Meeting and the amendment shall be made upon the endorsement of a two-third majority of the members present at the Regional General Assembly Meeting.

26.2 The Amended Constitution shall come into effect after the consent of the local authorised official.

27. Power to make rules and procedures: The executive committee may formulate rules and procedures in order to clarify the provisions of this Constitution and to attain its objective. However, such rules and procedures shall be validated only after the endorsement by the Regional General Assembly Meeting.

28. Delegation of Power: The Regional General Assembly Meeting has the authority to delegate its power to the executive committee, or the Chairperson of the Committee; the

Committee can delegate its power to the Chairperson or the General Secretary and the General Secretary can delegate his power to the Secretary.

29. Dissolution of the Institution: The whole assets of the Institution shall be taken over by His Majesty's Government in the event of dissolution of the Institution due to its inability to function in accordance with its Constitution or due to any other reasons.
30. Contacts with other Institutions: The contacts other institution shall have to be made through correspondence on the letter head of the Institution which should bear the seal and signature of the authorised office-bearer of the Committee.
31. Expert Services: The Institution is entitled to appoint national or international experts to carry out services required for the attainment of its objectives. Similarly, the executive committee is entitled to make necessary arrangements for providing experts' services to any national or international government or non-government organisations in the home country or in foreign country. The remuneration and facilities for carrying out or providing such expert services shall be as prescribed by the Committee.
32. Facilities: The Regional General Assembly Meeting is entitled to prescribe various facilities for the office-bearers as well as the Regional General Assembly members of the Institution.
33. Power to remove hindrances or impediments: The Committee shall have the power to remove hindrances or impediments without affecting the activities of the Institution. However any action to this effect shall have to be reported to the Regional General Assembly Meeting.
34. Validity of Work: Work performed by the Ad hoc Committee formed in order to function for the Institute prior to the commencement of this Constitution shall be treated as work performed under this Constitution.
35. If any matter provisioned in this Constitution happens to contradict with any prevailing Act and Law of the country, such matter shall automatically be treated as defunct to the extent of contradiction there of.