



The Surgical Instruments Manufacturers Association of Pakistan

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MINUTES OF THE MONTHLY EXECUTIVE COMMITTEE MEETING OF
DECEMBER
Held on January 05, 2024.

Monthly Executive Committee meeting was held on January 05, 2024.

The meeting was presided over by the Chairman SIMAP Mr. Yousaf Hassan Bajwa.

The following attended the meeting.

1. Mr. Yousaf Hassan Bajwa	Chairman
2. Mr. Faisal Akram	Senior Vice Chairman
3. Mr. Jamil Khan	Vice Chairman
4. Mr. Waqas Raza	Member Executive Committee
5. Mr. Adil Jangsher	Member Executive Committee
6. Mr. Bilal Tanveer	Member Executive Committee
7. Mr. Amer Hamid Bhatti	Member Executive Committee
8. Mr. Muhammad Ishfaque Mhay	Member Executive Committee
9. Mr. Abdul Basit	Member Executive Committee
10. Mr. Shabir Ahmed	Member Executive Committee

The following members were absent for the meeting:

1. Mr. Mirza Sheraz Baig	Member Executive Committee
2. Mr. Fazal Jillani	Member Executive Committee
3. Mr. Ahmed Zubair Bhatti	Member Executive Committee
4. Mr. Muhammad Amar Khan	Member Executive Committee
5. Mr. Ahmed Zubair Bhatti	Member Executive Committee
6. Mr. Bilal Amin (Late)	Member Executive Committee

The meeting started with the recitation of Holy Quran by Mr. Abdul Basit.

Fateha was offered for the deceased members of the Association.

Minutes of the monthly Executive Committee Meeting of November which was held on December 12, 2023 were unanimously approved by the house.

The Accounts for the month of November 2023 were discussed and approved by the house as provided.

The new Membership list up to January 03, 2024, was approved.

Minutes of Meeting with ITC held on December 05, 2023. were approved by the house.

Minutes of HR Committee Meeting held on December 11, 2023. were approved by the house.

Minutes of Meeting with Khawaja Masood Akhtar (EDB Member) held on December 16, 2023. were approved by the house.

Meeting Agenda

POINTS DICUSSED IN THE MEETING:-

Sr No.	Agenda Items	Discussion
1.	Minutes of the monthly Executive Committee Meeting of November held on December 12, 2024.	<p>Chairman SIMAP Mr. Yousaf Hassan Bajwa asked the house sought approval for Executive Committee Meeting minutes for November. House unanimously approved it.</p> <p>Mr. Ishfaque Mhay inquired about Mr. Shamim Ahmed regarding the co-option of an Executive Committee member to fill a vacant seat.</p> <p>Chairman SIMAP, Mr. Yousaf Hassan Bajwa, responded that after the approval of co-option from the house, it was sent to DGTO. Subsequently, a letter was received from DGTO stating that the co-option procedure was put on hold due to certain restrictions, so SIMAP followed it.</p>

2.	<p>The Accounts for the month of November 2023.</p>	<p>Chairman SIMAP Mr. Yousaf Hassan Bajwa asked the house sought approval for accounts for the month of November 2023. House approved monthly accounts as provided.</p> <p>Mr. Ishfaque Mhay asked if any other extraordinary expenses were incurred besides the routine expenses.</p> <p>Chairman Yousaf Hassan Bajwa responded that no other extraordinary expenses were incurred.</p>
3.	<p>The new Membership list up to January 03, 2024.</p>	<p>House unanimously approved the new membership list up to January 05, 2024.</p>
4.	<p>Minutes of Meeting with ITC held on December 05, 2023</p>	<p>Chairman SIMAP Mr. Yousaf Hassan Bajwa discussed the meeting minutes of ITC.</p> <p>Chairman SIMAP Mr. Yousaf Hassan Bajwa informed the house that ITC collaborated with UKTP and organized a pavilion in the MEDICA 2023 event for the surgical sector, fully subsidizing ten companies. There is an effort to extend this collaboration for five years, as ITC's assistance helps the surgical sector expand its market internationally, while also striving to track their intervention at the local level.</p>

Furthermore, Mr. Yousaf Hassan Bajwa mentioned that the ITC team emphasized the need to interact with other departments, particularly those related to the United Nations aid department and these are especially related to ensure good labor practices. The ITC team requested that a SIMAP delegation visit the ILO office in Islamabad to engage with foreign representatives. The discussion with ILO focused on their offerings for the surgical industry, specifically addressing:

- Better working environment
- OSH standards
- Child labor issues

ILO provided potential solutions to address these concerns and work towards the betterment of the industry. Chairman Mr. Yousaf Hassan Bajwa raised the historical context that the Sialkot industry's relationship with ILO was not remarkable in the past.

Mr. Bilal Tanveer inquired about the past meeting with ILO, highlighting that the apprenticeship program wasn't implemented. He suggested that if designed properly, the apprenticeship program allows 14-year-old children to work globally. He recommended proposing to ILO that, after obtaining a certificate, the industry can be allowed to adopt the apprenticeship program designed by ILO.

Chairman SIMAP Mr. Yousaf Hassan Bjava clarified that globally the apprenticeship program is followed, permitting 14-year-olds to work in non-hazardous environments. He emphasized the importance of ensuring

that the child is in school while participating in the apprenticeship program.

Chairman SIMAP Mr. Yousaf Hassan Bjava stated that in the last meeting, it was discussed that the SIMAP team should arrange a meeting with ILO representatives. The aim was to clarify that ILO should not be seen as a forcing agency on the surgical industry. The SIMAP team organized a meeting with ILO representatives in the ILO office in coming weeks, following a request from ITC. The purpose of this meeting was to understand the viewpoints of ILO representatives and educate itself. No official commitments were made in this meeting.

Mr. Waqas Raza mentioned that in the ITC meeting there was a discussion about a SIMAP team meeting with ILO. During this meeting, ILO involved the Labor department and declared the surgical industry non-hazardous, allowing for the implementation of an apprenticeship program.

Mr. Faisal Akram Senior Vice Chairman, suggested that Mr. Amer Hmaid Bhatti has more experience working with ILO in Sialkot Chamber of Commerce and industry. It is recommended to seek his viewpoints on this matter.

Mr. Amer Hamid Bhatti clarified that no official commitments have been made with ILO, when the SIMAP team arranges a meeting with the ILO department, it should be treated as an acknowledgment, as mentioned above by the Chairman SIMAP.

5.	Minutes of HR Committee Meeting held on December 11, 2023.	<p>Chairman SIMAP Mr. Yousaf Hassan Bajwa agreed with Mr. Amer Hamid Bhatti's suggestion and stated that we should schedule a meeting with ILO in their office to gain insights, as requested by ITC, and strengthen relations with UKTP for securing additional funding for the surgical sector.</p> <p>Chairman SIMAP Mr. Yousaf Hassan Bajwa asked the house sought approval for Minutes of Meeting with ITC. House unanimously approved it.</p> <p>Chairman SIMAP Mr. Yousaf Hassan Bajwa discussed the meeting minutes of HR Committee in which HR Committee unanimously decided that SIMAP General Secretary post requires someone with better capability to meet the challenges of the post to handle affairs of association appropriately therefore HR committee decided to terminate Ms. Iram Zafar from the position of Secretary General, due to her lack of competence and capacity for the post of Secretary General and replace her with someone who can handle the association's matters in a more competitive and effective manner.</p> <p>Chairman SIMAP Mr. Yousaf Hassan Bajwa asked the house sought approval for Minutes of Meeting of HR Committee. House unanimously approved it.</p>
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<p>6.</p>	<p>Minutes of Meeting with Khawaja Masood Akhtar (EDB Member) held on December 16, 2023.</p>	<p>Chairman SIMAP Mr. Yousaf Hassan Bajwa discussed the meeting minutes of Khawaja Masood Akhtar (EDB Member).</p> <p>Chairman SIMAP informed the House that the main purpose of Mr. Khawaja Masood Akhtar's visit to SIMAP was to seek assistance in filling out a questionnaire related to the surgical sector and obtaining feedback from SIMAP then he will discuss with EDB to enhance the export of the surgical sector based on the feedback and proposals presented by SIMAP during the meeting.</p> <p>Chairman SIMAP further informed the House that Mr. Khawaja Masood Akhtar focused on establishing a commercial warehouse for the surgical industry in EPZ and emphasized the use of high-tech technology in the surgical manufacturing process. This is because the automation process in surgical manufacturing could effectively address the challenges associated with the shortage of skilled labor.</p> <p>Chairman SIMAP discussed challenges faced by small exporters in registering in EPZ due to a shortage of investment during the meeting. He requested the EDB member to explore ways for small exporters to benefit from commercial warehouse facilities without mandatory registration in EPZ. Chairman SIMAP also highlighted challenges for surgical exporters in introducing automation into the sector, citing difficulties in importing machinery and covering expenses. He emphasized that the surgical industry, being a cottage industry, lacks sufficient funds to invest in the import of hi-tech machinery.</p>
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<p>7.</p>	<p>An Any Other Points:</p>	<p>He highlighted SRO 578 (Matching Grant) on special financing for machinery import, but mentioned that the SROs are non-implementable and requested to EDB members that industry will highly benefit if we can have a scheme like this to upgrade industry to start moving to technology and start making high-value products.</p> <p>Chairman SIMAP Mr. Yousaf Hassan Bajwa asked the house sought approval for Minutes of meeting with Mr. Khawaja Masood Akhtar (EDB Member). House unanimously approved it.</p> <p>1. <u>VTI Sponsorship for Youth:</u></p> <p>The Chairman of SIMAP mentioned that the fee for one student is 48,000. The VTI team has requested sponsorship for some students from the esteemed Surgical Association.</p> <p>Chairman SIMAP stated that, on a voluntary basis, the executive committee can sponsor students. Eight executive committee members have sponsored eight students from VTI. He assigned the task to Mr. Usman to gather detailed information from VTI and share it in the WhatsApp group of the Executive Committee, specifying the name for whom these sponsored cheques should be prepared.</p> <p>The Chairman SIMAP requested from the house that a one-day plan be arranged for all EC members to visit VTI and handover cheques sponsored by the Executive Committee members. The house unanimously agreed.</p>
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2. Implementation of 3 Percent Quota for Persons with Disabilities in Public and Private Establishments.

Chairman SMP informed the House that the team of Social Welfare and Bait-ul-Maal has started visiting the surgical industry, threatening them about the implementation of the "3 percent quota for persons with disabilities ordinance 1981" from the date of the formation of their businesses. He stated that they couldn't intervene in this law and requested executive members to provide suggestions on how to communicate to the industry so that they become well aware of this law.

Chairman SIMAP informed the House that disability certificates are issued by designated doctors from the Social Welfare and Bait-ul-Maal institute for disabled persons.

Mr. Faisal Akram informed the House that the disability of disabled persons is also mentioned in their CNIC from the NADRA office to declare the disabled person, even if they obtain a certificate from a designated doctor at the Social Welfare and Bait-ul-Maal institute for disabled persons.

Chairman SIMAP said that Bye-Laws to declare disability of persons will be implemented in the industry. Chairman SIMAP requested Senior Vice Chairman Mr. Faisal Akram to collect complete information about this law and then prepare a notice about it, which should be circulated

in the industry so that members are well informed about this law.

3. Lahore High Court File the Case by Ms. Iram Zafar (Ex Secretary General)

Chairman SIMAP Mr. Yousaf Hassan Bajwa, stated that in the last EC meeting, the House unanimously agreed with the HR Committee's decision regarding the termination of Ms. Iram Zafar from the post of Secretary General. He informed the House that Ms. Iram Zafar had filed a writ petition in the Lahore High Court, and last week, SIMAP received the Order Notice from The Lahore High Court, clearly stating that "this petition is not maintainable as it has been directed against a company registered under Section of the Companies Ordinance, 1984. The learned counsel does not wish to press this petition, and it is disposed of."

Chairman SIMAP further informed the House that it can be assumed that Ms. Iram Zafar first approached the DGTO office, and DGTO also did not entertain her filed case. She then proceeded to file a case in the Lahore High Court.

The Chairman mentioned that the main purpose of highlighting this matter in the House is to include it in the meeting minutes, emphasizing that both The Lahore High Court and DGTO did not entertain Ms. Iram Zafar's filed petition. He said that the House should well aware of all the details about this matter.

Chairman SIMAP further added that Ms. Iram Zafar has now filed a new petition in the Sialkot Civil Court, and today is the hearing of this petition. SIMAP has also appointed lawyers for this case.

Chairman SIMAP also addressed another point related to the sitting Executive Committee member and Former Chairman SIMAP, Mr. Bilal Tanveer, in Ms. Iram Zafar's new petition filed in Sialkot Civil Court. The term "Occupationist Group" (Qabza Group) was used for Mr. Bilal Tanveer. He stated that he wanted to gather views from the EC members of the House about this term, as each EC member is well aware of Mr. Bilal Tanveer's reputable business, straightforward personality, and his respectful role as an EC member of the house.

Mr. Bilal Tanveer thanked to Mr. Chairman SIMAP for his kind remarks.

Mr. Bilal Tanveer requested Chairman SIMAP to begin gathering views starting with Mr. Waqas Raza.

Mr. Waqas Raza stated that he strongly opposes the term used in the petition, emphasizing that Mr. Bilal Tanveer is known for his pleasant personality, straightforwardness, and respectful role as an EC member of the house.

Mr. Bilal Tanveer expressed gratitude to Mr. Waqas Raza for his kind views about him and stated that Mr. Waqas's views represent the opinions of all EC members, which are valuable and sufficient for him.

Chairman SIMAP pointed out that the petition also includes other allegations such as harassment and blackmail.

Mr. Faisal Akram Senior Vice Chairman commented that all these allegations are baseless, as per the Company Ordinance, given that The Lahore High Court and DGTO have dismissed her petition.

Mr. Ishfaq Mhaya stated that the EC members' decision holds supreme power, and since the house approved the termination recommendation of the HR committee, there is no legal defense for her petition.

Mr. Bilal Tanveer with the permission of Chairman SIMAP informed the House that when Executive Committee Members submitted their empty letterheads as nomination papers for contesting the election, only one letterhead was used. Mr. Fraz Ahmed confirmed the number of letterheads collected by EC members.

Mr. Fraz Ahmed responded that two letterheads were collected by EC members, and one letterhead was used as a nomination paper.

Mr. Bilal Tanveer informed the House that the empty duly signed letterheads were lost from the SIMAP office. He was well aware that the duly signed blank letterheads were kept in the SIMAP office when Usman Butt assumed charge as Acting Secretary General. When he searched for these letterheads in the office, he couldn't find them. To protect the EC members from potential misuse of their

blank letterheads, SIMAP proactively filed a report about the lost duly signed blank letterheads at the police station to ensure the security of EC members. The House unanimously agreed and appreciated this proactive act.

Chairman SIMAP stated that these duly signed blank letterheads can be used for misuse purpose. For added security, any matter printed on these duly signed blank letterheads would require approval by the House. If such a matter is presented, it will not be considered unless EC members themselves are present in the House to claim its authenticity. The House unanimously agreed and approved this measure.

4. Electricity Bills and AGM-2023 expenses paid by SIMAP Office Bearers due to Bank A/C will not operational until updated the new signatory sign (Newly appointed Secretary General SIMAP).

Chairman SIMAP, Mr. Yousaf Hassan Bajwa, informed the House that unfortunately, last month's electricity bill was not received by the SIMAP office. This month, when the electricity bill was received, the last month's bill amount also accumulated in the current month's bill. Additionally, AGM-2023 expenses were also paid by the Office Bearers due to the nonoperational SIMAP accounts until the new signatory sign is updated in the bank. There is a need for approval by the House that this amount will be returned to the Office Bearers once the account becomes actively operational. The House unanimously approved.

Mr. Amer Hamid Bhatti inquired the amount of Electricity Bill.

Chairman SIMAP responded that 826,125 is the amount for the two month bill of Electricity.

Mr. Amer Hamid Bhatti said that earlier SIMAP electricity bills were received the amount was one hundred and fifty thousand around about.

Chairman SIMAP replied that when the SIMAP electricity meter was replaced, the reading from the old meter, which had gone off, was not noted. Now, when we received the electricity bill, the reading from the gone-off meter has been included in the new meter reading, leading to an increase in the bill amount.

Chairman SIMAP informed the House that last time when we received the electricity bill, we corrected the reading with the GEPCO office. However, this month, when we received the bill, the gone-off electricity meter reading was also included in the current month's bill. When he along with Mr. Fraz Ahmed, went to their office to correct the electricity bill reading, they insisted on paying the bill without any correction. They warned that if the amount is not paid, the electricity will be disconnected. Additionally, after installing a new meter, a further payment of two hundred thousand will be required. Chairman SIMAP stated that he is not well aware of this matter, and if anyone in the House is well aware, they should help resolve this issue.

Mr. Amer Hamid Bhatti said that if he had been informed earlier, he could have resolved this matter, and he will now directly send this matter to DG GEPCO. He mentioned that two copies of the bills were provided to

him one before the electricity meter went off, and another after the new electricity meter was installed. He assured that he will address this matter.

Chairman SIMAP thanked Mr. Amer Hamid Bhatti, appreciated his willingness to help, and instructed Fraz Ahmed to provide all necessary documents to Mr. Amer Hamid Bhatti for the resolution of this matter.

5. Discussed Application of Permanent Appointment as Secretary General received by Mr. Usman Ismail Butt (Acting Secretary General).

Chairman SIMAP discussed in the House that he had conversations with the last three former Chairmen about Mr. Usman Butt. Mr. Usman Butt has been part of the SIMAP team for the last five years, and he found him to be absolutely disciplined and dedicated as an employee. Despite using public transport from Daska to Sialkot, Mr. Usman Butt has consistently been punctual, except in emergencies. Chairman SIMAP highlighted that Mr. Usman Butt is an extremely quick learner, and has shown great dedication and discipline in his work. In the previous month, while serving as Acting Secretary General, he handled office matters perfectly and demonstrated full capability in running office affairs.

Based on the Chairman's interactions and feedback from office bearers who have worked with Mr. Usman Butt over the past four years, it is recommended that his status be elevated from Acting Secretary General to the Secretary General role, proposing an initial one-year contract. The Chairman sought approval from the House

for this recommendation, mentioning that he has also received an application from Mr. Usman Ismail Butt, expressing his interest in a permanent appointment as Secretary General SIMAP, transitioning from his role as the Acting Secretary General.

Mr. Bilal Tanveer suggested that the salary of Mr. Usman Butt should be increased upon his appointment as Secretary General.

Chairman SIMAP Mr. Yousaf Hassan Bajwa affirmed that the salary would indeed be increased along with an increase in job responsibilities upon Mr. Usman Butt's appointment as Secretary General.

Mr. Waqas Raza said that my point of view would be that the designation Usman Butt worked on earlier was perfect for this designation and I shared my view of point with the Chairman SIAMP by working with Mr. Usman Butt with the same designation. My suggestion is that it has been one month for Usman Butt to come to the seat of Acting Secretary General, so we should give one more month to observe it and then in the next meeting we will decide that Usman Butt will be capable for Secretary General or not.

Mr. Bilal Tanveer stated that it is well-known that the Ex Secretary General did not come to the office regularly. He acknowledged that Mr. Usman Butt has been handling all the work of the Secretary General effectively. Mr. Bilal Tanveer suggested observing Mr. Usman Butt for a year and proposed conducting a vote among EC members to gather opinions on this matter.

Mr. Ishfaque Mhay and Mr. Amer Hamid Bhatti agreed with Mr. Bilal Tanveer's point of view.

In response, Chairman SIMAP Mr. Yousaf Hassan Bajwa conducted a vote for getting view from the EC members.

All present Executive Committee members unanimously approved the recommendation of Chairman SIMAP that Mr. Usman Ismail Butt be appointed as the Secretary General SIMAP. They appreciated Mr. Usman Ismail Butt for his outstanding performance over the last five years.

Chairman SIMAP announced that Mr. Usman Ismail Butt is appointed as the Secretary General SIMAP based on the approval of EC members through voting in the House.

Mr. Bilal Tanveer suggested that there is a need for some calculations, comparing the salary of the Ex. Secretary General, including transport expenses, with Mr. Usman Butt's salary as the Public Relations Officer.

After conducting the calculation, it was decided in the House that Chairman SIMAP would provide a salary recommendation for the newly appointed Secretary General, Mr. Usman Ismail Butt.

Chairman SIMAP recommended a salary of 75,000/- per month for the newly appointed Secretary General SIMAP for an initial period of three months. After this period, the House will review whether to increase the salary for the newly appointed Secretary General based on the House's decision.

		<p>The House unanimously appreciated the decision of the HR Committee, acknowledging that it made the right decision and saved 1.5 million yearly after calculating the Ex Secretary General's salary along with transport expenses.</p> <p>Chairman SIMAP congratulated Mr. Usman Ismail Butt on his appointment as the Secretary General SIMAP. He also mentioned that Mr. Usman Butt has prepared an appointment letter as Secretary General, outlining the remuneration as discussed in the House.</p>
		<p>Meeting ended with vote of thanks to chair.</p>

Mr. Yousaf Hassan Bajwa

Mr. Faisal Akram

Mr. Jamil Khan

Mr. Bilal Tanweer

Mr. Amer Hamid Bhatti

Mr. Shabir Ahmed

Mr. Muhammad Ishfaq Mhay

Mr. Waqas Raza

Mr. Abdul Basit

Mr. Adil Jangsher