



## KHYBER PAKHTUNKHWA

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### MEDICAL TEACHING INSTITUTION (MTI) ABBOTABAD

#### NOTIFICATION

Dated: the 27<sup>th</sup> February, 2024.

No. BOG/MTI/2024/RR-2:- Whereas it is expedient to regulate the conduct of business of Board of Governors, Medical Teaching Institution (BOG, MTI) Abbottabad and to ensure policy over sight and effective implementation of BoG decisions.

Now therefore, in pursuance of section 5, 6, 7 and 8 of MTI Reformed Act, 2015, and in exercise of powers vested in Board of Governors Medical Teaching Institution Abbottabad Teaching Hospital (MTI ATH), under section 24 of MTI Reformed Act, 2015 following Regulations are hereby framed.

1. Short title, application and commencement (1) These regulations shall be called, the MTI ATH Conduct of BOG meetings Regulations 2024.

(2) These shall come into force at once.

#### 2 Definitions

(1) In these Regulations unless there is anything repugnant in the subject or context requires otherwise

- a) "MTI" means Medical Teaching Institute
- b) "Act" means the Khyber Pakhtunkhwa Medical Teaching Institution Reforms Act, 2015.
- c) "Rule" means rules made under MTI Reformed Act, 2015
- d) "authority" means authority as prescribed in these regulations.
- e) "Board of Governors" means BoG MTI Abbottabad as constituted under Section 5 of Act.
- f) "Chairman" means chairperson of the BoG MTI as defined under Section 5(6) of the Act.
- g) "employee" means :- Executives and other employees of BoG, MTI, Abbottabad
- h) "Government" means The Government of Khyber Pakhtunkhwa

- i) "*secretary*" means the Secretary to BoG as per Section 6 (10) of MTI Reformed Act 2015.
- j) "*Session*" means a formal meeting of BoG so convened. It shall include a BoG meeting through process of circulation, each session having specified session number.
- k) "*Adjournment*" A session may continue for more than one day. If a session is adjourned for want of time or other necessities such as gathering of information the BoG session, when reconvened, shall be deemed as continuation of same session.
- l) "*Working paper*" means a self-contained proposal(s) related to agenda item, containing background and justifications

**3. Confidentiality:** (a) No information, either written or verbal, shall be disclosed by the attendees of the Board, Subcommittee and Subordinate committee meetings. Until such time, Authorized by the Competent Authority.

(b) Keeping in view the sensitivity of the matter the BOG may decide that certain portion of BOG minutes may not be available to employees of MTI or general public.

**4. Agenda/Working Papers:**

(a) BOG has the overall governance of the MTI. It involves framing of regulations, developing organizational policy, decision making, according approvals, including decisions affecting all stakeholders and finances.

The decisions taken by BOGs shall be based on the information furnished by the internal stakeholders particularly the executives including Dean, Hospital Director, Medical Director, Nursing Director and Finance Director.

(b) BOG members may not have absolute or extensive knowledge in regard to matter especially as compared to that of the respective executives. The respective executives to bring up cases which are administratively, technically, merit-wise, audit wise, financially and legally sound and merit based.

(c) The burden of responsibility, in case of discrepancy, shall lie upon the concerned executive.

(d) The executives shall bring up cases to the BOG, only after these have cleared the following checklist, which may include:-

- (i) Qualitative and Quantitative aspects
- (ii) Technical clearance
- (iii) Merit wise clearance
- (iv) Regulation/Rule wise clearance
- (v) Audit Clearance
- (vi) Financial Clearance
- (vii) Legal Clearance.



- (viii) Administrative aspects such as policy of the government
- (ix) No conflict of interest
- (x) Above criteria shall be, mutatis mutandis, applicable to all the BOG Sub-ordinate Committees, Sub Committees and other committees, specifically constituted by BoG.

(e) Working Paper for agenda shall be accompanied by a certificate of clearance of check list along with an undertaking of "No Conflict of Interest".

(f) In case of non-conformity, irregularity or a mistake in the BoG decision the executives, technical experts, finance and Audit team shall refer back the matter for review of such decision.

**5. Agenda Presentation to the Board:** (1) The Executives or any person so authorized by the Chairman

BoG shall present the agenda.

(2) Chairman BOG, or a member nominated by him, to preside over the session and shall regulate the discussion .

(3) Each member will give his input in regard to agenda item,

(4) In case of difference of opinion the Chairman shall put the agenda to the members and the matter shall be decided with or majority of vote as per provisions of section 6 of MTI Act, 2015.

(5) Chairman BOG or any member of BoG may participate in the BOG, or Sub Committee or Sub ordinate Committee meetings via zoom.

(6) A member who is unable to attend BOG meeting shall, in advance, inform the Secretary BOG .

**6. Secretary BoG, as per MTI Act, 2015, shall act as Secretary to the Board and shall be responsible for facilitating the BoG meetings, Subcommittee & Subordinate committee meetings, processing the Working Paper, recording minutes of the meeting, and maintaining records of the meetings.**

**7. Proceedings of the Board meeting:** (a) Once the Chairman of the Board has confirmed the BoG schedule date, the Secretary will extend an invitation to the Executives and members of the Board through all available means of communication.

**8. The Secretary shall not provide copy of minutes of BOG to any person without prior permission of Chairman BOG or a person nominated by him.**

**9. (a) After the BoG meeting's notice, the agenda must be submitted to the secretary within three days by the concerned Executives.**

**(b) The agenda will be sent to the Chairman of the Board for review by the secretary BOG. The agenda will be distributed to each Board member ..**

(c) Within three days of the agenda items being submitted the executive will make sure that the complete documents are submitted to the Secretary.

(d) In case of urgency, special agenda item may be included or an emergency meeting of the Board may be convened on short notice. In case of non availability of member(s), the proceedings of the Board may be finalized through process of circulation.

i. The Board member may join the meeting via online(zoom).

ii. The Working Paper of the urgent or special agenda may be circulated to BoG members on the day of BoG meeting or possibly One day before the Board meeting.

(e) The Secretary BoG shall maintain record of the Board meetings giving separate number to each meeting.

(f) The Board may, for the purpose of consultation, clarification and to adduce further details, defer the agenda item(s).

(g) The deferred agenda items may be taken up as continuation of the previous sessions.

(h) The Chairman BoG, due to unavoidable circumstances, may reschedule the meeting. Secretary BoG shall communicate the change in date and time to all concerned.

10. The Board may constitute BoG Subcommittee(s), Subordinate Committee(s) as per provisions of section 6 sub section (5) and (8) of MTI Act, 2015 sub section (5) & (8). Such committee may co-opt member(s) for consultation and advice.

11. **Decorum of the BoG meeting:** (1) A person who wants to have a question or suggestion to add on an agenda point should address the Chairman BoG.

12. Any member may propose an agenda item in advance or on the day of BOG meeting. On admission of such agenda item the concerned executive shall prepare the Working Paper for discussion in the same or next BOG meeting.

(xi) BOG meeting may be convened by the Chairman or on the request of one third of members as per provisions of section 6(6) of Act.

13. **Implementation of Board decision: All the executives and other employees of MTI ATH are bound to implement decisions of BOG and in case of non compliance the concerned executive or other employee of MTI ATH shall be liable to be proceeded against for inefficiency and misconduct under Efficiency and Discipline Regulations (amendment) 2023..**

14. The Board may review its decision, directions and orders due to emergence of new facts, an error(s) apparent on the face of the record, discovery of new fact, and directives of the Khyber Pakhtunkhwa Government.