STANDARD OPERATING PROCEDURES & INSTITUTIONAL PROTOCOLS FOR LEGAL REVIEW, POLICY REVIEW & RESEARCH

Khyber Pakhtunkhwa
Commission on the Status of Women



KHYBER PAKHTUNKHWA COMMISSION ON THE STATUS OF WOMEN (KPCSW)

Canada

Cowater International

These are **Standard Operating Procedures and Institutional Protocols for Conducting Legal Review, Policy Review and Research** (SOPs), of **KP Provincial Commission on Status of Women (KPCSW)**, which are approved by the Commission and thus notified by the Secretary to KPCSW of the Government of Khyber Pakhtunkhwa. The development of SOPs and Institutional Protocols was supported by Women Empowerment & Political Participation Project (WEPP-KP) implemented by Cowater International Inc. with funding from the Government of Canada.

The objective of developing these SOPs is to ensure smooth functioning of KPCSW in conducting effective legal review, policy review and commissioning research, as per its mandate.

These SOPs, are hereby notified by the KPCSW on 4th November 2020 for strict compliance.

Preface

Women constitute 51% of the total population of Pakistan and yet have not overthrown the shackles of illiteracy, ill-health, poverty, violence, discrimination, and denial of their fundamental rights, which comprise the basic problems faced by majority of women and girls in Pakistani society.

The Commission on the Status of Women in the Province of the Khyber Pakhtunkhwa was established to ensure provision of effective services for promoting women's rights, and to eliminate all forms of discrimination against women, and for matters connected therewith and ancillary thereto; this is part of the Government of Khyber Pakhtunkhwa's determination to create opportunities and status that enable women to achieve their due social, economic, legal and political rights, and thus enjoy status and opportunities equal to men.

As given in section 8 (a), (b) (d) and (h) of the Khyber Pakhtunkhwa Commission on the Status of Women Act, 2016 (Khyber Pakhtunkhwa Act No. XXVIII of 2016), the Commission's functions include the following:

Functions of the Commission:

Section 8 of the Act through which the Commission came into being, has specified 13 functions of the Commission, however the most important ones are the following:

1. Examine the policy, programmes, projects and other measures by Govt for women development and gender equality, to assess implementation and make recommendations to the authorities where considered necessary for effective impact;

2. Review all provincial laws, rules and regulations affecting the status and rights of women and suggest repeals and amendments, or new legislation essential to eliminate discrimination, safeguard and promote the interests of

women and achieve gender equality in accordance with to the Constitution of Islamic Republic of Pakistan and obligations under International Covenants and commitments;

3. Monitor the mechanisms and institutional procedures for redress of violation of women's rights, individual grievances and facilities for social care, and undertake initiative for better management and efficient provision of justice and social services through the concerned forums and authorities;

4. Examine and review policy, programs, and plans of each department to ensure that they address gender concerns adequately;

5. Establish and constitute, with the approval of the Govt. District Committees, consisting of such number of members with female majority and to be headed by a female Chairperson on such terms and conditions and for such a period as may be prescribed through regulations to examine and review policies/programs and plans for each office in the district and to ensure that they address gender concerns adequately; provided that two female members of district council shall be added to the District Committees and meetings and quorum of the District Committee shall be such as prescribed by regulations;

6. Approve regulations required to be made under this Act.

As per 1, 2, 4 and 6 functions, the Commission is authorized and mandated to conduct legal/ policy review and undertake research for addressing gender concerns adequately. Hence the following **Standard Operating Procedures and Institutional Protocols** (SOPs) for conducting legal review, policy review and research of **KP Commission on Status of Women (KPCSW)** have been formulated. This undertaking was a result of a consultative process with inputs from the Department of Social Welfare, Special Education & Women Empowerment (SW, SE & WED).

The development was supported by WEPP-KP which is implemented by Cowater International Inc. and funded by the Government of Canada, who

engaged Ms. Naazlee Sardar, Gender / Legal Expert, as consultant, for drafting the SOPs. For effective formulation of the SOPs, the drafting was undertaken as a broad consultation process, to help validate, expand and improve the formulation of the SOPs. This consultative process included a validation workshop with relevant stakeholders from KPCSW, who reviewed the drafts and provided a critique and recommendations for improving the SOPs. Subsequently, upon completion of the final product, an orientation workshop was conducted for relevant staff and members of the KPCSW to establish ownership and learning of the subject SOPs. The whole process of formulation and consultation was undertaken under the vigilant oversight of the Chairperson KPSCW.

NOTIFICATION

*Peshawar dated the **25th August 2020**.*

THE KHYBER PAKHTUNKHWA COMMISSION
ON THE STATUS OF WOMEN
STANDARD OPERATING PROCEDURES
& INSTITUTIONAL PROTOCOLS
FOR
CONDUCTING LEGAL REVIEW, POLICY REVIEW AND RESEARCH, 2020

Definitions.

For the purpose of these SOPs,

"Commission" means the Khyber Pakhtunkhwa Commission on the Status of Women (KPCSW), as reconstituted under S3,

"Chairperson" means the Chairperson of the Khyber Pakhtunkhwa Commission on the Status of Women (KPCSW),

"Program Wing" means the Program section of the KPCSW with Director Program employee leading the Program Section of the KPCSW,

"Secretary" means the employee performing duties of Secretary to the KPCSW,

"Members" mean the members as notified by the government as members of the KPCSW,

"Bill" means a bill that is presented in the Khyber Pakhtunkhwa (KP) Provincial Assembly for enactment by the Assembly

"Act" means any Khyber Pakhtunkhwa Act, that is presented in the KP Provincial Assembly whereby seeking certain amendments to the Act, for enactment of the amendments by the Assembly, to become part of the Act,

“Provincial Assembly” means the Provincial Assembly of the Khyber Pakhtunkhwa (KP PA)

“Members of the Provincial Assembly” means the serving Members of the functional Provincial Assembly of the Khyber Pakhtunkhwa (MPAs)

“Policy” means official policy of the Government of Khyber Pakhtunkhwa,

“Research” means research commissioned/conducted by the Khyber Pakhtunkhwa Commission on the Status of Women (KPCSW),

Procedure for Legal Review

As given in section 8(b) of the Khyber Pakhtunkhwa Commission on the Status of Women Act, 2016 (Khyber Pakhtunkhwa Act No. XXVIII of 2016), the Commission's functions include review of all provincial laws affecting rights and status of women, and "suggest repeal, amendments and new legislation," to eliminate discrimination and achieve gender equality in accordance with the Constitution of Pakistan and obligations under International Covenants and commitments. Based on this function, the following **SOPs** are formulated to enable the Commission to effectively fulfil its functions and mandate as per the Act.

(a) Stage I: Bill/ Amendment to Act which is presented in Assembly

1. The Program Wing KPCSW (PW) is responsible to keep track of all bills / Amendment to Acts, presented in the Provincial Assembly of the Khyber Pakhtunkhwa (PA). Under the lead of the Director Program (DP), the PW catalogues them by maintaining a list of bills/ Amendment to Acts presented, with major content, date of presentation, and other details of the bills/ Amendment to Act. PW catalogues also all those received from the Social Welfare, Special Education & Women Empowerment Department (SW, SE & WED).

2. The PW KPCSW secures official copy of the bills/ Amendment to Acts, for the Commission and submits to the Chairperson of the Khyber Pakhtunkhwa Commission on the Status of Women (KPCSW), for review and consideration regarding further follow-up by providing her/ his recommendations in official note on its importance for the KPSCW.

3. The Chairperson assesses the document to determine whether to refer to a legal attorney for review and/ or pursue a further review by the Commission, that is to implement the following steps: 4 to 7 or declare closure on review of the bill/ Amendment to Act at this stage.

4. Upon approval of the Chairperson, PW requests the Secretary KPCSW to place review of subject bill/ Amendment to Act, on agenda item of the Commission's statutory meeting, and provides hard copies of bill/ Amendment to Act, to the Secretary, for her/ him to forward to the participants of the meeting at least fifteen (15) days in advance of the statutory meeting, (as per Rule Section 3(2) of Business and Conduct Rules of the KPCSW. Participants include members of the Commission, the Secretary Social Welfare, Special Education & Women Empowerment Department (SW& WED), and any experts on the subject/ others invited to the statutory meeting of the Commission.

5. As per Rule Section 3(3) and 3(4) respectively, of Business and Conduct Rules of the KPCSW, 'All the items of the agenda shall be considered for approval with exhaustive deliberation amongst the members of the meeting' and 'The minutes of the meeting shall be prepared and sent to the members for confirmation and their signatures. Their observations on the minutes if any should be received by the Secretary within seven (07) days of the circulation of the minutes, failing which the minutes shall be deemed to have been confirmed. Therefore, in congruence with this rule, the Secretary is deemed responsible for the minutes and compilation of observations; however, as exception to this rule, the observations and comments of the participants, pertaining only to the legal review of subject bill/ Amendment to Act, will be recorded and consolidated by the PW. This will include both sources: that is either by recording at the meeting, to be part of minutes of the meeting; or as comments received via email. The PW finalizes observations and comments on the bill/ Amendment to Act under review, submits to Chairperson for approval; once approved the Chairperson directs PW to send to the participants/ members for information and record.
   Note: - PW is solely responsible for compiling only that section of minutes of the meeting pertaining to legal review, that is the comments made at the Commission's meeting on the bill/ Amendment to Act under

review. The other minutes of the meeting are documented and compiled by the Secretary.

6. Upon approval of Chairperson, PW sends this document to Secretary KPCSW who submits to SW, SE & WED for onward submission to Secretary, KP Provincial Assembly (KP PA), for consideration by MPAs/ Standing Committee members, and directly to any others like the Women's Caucus, or other relevant forums, for effective follow-up, as guided by Chairperson.

7. When the subject bill /Amendment to Act, is sent to the Department of Law for vetting, PW secures a copy of the bill/ Amendment to Act, at this stage, to assess if the Commission's comments and concerns have been incorporated and addressed respectively in the subject drafted version.

8. Action under Step 7 is documented in a note and submitted to the Chairperson for further review and action as deemed fit by the Chairperson, on behalf of the Commission. Interaction with the Department of Law to incorporate Commission's recommendations could be continued at the vetting stage, if Chairperson deems fit.

(b) **Stage II: Additional steps when Bill/ Amendment to Act is critically important for KPCSW, as per its relevance for women and its impact on their rights and status.**

1. The Program Wing KPCSW (PW) under the lead of the Director Programs (DP) shall be responsible to keep track of all bills/ Amendment to Acts presented in the Provincial Assembly (PA) of the Khyber Pakhtunkhwa, and therefore shall document and maintain a list of bills /Amendment to Acts presented, with major content, date of presentation, and other details of the bills/ Amendment to Act.

2. For critically important bills/ /Amendment to Acts, as soon as the bill/ Amendment to Act is presented in the Provincial Assembly, PW initiates

its vigilant follow-up in the assembly, and submits note to Chairperson of the Khyber Pakhtunkhwa Commission on the Status of Women (KPCSW), on the situation of the bill/Amendment to Act, and the inclination of the MPAs, on their support/ objection (if made any) to the bill/ Amendment to Act presented in the PA.

3. Subsequently PW secures official copy and submits to Chairperson, for review and consideration regarding further follow-up and course of action; whereby PW deems that the bill /Amendment to Act is of importance to the Commission, s/he additionally submits a note giving recommendations and a course of action pertaining to the subject bill/ Amendment to Act .

4. The PW submits recommendations whether to present for review at the Commission's statutory meeting or call for an emergency meeting, for immediate review of the bill /Amendment to Act.

5. The Chairperson conducts review to determine whether the bill / Amendment to Act can be categorized as of critical importance to the Commission's work for protecting the rights of women, so as to determine the course of action to be adopted by the Commission pertaining to the review procedure. She will determine either to include the legal review in the forthcoming statutory meeting of the Commission, or if categorized as critically important, if she deems fit, she will call for an urgent meeting specifically for the legal review. If it will be part of statutory meeting, aforementioned rules under Section 3 Part a, Steps 4 to 5 will be applicable for legal review. If urgent meeting is to be called the following steps 6 onward will be applicable.

6. If Chairperson deems necessary to have an urgent meeting, she will direct the Secretary to call an urgent meeting, which as per Rule Section 3(2) of Business and Service Rules, KPCSW, 'can be convened at a short notice of seven (07) days or less'. PW intimates the agenda to Secretary, and provides hard copies of bill/ Amendment to Act, to

Secretary, so s/he can circulate them, at least five (05) days in advance, before the meeting, to:

a. members of the Commission,
b. the Secretary / representative Social Welfare, Special Education & Women Empowerment Department (SW, SE & WED),
c. any experts on the subject/ others invited to the urgent meeting of the Commission, and
d. the Internal Legislative Committee of the KPCSW, if deemed necessary by the Commission at the Statutory Meeting.

7. As per Rule Section 3(3) and 3(4) respectively, of Business and Conduct Rules of the KPCSW, 'All the items of the agenda shall be considered for approval with exhaustive deliberation amongst the members of the meeting' and 'The minutes of the meeting shall be prepared and sent to the members for confirmation and their signatures. Their observations on the minutes if any should be received by the Secretary within seven (07) days of the circulation of the minutes, failing which the minutes shall be deemed to have been confirmed if quorum requirement is fulfilled. Therefore, in congruence with this rule, Secretary is responsible for the minutes and compilation of observations; however, as exception to this rule, only for the legal review section, PW records comments on the bill/ Amendment to Act received from Chairperson, members and others. PW compiles both sources of review; one being comments received via email and other being those comments recorded during Commission's meeting. The finalized document on legal review section is submitted to Chairperson for final approval. The Chairperson directs PW to send to the participants/ members for information and record.

Note: - PW is solely responsible for compiling only that section of minutes of the meeting pertaining to legal review, that is the comments made at the Commission's meeting on the bill/ Amendment to Act. The other minutes of the meeting are documented and compiled by the Secretary.

8. Upon approval of Chairperson, PW sends this document to Secretary KPCSW who submits to SW, SE & WED for onward submission to

Secretary, KP Provincial Assembly (PA), for effective incorporation of comments/ concerns of the Commission with copy circulated to Commission members. At the Chairperson's discretion, the Commission's preliminary comments/ concerns could be additionally shared through submission to either or all of the following:

- the Women's Caucus, PA
- the Standing Committee, PA
- any relevant MPAs
- any others

9. Where the Commission, at the behest of the Chairperson, deems necessary that the services of a consultant are required, to handle effectively the follow-up and incorporation of commission's comments/ concerns, the Chairperson will direct Administration Wing to procure the subject services in line with the procurement rules as prescribed under S(10) 1 of 2016 Act; this will be specifically for bills/ Amendment to Act s that are of critical concern to women, and are also taking a controversial shape, when there is astute blockade by a lobby of MPAs, on the incorporation of the Commission's concerns/ comments.

10. Additionally, where the Chairperson deems necessary, the Commission will call a meeting of relevant MPAs, for effective lobbying for the Commission's comments/ concerns regarding the bill/ Amendment to Act, to muster support for incorporation of Commission's comments/ concerns on the bill/ Amendment to Act.

11. Additionally, where the Chairperson deems necessary, the Chairperson will submit press release(s) through the Department of Information, calling media attention to the Commission's perspective of the bill /Amendment to Act, and for lobbying for incorporation of the subject comments/ concerns in the bill/ Amendment to Act.

12. Additionally, where the Chairperson deems necessary, the Chairperson will direct the PW to call a meeting of the civil society on the same as given in step 10.

13. Actions given under steps 9, 10 and 12, could be conducted together, or separately, as deemed fit by the Chairperson.

14. Where the Chairperson sees the need for engaging a legal attorney or an external consultant for the actions under steps 9, 10 and 12, she directs Secretary to outsource/ procure consultant services for the subject actions as per the prescribed procurement rules.

15. The PW cannot take any initiative or establish interface without approval of the Chairperson and stands responsible to implement all of the above under the oversight and approval of the Chairperson.

16. Depending on the enormity of the situation, where the Chairperson deems necessary, she could repeat actions given for the actions under steps 6 and 7 pertaining to Commission's meeting, and also under steps 9, 10 and 12, or any other actions she deems fit for effective lobbying for the Commission's perspective and comments/ concerns on the subject bill /Amendment to Act.

17. When the subject bill /Amendment to Act, is sent to the Department of Law for vetting, PW via Secretary KPCSW secures a copy of the bill/ Amendment to Act, at this stage, conducts review of the draft bill/ Amendment to Act, assesses if the Commission's comments and concerns have been duly incorporated and addressed respectively in the drafted version of the draft bill/Amendment to Act, and submits report to the Chairperson.

18. If Chairperson considers that the version of the bill /Amendment to Act, submitted to the Department of Law, has failed to incorporate the Commission's comments/ concerns, she will determine further course of

action in pursuance of the subject legal review, which could include interaction with the Department of Law to incorporate Commission's recommendations, if deemed fit by the Chairperson.

Procedure for Policy Review

Section 8, of the Khyber Pakhtunkhwa Commission on the Status of Women Act, 2016, (Khyber Pakhtunkhwa Act No. XXVIII of 2016), states the functions of the Commission as follows:

- As per subsection (a) the Commission's functions are to examine all policies, programs, and measures of the Government, for women development and gender equality, and
- As per subsection (d) functions are to examine and review policies, programs and plans of each department, to ensure they address gender concerns adequately.

The following SOPs are formulated to enable the Commission to effectively fulfil its functions and mandate as per the Act No. XXVIII of 2016

1. The Program Wing KPCSW (PW) under the lead of the Director Program (DP), with support from the IT Staff, of the Commission, shall be responsible to keep a list of all departments and offices, and to petition their **existing policies**, for review purpose by the Commission. PW catalogues them by maintaining a list, with necessary details on content, date, and department. PW conducts initial review and through the DP submits notes to the Chairperson.

2. The PW shall be responsible for keeping track of all **new policies under formulation** sent to the Cabinet Wing of the Administration Dept, or received from Social Welfare, Special Education & Women Empowerment Department (SW, SE & WED). Therefore, PW catalogues them by maintaining another list, with necessary details on content, date, and department.

3. As soon as the PW learns of a new departmental policy being formulated, (as a preliminary step in policy-review procedure) DP informs

the Chairperson of the Khyber Pakhtunkhwa Commission on the Status of Women (KPCSW), and under her oversight, secures appointment with the concerned department for a meeting, through the Secretary, KPCSW, designed to hold a discourse with the concerned department to incorporate gender concerns in the policy which should be reflected in the document being drafted. This engagement with the concerned department could be via different modalities, including a meeting/ or series of meetings, or a presentation by the Commission, or any other, as determined by the Chairperson.

4. As soon as an official copy of policy is available, DP secures through the Secretary, a copy for the Commission and submits to the Chairperson, for review with lens of gender equality and women development, and consideration regarding further follow-up in his/ her recommendations documented in official note on the subject policy's importance for the Commission.

5. The Chairperson assesses to determine whether to pursue further for review by the Commission, that is to implement further steps or declare closure of review of the policy at this stage.

6. In case of non-closure of policy review, upon direction of the Chairperson, DP requests Secretary of the Commission to place review of policy on agenda item of the Commission's statutory meeting and provides a list of invitees if any other than the regular members of the Commission. S/he also provides a hard copy of policy to the Secretary who circulates hard copies to all members at least fifteen (15) days in advance, before the meeting. Members/ participants could include but not limited to:
    a. members of the Commission,
    b. the Secretary, Social Welfare, Special Education & Women Empowerment Department (SW, SE & WED), and
    c. any representatives from subject Governmental Department whose policy is under review,

d. Internal Committees of the Commission where notified, if deemed necessary, and
e. Experts on the subject/ others invited to participate in the policy-review.

7. DP records comments on the policy received from the Chairperson, members and others, either by recording at the statutory meeting of the Commission, as minutes of the meeting; or as comments received via email before the meeting. DP finalizes comments from both sources as policy review and submits policy review document to Chairperson. The latter, upon granting approval, directs the Secretary to circulate back to the participants of the meeting/ members and secretary, SW, SE & WED, for final approval and signature. Upon receipt of confirmation and signature, the Secretary submits minutes to Chairperson, who then signs the document, making it official policy review copy of the Commission.

8. After approval of the Chairperson, PW submits through the Secretary the official (reviewed) copy of the policy to the concerned department that is formulating its policy.

9. For new policies, PW through the Secretary follows up with the relevant Officer at the concerned department, and for old or notified policies, s/he monitors the situation through follow-ups with the concerned department's staff; s/he through the follow up ensures that the Commission's comments and concerns are incorporated and addressed respectively in the policy. S/he makes regular submissions to the Chairperson on the situation. S/he keeps the Chairperson informed, until the necessary comments are incorporated, and the Chairperson decides to bring closure to the policy review, on behalf of the Commission.

10. **This aforementioned exercise can also be undertaken for any government project, program and plan, as deemed necessary by the Chairperson.**

Procedure for Research

The Commission on the Status of Women in the Province of the Khyber Pakhtunkhwa, as per its Act 2016, is established to ensure provision of effective services for promoting women's rights, and to eliminate all forms of discrimination against women, and for matters connected therewith and ancillary thereto. Thereby, in pursuance of its legal mandate, the KPCSW needs to commission **research** from time to time. The following SOPs outlay the procedure for commissioning research:

1. The Program Wing (PW) under the lead of the Director Program (DP) KPCSW shall be responsible to formulate and maintain a roster of research topics relevant to the Commission's mandate. S/he catalogues the research topics, outlining some necessary detail on current situation/ background, justification for commissioning, giving relevant statistics, proposed methodology for conducting the research, and how expected results will be used to combat / contribute to correcting violation/ situation. S/he will formulate this roster, with input from Chairperson, Commission members, Internal Committees, and could be extended to include universities or research institutions, KPCSW donors/ partners, civil society and any others as suggested by the Chairperson.

2. PW submits list to the Chairperson who shortlists/ approves the research topics, to be presented to Commission members in the regular statutory meeting, for inclusion in KPCSW annual workplan.

3. The Chairperson sends list to the Secretary, for including in the agenda, for presentation and discussion at the Statutory Meeting of the Commission, for selection of relevant and appropriate number of research studies for inclusion in the forthcoming annual workplan of the Commission.

4. After deliberation at the Statutory Meeting, the Chairperson announces the finalized list of research with budgetary allocations, for inclusion in

the forthcoming annual workplan of the Commission. The Secretary documents this final list, along with observations, as part of the minutes of the meeting, and subsequently circulates to members for confirmation and their signature.

5. The Secretary submits the minutes with list to the Chairperson.

6. The Chairperson finalizes the research topics and grants approval for research to be commissioned in the forthcoming workplan and decides if any will be deferred to subsequent Workplans of the Commission.

7. The Chairperson directs PW to formulate the Terms of Reference for the research undertaking, which will provide necessary detail on sections on research topic, objectives, background, justification, methodology, activities, deliverables, management lines, proposed budget, proposed timeline, proposed workplan, etc. along with a selection criteria for giving weightage to responses during selection stage. S/he submits to the Chairperson for review and approval.

8. In consideration of research topic, the Chairperson directs the Secretary, who with support from the Administration Officer, will submit to the Department of Information, to place an advertisement in selected newspapers, asking for sealed bids comprising of technical proposal and financial proposal in separate sealed envelopes.

9. Experts/ consultants respond to advertisement by submitting their sealed responses to the RFP. The PW, with support from the Administration Officer, compiles the responses to the RFP, without opening the sealed bids, that is the Master list of shortlisted bids, or instead a Search and Scrutiny Committee set up for this purpose could compile the Master list.

10. A selection committee as nominated by the Commission is formulated. If any bidders are related to any member of the Selection Committee, or where there is a matter of conflict of interest, the concerned member will recuse him/herself from the Committee.

11. PW and Administration Officer together, submit compiled sealed responses to the RFP to the selection committee at the meeting chaired by the Chairperson/ or her nominee, for opening the sealed bids.

12. The selection committee, following the selection criteria shortlists / finalises the selection of the consultant.

13. The Administration Wing under guidance of PW makes the necessary contractual arrangement for hiring the selected consultant, where contract outlays research study submissions and deliverables, and these are tied to payment tranches under the contract.

14. PW during course of the research study provides coordination with administration and finance sections, and facilitation to the consultant under the overall oversight of the Chairperson.

15. The research study draft and deliverables, as given in the terms of reference, and made part of the contract, are submitted for approval to the PW, who after review and recommended changes further submits to Chairperson for final approval/ or send to Research Committee for approval if one has been constituted for the purpose. Similar approvals are needed for final research study submissions and deliverables.

16. Payment is authorised by the Chairperson, as per the tranches given in the contract, upon receipt of submissions/ deliverables by the consultant made to PW, who submits to the Chairperson. After Chairperson approves submission, the Secretary releases payment.

17. PW in coordination with the IT section uploads the research study document/ findings on the relevant websites including the KPCSW website for dissemination of research findings to relevant viewers.

18. PW ensures that copyright of research study remains with the KPCSW.

Acting Chairperson

In the absence of the notified Chairperson, where her absence is for more than four (04) weeks, or while the Commission is waiting for notification of the Chairperson, the Commission is not to be left without a team leader. The Chairperson, before her leave or completion of term, will nominate and notify on behalf of the Commission, from amongst the members of the Commission, whom she deems fit, a member who will lead the Commission in her absence.

This nominee becomes Acting Chairperson and through her acting charge, will have authority to provide oversight to programmatic activities, namely:

- legal/ policy review,
- workplan, and
- Chairing Commission's statutory and other meetings.

The Acting Chairperson will be deemed to have been given official charge to lead the Program Section of the Commission in the Chairperson's absence, but she will not have any authority pertaining to issuing Personnel Evaluation Reports or hiring and firing on behalf of the Commission. S/he will not take financial/ policy decisions but only will look after routine business.

K.P.C.S.W
KHYBER PAKHTUNKHWA

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Women's Empowerment
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Project undertaken with the financial support of the Government of Canada.
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