



## PPL Meeting Minutes

**Date: 29-01-2019**

**Venue: PPL Islamabad Office.**

Major points raised and need to addressed quickly

1. Needs quick update about the methodology and previous deadline on Impact Assessment by Mrs. Sidra.
2. Mr. Salman will share Monthly report format (for VU & VTI monthly reports)

### Agendas for Meeting

#### **Agenda point: Previous Budget**

**Action Required:** Operational payment July- Dec for VU and VTI will be released in next week (February 6,2019)

1. Please note that 6 lac is provided by PPL for raw material
2. New addition will be capital cost. Here it will be open; things which will be consumed for operational purposes. **(PPL)**
3. Difference in cost backup is due to the reduction/cut on Utility cost, repair /maintenance and printing cost.
4. Items which are reflected, in both budgets (VU&VTI) have been adjusted in one place.
5. Overall budget covers Masters Trainer, electronics, and beautician and then deducted accordingly.
6. *Chinese language has scope and students needs to added/ taught Chinese for CPEC jobs.*

*Note; Solar, language and beautician, these 3 trades can be started for now as long as the previous three trades are not successfully reported. It advisable to increase trades phase wise.*

Other areas:

1. July 2017- June 2018 budget copy required for previous working. (The one shared by Mr. Zafar was the rough draft, not original budget amount)
2. **Saving** (heads which are not still utilized shall be use for scholarships. Incentives to students in VU to channelize the amount.)  
Note: Scholarship mechanism needs to be developed.
3. Budge share and reconcile based on plan.
4. Regarding 2017, proposed budget- Payments made based on financial year by PPL.



**Agenda Point; Norwest Payment mode:**

**Action Required:** for old payment, claim original cheque to be sent to PPL and then fresh cheque of same amount will signed.

1. Norwest payment will be from joint account and approval for project to be seek from PPL board.
2. Funds will transfer to the joint account and will release on milestone based.
3. In this month, PPL budget cycle will **expire. So, TF needs to submit updated previous proposal with new trades.**

**Agenda point: Trainers contract already discussed and proposal submitted.**

**Action Required:** TF can request for previous four/ **five months Trainer charges** (Dec2018- march 2018) only.

1. From April 2018, onward PPL is already paying for these trainers in open Cost.
2. TF can request for previous four/ **five months Trainer charges** (Dec2018- march 2018), which are still pending. As Trainer hired by TF but formally, nothing started.

Some other suggestions were given by Mr. Salman:

3. PPL major concern is about "Funds for library" as books, are still missing. Now instead of going for books, the amount can utilize for online library. (more practical suggestion can be gathered from VU-VTI focal person)
4. Another suggestion from PPL is that **VU to recognize with HEC** so students can get PM laptops.
5. **Course books** required shall purchase. (PPL)

**Agenda point: PPL students visit and Folk Rung events budget request**

**Action Required: Continue Personal communication required to process the other budget head.**

1. Dr Zafar needs to discuss personally with Mr. Jadun, as the budget will provide it from already approved one.
2. No approval is required.



**Agenda point: 2019 activities and budget requirement.**

**Action Required:**

- 1. New trades for phase 2**
- 2. Display room and account**
- 3. New proposal with separate agreement required for CTC /VU/VTI/TFGS plans**

1. TF needs to suggest new trades, (after having a meeting with Mr. Jaudun) and then PPL can move to PPL board for approval. As **new trades for Phase 2** were already available in the proposal.
2. PPL wants a "**Display room in Sui**" (proposed area is the space between security guard room and bazaar. The display room needs to be approachable from both sides and outer door will be with a shutter.
  - TF will create a separate **saving account for consumable earning**, to have a check and balance on earning and profit.
3. In case of any operational changes, a **separate agreement** will be made for CTC (male and female campus) with a separate budget .