




NON-RESIDENT NEPALI ASSOCIATION

TOR on Policy and Procedures

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|  | Policy and Procedure committee's Term of Reference | Date of issue 20/03/2014 |
| | Endorsed by: Executive Team | Due for Next review |
| | Reviewed by: policy and Procedure Team | Written by: Chair of this committee Ranju Thapa |

1. The Policy and Procedure committee's Term of Reference should be focus to accomplish and succeed on further development of the organization:
2. Proactively propose and review Rules & Regulations that will strengthen the NRNA as an institution, such as:
 - a. Ethics, confidentiality and code of conduct of the organization
 - b. Conflict of interest and disciplinarian action.
 - c. Guidelines relating to hosting Regional and other Conferences for the efficiency and financial sustainability.
 - d. Rules/Regulations of all the team, formation of the team and also, relating to hold an election of the NCC and ICC officials.
 - e. Formation of Election Committee and Membership verifications to make it more scientific and systematic with integrity..
 - f. Timely circulation of information about the Constitution amendments, meeting minutes etc.
 - g. Flow of Communication between NRNA Secretariat, ICCs, NCCs and Vice Versa;

3. Develop Policy and procedure based upon areas highlighted in the document.

Table:

| Policy Name | Policy & Procedure Scope | Policy review by |
|--|---|------------------|
| NRNA Code Of Conduct | Includes code of Conduct of the organization, this should provide guidance in areas where each NRNA member need to make personal and ethical decisions in the performance of their duties. | |
| NRNA NCC & ICC Election | Contains the process of Election, review of voting rights and the membership rights and regulation for the election. This should bind with constitution, membership and code of conduct policy. | |
| NRNA Conflict of Interest | Identify the different type of conflicts of interest that may arises and recognize the possibilities of the situations. | |
| NRNA constitution & amendment | Contains the review of constitution date and time. Should include the review process and procedures. | |
| NRNA Task force & committee roles and responsibilities | Contains the roles and duties of the team belongs to the task force and committee and their responsibilities. | |
| NRNA committee formation and review policy | Contain the process of committee formation and review. | |
| NRNA Disciplinary action standard and review | Contains disciplinary process (Verbal, Written). Also, Includes the definitions of misconduct and misbehavior within organization. | |
| NRNA Rules & regulations | Contains rules and regulation of each NCC, ICC, Youth Forum, Women Forum and any other team within organization. | |
| NRNA Conference Policy | Contains conference hosting place, timing and guidelines and should follow the regulations.. | |
| Ethical and confidential Standard | Contains Ethical Policy of the organization and should include the | |

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| Review policy | Privacy & confidentiality standard where it must embrace the protection, correction, disclosure, collection, use & access of personal and any organizational information. | |
| NRNA Membership Policy | Contain NRNA membership requirement and guidelines to follow the policy. | |
| NRNA Meeting and record keeping Stranded | Contain Set of meeting and record keeping standards and regulations. | |
| NRNA Organizational structure and Brand (logo) policy | Contain the organizational structure, should include the logo policy and standards. Also, address organizational deficiencies; this should bind with amendment of constitution/associated rules and regulation. | |

All Policy mention above is high level policy. Each policy needs to prepare detail plan and procedure to implement thoroughly. These policies will be strictly followed by everyone and if anybody failed to follow the policy and procedure will be actioned in practice.