



# NON-RESIDENT NEPALI ASSOCIATION

## A7 - Policy and Procedures Committee

### Terms of Reference

#### 1. Purpose

The purpose of the **Policy and Procedures Committee** is to ensure that the Non-Resident Nepali Association (NRNA) formulates and adopts its set of **policies** that are compatible with its formulated principles, rules, and guidelines and employs its **procedures** in specific methods that express policies in day-to-day operations to reach its long-term goals.

#### 2. Term

This Term of Reference is effective for the period from 2015 - 2017

#### 3. Objectives

- Proactively propose and review Rules & Regulations that will strengthen the NRNA as an institution
- Focus on accomplishing further long-term development of the organization
- Focus on NRNA media policy
- Focus on NRNA finance policy
- Focus on NRNA Secretariat
- Develop Policy and Procedures based upon areas highlighted below.

#### 4. Committee Members

The PP Committee aims to include the individuals and personalities who have a proven track record of expertise in this field and from across the regions.

No	Advisors	Email
1	Dr. Ganesh Gurung Advisor NRNA-ICC	<a href="mailto:drganesh.gurung@gmail.com">drganesh.gurung@gmail.com</a>
2	Kul Chandra Gautam Patron, NRNA-ICC	<a href="mailto:kulgautam@hotmail.com">kulgautam@hotmail.com</a>
3	Dr. Ambika Adhikary Former Patron, NRNA-ICC	<a href="mailto:ambika@alum.mit.edu">ambika@alum.mit.edu</a>

No	Members	Email	Country	Designation	Region
1	Dr. Badri KC General Secretary, NRNA-ICC	<a href="mailto:generalsecretary1517@nrna.org.np">generalsecretary1517@nrna.org.np</a>	Russia	Chair	Europe
2	Dhruba Subedi Former Youth Coordinator, NRNA-ICC	<a href="mailto:sdhruba@hotmail.com">sdhruba@hotmail.com</a>	Australia	Co -Chair Australia	Australia
3	Narayan Prasad Kafle NRN	<a href="mailto:npkafle@gmail.com">npkafle@gmail.com</a>	Australia	Co- chair Australia	Australia
4	Ekanath Khatiwoda Former DRC Africa, Advisor NRNA-ICC	<a href="mailto:ekanath2003@gmail.com">ekanath2003@gmail.com</a>	Tanzania	Member	Africa
5	Peetam Gurung Former ICC Member	<a href="mailto:pgurung@bluewin.ch">pgurung@bluewin.ch</a>	Switzerland	Member	Europe
6	Binod Bhattarai ICC Member	<a href="mailto:yoursbinod127@hotmail.com">yoursbinod127@hotmail.com</a>	Qatar	Member	Middle East
7	Hom Nath Gautam NRN	<a href="mailto:homgautam@gmail.com">homgautam@gmail.com</a>	USA	Member	Americas
8	Dr. Bidhya Ranjeet Former VP, NRNA-NCC USA	<a href="mailto:bidya.ranjeet@gmail.com">bidya.ranjeet@gmail.com</a>	USA	Member	Americas
9	Dr. Tushi Dharel Former VP, NRNA-NCC of USA and Canada (NAC)	<a href="mailto:tulsidharel@gmail.com">tulsidharel@gmail.com</a>	Canada	Member	Americas
9	Col. M.B. Gurung ICC Member	<a href="mailto:colgurung15@gmail.com">colgurung15@gmail.com</a>	Hong Kong	Member	Asia Pacific
10	Bhakta Gurung NRN	<a href="mailto:bhaktagr@gmail.com">bhaktagr@gmail.com</a>	UK	Member	Europe
11	Deepak Kharel Former ICC member	<a href="mailto:khareldeepak@hotmail.com">khareldeepak@hotmail.com</a>	Spain	Member	Europe
12	Ganga Raj rai Former RC, Asia Pacific	<a href="mailto:gangarajrai@gmail.com">gangarajrai@gmail.com</a>	Korea	Member	Asia Pacific
13	TBA			Member	Middle East
14	TBA			Member	Africa
15	TBA			Member	

#### 5. Meetings

The meetings will be held once in 3 months.



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## 6. High Level Policies

The existing high level policies are presented below.

S. No	Policy Name	Policy & Procedure Scope	Reviewed
1	NRNA Code Of Conduct	Includes NRNA Code of Conduct, which provides guidance applicable to all the members of the International Coordination Council (ICC) and National Coordination Councils (NCCs) of the NRN Association globally.	
2	NRNA NCC & ICC Election	Contains the process of election, review of voting rights and the membership rights as well as regulation for the election. This should be in line with constitution, membership and code of conduct policy.	
3	NRNA Conflict of Interest	Identify the different types of conflicts of interest that may arise and recognise various possible situations.	
4	NRNA Constitution and Amendment	Contains the review of Constitution with date and time. Should also include the review process and procedures.	
5	NRNA Task Force, Committee, Sub-Committee and Their Roles and Responsibilities	Contains the duties and roles and responsibilities of the team belonging to Task Force and Committee as well as Sub-Committee	
6	NRNA Committee Formation and Review Policy	Contains the process of the formation and review of the Task-Force, Committee and Sub-Committee	
7	NRNA Disciplinary Action (Standard and Review)	Contains the disciplinary action process (verbal, written). Also includes the definitions of misconduct and misbehaviour within organization.	
8	NRNA Rules & Regulations	Contains rules and regulations of each NCC, ICC, Youth Forum, Women Forum and any other team within the organization.	
9	NRNA Conference Policy	Contains the hosting place, timing and guidelines of the Conferences and Regional Meetings. Should follow the regulations.	



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10	Ethical and Confidential Policy (Standard and Review)	Contains Ethical Policy of the organization and should include the Privacy & Confidentiality Standard where it must embrace the protection, correction, disclosure, collection, use & access of personal and any organizational information.	
11	NRNA Membership Policy	Contains the NRNA membership requirement and guidelines to follow.	
12	NRNA Meeting and Record Keeping Standard	Contains a set of standards, regulations and record keeping of the meetings.	
13	NRNA Organizational Structure and Brand (logo) Policy	Contain the policy and standard for the organizational structure and logo. It should also address the organizational deficiencies and amend as per the constitution/associated rules and regulation.	

With best regards,

Dr. Badri K.C.