

## **The Society for Agriculture Health Environment Literacy Innovations (SAHELI)**

### **PROJECTS MANAGEMENT COMMITTEE (PMC)**

#### **1. CONTEXT**

The Society for Agriculture Health Environment Literacy Innovations (SAHELI) incorporated in 2008 is a growing organization. Now it has two projects granted by two donor-partner organisations: MANOS UNIDAS, Spain, and Azim Premji Foundation, Bangalore, India. The SAHELI expects another project in November from MISEREOR, Germany. It is expected to get more projects shortly. In this context an arrangement to coordinate all projects and ensure that all the projects being implemented by the SAHELI at a given point of time operate efficiently and move towards the organisational goals as enshrined in the vision and mission of the SAHELI. Therefore, a Project Management Committee (PMC) is constituted.

#### **2. VISION, MISSION AND GOAL OF SAHELI**

##### *2.1. Vision*

A society where the dignity of women belonging to all sections of the population, especially those belonging to vulnerable sections, is respected and women gain equal opportunities in all frontiers of life is the vision of SAHELI.

##### *2.2. Mission*

The mission of SAHELI is to empower all sections of society through appropriate institutions and processes and place such institutions in operational, collaborative relations with governments and other stakeholders for integrated development with equal dignity for women as the focal point.

##### *2.3. Goal*

The overall goal of the SAHELI is to create or become an instrument in creating a JUST SOCIETY. This shall be a society where all rights of all its members are well protected and growth opportunities are available to all without discrimination in terms of gender, caste, creed, tribal status, age, education, religion, place of residence, and individual capability or skills. In its journey to create a just society, the SAHELI started addressing one of the most critical injustice, i.e., gender injustice. The SAHELI will address the other forms of injustice in the future through different projects.

#### **3. FUNCTIONS**

The PMC is not envisaged as a superior body to the General Body or the Governing Body of the SAHELI. It shall not be a part of the organizational hierarchy Its role is confined to the area of project management only and especially to ensure that the projects are moving in the right direction as suggested in the vision, the mission, and the goal of the SAHELI as presented in paragraph 2 above. The major functions expected of the PMC are:

- a. Coordinate the activities of all projects under implementation of the SAHELI

- b. Review the project activities with a view to assessing the achievements as well as the setbacks of each project
- c. Provide professional guidelines to overcome the identified setbacks
- d. Celebrate and appreciate the achievements made by each project
- e. Identify instances of activities to be documented and circulated through social media
- f. Develop a monthly plan for each project
- g. Based on the reporting of each project draft an organizational report
- h. Seek suggestions for new project planning
- i. Discuss the performance of staff members of each project, except the matters relating to disciplinary action
- j.

#### **4. STRUCTURE**

The structure of the PMC shall be as follows. The Chairperson of the PMC shall be the President of the SAHELI. The Treasurer and one more member of the Governing Body shall also be members of the PMC. Project Coordinators of all the ongoing projects and the senior most Accounts Officer shall be the other members of the PMC. One of the Project Leads shall be selected as the Convenor of the PMC by its members. He or she shall in consultation with the Chairperson, convene the meetings, document the proceedings, and follow up the decisions of the PMC. Because the PMC has been envisaged as a consultative body, there is no statutory implications to its decisions. However, the suggestions of the PMC shall officially be communicated to each project head and they in turn can take appropriate actions within the framework of project contracts, project management manual, and the relevant policies approved by the Governing Body of the SAHELI from time to time.

#### **5. WORKING SYSTEM**

The working system of the PMC is suggested as follows.

- a. Meet once in at least one month and if needed meet as per requirement
- b. The Chairperson shall chair the PMC meetings
- c. The convenor shall be the Ex-officio secretary of the PMC who shall be responsible for convening, developing the agenda, writing down the minutes, sending out the meeting reports, and ensuring the proper holding of the PMC meeting
- d. The suggestive agenda of the PMC shall be as follows
  - a. Prayer
  - b. Welcome
  - c. Reading out agenda and agenda approval
  - d. Presidential address
  - e. Presentation, preferably in a predesigned PPT template, by each project on its activities
  - f. Discussion followed by each presentation
  - g. Identifying key issues to be addressed
  - h. Instructions for each project
  - i. Other business
  - j. Concluding remarks
  - k. Vote of Thanks

- e. It is desirable to collect all presentations at least one day before the meeting
- f. Along with the minutes written instructions if any shall be sent to each project lead after the meeting
- g. The venue of the PMC can be the head office of the SAHELI in Hassanpur, Basta
- h. Presentations and instructions shall be filed in separate folders and the minutes as well as attendance shall be maintained in register

## **6. DOCUMENT TO BE MAINTAINED**

- (i) Attendance register
- (ii) Minutes books
- (iii) Files
  - a. Agenda
  - b. Presentations
  - c. Minutes
  - d. Instructions sent

## **7. MISCELLANEOUS**

The PMC, as mentioned above, has no legal standing and it shall come into being as per the decision of the Governing Body of the SAHELI and this decision of the SAHELI shall be communicated by the President to the PMC.