



Punjab Skills Development Fund

Program Design, Research & New Business Initiative Committee Charter

Approval Date:	October 06, 2023
Effective Date:	October 06, 2023
Version Number:	1
Last Review Date:	-
Next Review Date:	-
Policy Owner:	Board of Directors
Approval Authority Signature:	-

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1. Purpose

The purpose of the Program Design, Research and New Business Initiative Committee (PDRNBIC), herein after referred as 'The committee', is to review and make recommendations to the Board on research, program designs and new business initiatives related matters as stated in the Committee Authority and Responsibilities sections of the Charter.

2. Committee Size and Composition

- i. Board of Directors ("the Board") should constitute the committee comprising of at least five (05) Members from among the Board.
- ii. The number of independent directors in the Committee shall be proportionate to the independent directors forming part of the Board.
- iii. Chairperson of the committee shall be a Non-Executive Independent Director nominated by Board of Directors, who shall not be the Chairman of the Board.
- iv. The presence of four 04 members shall form the quorum.
- v. Board may dissolve / re-constitute the committee any time at its discretion.
- vi. Head of Program Development department, PSDF or any other person appointed by the committee in his/her absence shall be the Secretary of the committee.

3. Removal and Vacancy

- i. A member may resign from the committee and may also be replaced at any time by the Board. In case a member ceases to be a Director, they shall automatically cease to be a member of the committee.
- ii. The Board will fill vacancies in the committee by appointment from among the Directors of the Board.

4. Meetings

- i. The committee shall meet once every quarter or as often as its Chairperson or majority of its members deem necessary or appropriate, in person, telephonically or electronically, and at such times, places and manner as its Chairperson may determine.
- ii. In the absence of the committee Chairperson the remaining Board members present shall elect one from amongst themselves to chair the meeting. Members of the committee have the right to invite any person to attend for all or part of any meeting, as and when they deem it appropriate and necessary.

5. Committee Authority and Responsibilities

The committee has the following authority and responsibilities:

- i. To evaluate program design-related schemes/interventions proposed by the management and make appropriate recommendations to the Board for approval.
- ii. To suggest/propose new interventions/schemes/programs for further research/deliberations by the management of the company.
- iii. To review and recommend, for approval of the Board, un-budgeted programs and/or their extensions, discontinuations, or any other changes without compromising the overall objectives of the company.
- iv. Evaluate all proposed research assignments such as sector studies, impact evaluations and tracer studies and make appropriate recommendations to the Board for approval.
- v. Review and approve the results, outcomes, programmatic and policy recommendations (if any) from the research studies, program outcomes etc.
- vi. To review and oversee the Company's growth and business development strategies and make recommendations to the Board with respect to new business initiatives by partnering with public & private entities, donors, and Government organizations towards self-sustainability.
- vii. Identification of growth opportunities or new business models towards self-sustainability.

6. Responsibilities of Secretary of the Committee

Head of Program Design, Punjab Skills Development Fund or any person nominated in his / her absence by the committee should be Secretary of the committee:

- i. The Secretary shall be responsible, in conjunction with the Chairperson, for drawing up the agenda along with working papers and circulating it at least seven (7) days prior to each meeting.
- ii. He / She shall be responsible to communicate to the Secretary of the Board, at least ten (10) days before the Board meeting along with the complete set of supporting documents, the agendas to be presented to the Committee which will require Board's approval, or which have already been approved by the Committee.

- iii. He / She or his/her nominee shall attend each Committee meeting and record the proceedings of the meeting and minute the resolutions.
- iv. He/she shall circulate the draft minutes of the meetings to the members of the Committee within (14 working days) after the meeting for approval and shall keep a record of all approved minutes of its meetings.
- v. The committee may assign other duties/responsibilities to the Secretary of the Committee from time to time apart from mentioned above.