



SOCIETY OF CONSULTING ARCHITECTURAL AND ENGINEERING FIRMS (SCAEF), NEPAL

STANDARD OPERATING PROCEDURE V1.0

April 2020



President's Message

The 16th Executive Committee felt that Standard Operating Procedure (SOP) is a must in order to make its activities in a streamline and coherent manner. This SOP was drafted by the Communication and Publication Sub-committee of the SCAEF and adopted by the Executive Committee. This is an outcome of rigorous review and intensive discussions within the Executive Committee.

This SOP is a set of step-by-step instructions compiled by the SCAEF to help EC Members to carry out routine operations of the Society. The SOP aims to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication or ambiguities and failure to comply with prevailing industry regulations.

This SOP is prepared in conformity with the SCAEF's Charter and also complies with appropriate national and international best practices for societies like SCAEF. The SOP can be amended by the decision of the EC as and when necessary.

This SOP is first of this kind and is adopted as a mandatory procedure for the activities of the current 16th Executive Committee. The SOP may further be extended by the succeeding ECs as it is or through required modifications or amendments for their term.

I hope this SOP will make the activities of the SCAEF EC more streamlined and coherent without leaving a gap and without any duplication of efforts. For the benefits of the member firms, this SOP will be circulated to all member firms of the SCAEF. The firms may develop their own SOP with the help of this example.

Wishing for the effectiveness of the SOP for the entire term of the EC, I close here.

Tuk Lal Adhikari

President



Change List

VERSION	DATE	STATUS	REVIEWED	APPROVED
1.0	06 April 2020	First Publication	Executive Committee	Executive Committee



Abbreviations/ Acronyms

AGBM	Annual General Body Meeting
AM	Ante Meridiam
ASPAC	Asia Pacific
CBDIC	Construction Business Development Implementation Committee
CSR	Corporate Social Responsibility
EC	Executive Committee
ED	Executive Director
e-GP	e-Government Procurement
FCAN	Federation of Contractors Association of Nepal
FIDIC	International Federation of consulting Engineers
GON	Government of Nepal
INGO	International Non-governmental Organization
MOPIT	Ministry of Physical Infrastructure and Transport
NGO	Non-governmental Organization
PDCB	Professional Development and Capacity Building Sub-Committee
PM	Post Meridiam
QMS	Quality Management System
SCAEF	Society of Consulting Architectural and Engineering Firms
SOP	Standard Operating Procedure



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SECTION-I INTRODUCTION

1.1 Introduction

1.1.1 Society of Consulting Architectural and Engineering Firms (SCAEF)

The Society of Consulting Architectural and Engineering Firms (SCAEF) was formally established on 21 November 1990 through its registration at the District Administration Office, Kathmandu as a non-governmental organization. It was later registered in the Social Welfare Council to give effect to its services as the non-government organization as per the directive of the Government of Nepal (GON).

1.1.2 The Goals, and the Objectives

The Goals:

SCAEF is a non-governmental organization established with the broader goals to develop the consulting industry in Nepal.

- By contributing to nation building through the provision of skillful and professional services.
- By safeguarding the professional rights, interest, privileges and duties of the consulting profession.

The Objectives:

The objectives of SCAEF are to:

- Encourage the development and upliftment of the business and professional interest of Nepalese Consulting firms,
- Create a conducive atmosphere for healthy competition amongst the consulting firms,
- Create a situation conducive to greater participation by Nepalese Consulting in development projects within Nepal and abroad and lessen Nepal's dependence on foreign consultants,
- Enable small firms to render consulting services in large scale projects through joint ventures, and
- Setup affiliation with international societies and associations.

1.1.3 Objectives of the Standard Operating Procedure (SOP)

The SOP's objectives can be stated that;

- Procedural compliance on the operation of SCAEF's Secretariat through administrative and financial policies and procedures,
- Consistency in the operation of SCAEF's activities through procedural guidelines,
- Procedural compliance of the EC meetings, and
- Procedural compliance of the documentation, communication and management of the Sub-committees

1.2 Usage of the Standard Operating Procedure

The SOP will come into effect after the Executive Committee approves the document for its application and usage in the operation of the SCAEF and its activities. The SOP will be circulated to all the member firm(s) and also uploaded in the SCAEF's website. **In case of contradiction between the constitution of SCAEF and this SOP; the constitution of SCAEF will prevail over the SOP.**



1.3 Updating of the Standard Operating Procedure

The following procedure will be adopted for updating the SOP in future

- (a) The right to update, append, revise, and modify the SOP rests on the Executive Committee of the SCAEF. SCAEF EC may form a working committee or specify the existing sub-committee to work on such updating works from time to time and recommend EC for its' approval.
- (b) Such changes or amendments after approval from the EC will be circulated to all the member firm(s) and uploaded in the website.



SECTION-II DUTIES, ROLES & RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE AND THE SUB-COMMITTEES

2.1 Duties, Roles and Responsibilities of the Executive Committee

2.1.1 The President

Duties, roles and responsibilities of the President will be as follows;

- Chairing, organizing and coordinating the meetings of the Executive committee, General assembly and special general assembly.
- Confirming the date, time, place and the agendas to be discussed during the meeting of Executive committee, General assembly and special general assembly.
- During the meeting of Executive committee, General assembly and special general assembly, if the votes are divided equally, the President shall have to cast his/her vote.
- Represent the SCAEF or nominate someone to do so on his/her behalf.
- Overseeing the overall functions to be carried out by the Executive Committee

2.1.2 The Vice-President

Duties, roles and responsibilities of the Vice-President will be as follows;

- To assist the President toward the work assessment of the organization.
- In the absence of the President, the Vice-President shall discharge all the duties and responsibilities of the President.
- Will Chair one of the sub-committees as decided by the EC
- Represent SCAEF in various events as per the directives of the EC/President

2.1.3 The General Secretary

Duties, roles and responsibilities of the General Secretary will be as follows;

- The Secretary General shall issue the Notice for any meeting of the Executive Committee (with consent of the President) and shall keep accurate minutes of all such meetings.
- As per the decision of the Executive committee, the General Secretary shall issue the Notice for any general assembly and special general assembly meetings.
- To certify the decisions made during the Executive Committee, general assembly and special general assembly meetings.
- The General Secretary shall keep accurate minutes of all discussions and decisions made during meetings of the Executive committee, General assembly and special general assembly.
- Drafting of the documents as per the laws and by laws of the organization.
- For the benefit of the organization General Secretary shall act under the guidance, supervision and advice from the President
- For the benefit of the organization General Secretary shall act under the guidance, supervision and advice from the President.
- Will Chair one of the sub-committees as decided by the EC
- Represent SCAEF in various events as per the directives of the EC/President

2.1.4 The Joint Secretary

Duties, roles and responsibilities of the Joint-Secretary will be as follows;



- The Joint Secretary shall assist the General Secretary in the performance of his/her duties and act for the General Secretary during his/her absence.
- Will Chair one of the sub-committees as decided by the EC
- Represent SCAEF in various events as per the directives of the EC/President

2.1.5 The Treasurer

Duties, roles and responsibilities of the Treasurer will be as follows;

- Treasurer shall keep all accounts and ledgers of the SCAEF.
- Maintain profit and loss statements of the organization
- The Treasurer shall prepare the Financial Statement and have it approved by the Executive Committee Meeting and present in the annual general meeting.
- To prepare yearly accounts of receipts and expenditures and have the same audited by an auditor nominated by the general assembly.
- Be responsible for all the accounts, lead the liaison with bank and financial institutions
- Will Chair one of the sub-committees as decided by the EC
- Represent SCAEF in various events as per the directives of the EC/President

2.1.6 The Members

- Will Chair one of the sub-committees as decided by the EC
- Assist EC Officials as per the requirement and advised by EC
- Represent SCAEF in various events as per the directives of the EC/President

2.2 Advisory Board¹

SCAEF will constitute an Advisory Board consisting of past presidents of the SCAEF. The advisory board will consist of the past presidents and the senior most President will head the Board. SCAEF Secretariat will provide the board the secretarial services as well. The board will not have any executive, statutory or governance authority. The role of the Advisory Board will be to

- complement the EC by providing expert opinion based on their past experience, knowledge and contacts that is not readily available to EC.
- assist EC or provide counsel on consulting services issues related acts, regulation, project management.

2.3 Duties, Roles and Responsibilities of the Sub- Committees²

2.3.1 Ethics and Integrity Sub-Committee

The following are the responsibilities assigned this sub-committee

- Operationalize Consultant Management System
- Strengthen Client-Consultant Contractor Relationship
- Implement Quality Management System (QMS)

¹ This will be validated through its provision through amendment of the SCAEF constitution and approval by general body then come into effect, thereafter.

² Sub-committee are suggested to rename to "committee" only. This will be changed in the constitution through approval of the general body of the SCAEF.



- Implement SCAEF Code of Conduct
- Review of practice of Code of Ethics by member firm
- Recommend punitive actions, if any
- Quarterly progress reporting to EC

2.3.2 Professional Development and Capacity Building Sub-Committee

The following are the responsibilities assigned this sub-committee

- Initiate Career Development Program for fresh engineering and architectural graduates
- Study on Low Bidding/Low Pay practices and suggest appropriate measures for its eradication
- Research and Development/Innovation/ Knowledge Transfer
- Implement Performance Evaluation System of the member firms
- Work out Standard Billing to be applicable for Member Firms
- Build rapport on common issues towards professional development with societies related to consulting and/ construction industry
- Contractual matters on Govt./Non-Govt. regulations
- To pursue with GON for Training/ Further Study opportunity in-country and abroad for private sector
- Hold workshop/seminar/training for consultancy development
- Quarterly progress reporting to EC

2.3.3 National and International Relationship Development/ Business Development Sub-Committee

The following are the responsibilities assigned this sub-committee

- Continuation of strengthening relationship with FIDIC and FIDIC/ASPAC
- Bring all the National Consulting Firms within the umbrella of SCAEF
- Create Opportunities and Capacity Development of more National Firms
- Facilitate acquisition of job for new SCAEF Member Firms
- Strengthen relations with the Client, Donors , Private and national/international organizations including with Consulting Association of different countries whom the Memorandum of Understanding has been signed
- Provision mandatory Consulting Services in all public Infrastructures and services
- Ensure adequate budgetary provision for Consulting Services in all infrastructure development departments
- Establish Consulting Sector as an integral part of National Development
- Ensure commitment and investment of GoN to capacitate Consulting Sector
- Remove bottlenecks and management deficiencies in Consulting Sector
- Area of expertise and specialization declared by consultants
- Eliminate low quality and low cost based demand of Consulting Services
- Quarterly progress reporting to EC



2.3.4 Institutional Development and Membership Sub-Committee

The following are the responsibilities assigned this sub-committee

- Strengthen SCAEF Secretariat
- Activate Sub-Committees
- Develop modality for SCAEF's Chapters, form and activate Provincial Chapters
- Institutional Development of Member Firms
- Prepare database on registered consulting business firms
- Regularly call at least two new members in each EC Meeting
- Motivate/orient to the prospective and new member firms to take membership in SCAEF
- Recommend for new membership acceptance
- Encourage participation of Members Firms in SCAEF activities
- Review/ process new application for membership and recommend
- Organize meeting of New Membership
- Annual updating of membership roaster
- Quarterly progress reporting to EC

2.3.5 Publication and Communication Sub-Committee

The following are the responsibilities assigned this sub-committee

- Publication of SCAEF Mirror regular and special issues
- Publication of various brochures (red book) and marketing materials
- Online publication of e-bulletins/ newsletter, white papers etc.
- Dissemination of important publications to all Member Firms
- Regular updating of SCAEF webpage and SCAEF Facebook
- Manage documents of SCAEF
- Quarterly progress reporting to EC

2.3.6 Awards and CSR Sub-Committee

The following are the responsibilities assigned this sub-committee

- Management of KMA excellence award and SCAEF's excellence award and recommend to EC
- Recommend best consultant award to FCAN based on the established selection criteria
- Development of other different award system within member firms
- Organize different programs related to CSR
- Develop and maintain relationship with NGOs/INGOs, Civil Societies, Organizations, Professional Societies
- Quarterly progress reporting to EC

2.3.7 Fellowship Sub-Committee

The following are the responsibilities assigned this sub-committee



- Organize Entertainment program such as Picnic, Sport etc.
- Organize exposure visit within Nepal and abroad
- Organizing other programs for maintaining harmony among member firms
- Quarterly progress reporting to EC

2.3.8 SCAEF Building Fund Sub-Committee

The following are the responsibilities assigned this sub-committee

- To help explore raising of fund
- To stimulate raising of SCAEF building fund
- Collection of committed money from member firms for Building
- Study on possibility of Land or Building
- Purchasing Land or Building for SCAEF
- Quarterly Progress Report to EC

2.4 Accountability of the Sub- Committees³

The Sub-committees shall be directly accountable to the Executive Committee and report to the EC on quarterly basis.

The sub-committees shall also report their term performance to the annual general assembly once a year in the form of compiled annual report.

The Sub-committee shall be continued even during transition of the Executive Committee and shall exist and hand over their documents and status of ongoing activities to the newly formed Sub-committees formed by the next Executive Committee.

The Sub-committees shall get relieved from the duties only after they hand over to the new Sub-committees formed by the next EC.

³ Sub-committee are suggested to rename to “committee” only. This will be changed in the constitution through approval of the general body of the SCAEF.



SECTION-III ADMINISTRATIVE OPERATIONAL PROCEDURES

3.1 Operation of the Secretariat

3.1.1 Operating Hours and Holidays

Secretariat will be in operation as per the provisions as stated below;

Opening hours: 11 AM to 5 PM (working days); during the EC meeting there can be extended hours.

Working days: Sunday through Friday and closed in all the public holidays as announced by the Federal Government of Nepal. Total working hours for the Secretariat's Staff shall not exceed 40 hours per week.

3.1.2 Secretariat's Staff composition

The SCAEF's secretariat will be operated from suitably identified location within Kathmandu valley with adequate space for conduction of meetings and operation of the secretariat. The Secretariat will have following staff to run the office smoothly on daily basis:

- Executive Director
- Office Secretary
- Office Support Staff

3.1.3 Staff Facilities

The Secretariat staff will have following facilities as approved by the EC.

- Monthly Salary including review of salary every year based on the inflation and financial health of the SCAEF
- Festival Allowance equivalent to one-month basic salary
- Holidays as per list published by Federal Government of Nepal
- Social Security, if mandatory by law

3.1.4 Staff Duties, Roles and Responsibilities

The following will be responsibilities of the staff as mentioned in the subsections.

3.1.4.1 Executive Director

- develops plans in collaboration with the EC
- implement, monitor and evaluate plans for the organization as formulated by the EC
- manage the day-to-day operation of the organization
- managing secretariat staff
- be accountable to the EC
- assist in conduction of EC meetings
- assist in conduction of trainings, workshops, talk program hosted by SCAEF
- assist in conduction of Annual General Body Meeting and Elections of the EC
- reporting to EC on quarterly, semi-annually and annually

3.1.4.2 Office Secretary

- answering telephone calls, taking messages and passing the information to EC as appropriate
- handling email and other correspondence on behalf of SCAEF
- maintaining diaries and arranging appointments as instructed by President/EC



- typing, preparing and collating various reports as per the instruction of EC
- filing and archiving of documents and files
- managing member firm and individual databases
- liaising with relevant organizations and clients
- processing bills or expenses

3.1.4.3 Office Support Staff

- assist ED and Office Secretary for operation of the Secretariat
- provide required logistics assistance during EC meeting
- visit member firms for handing over correspondences
- visit member firms while collecting cheque for payments made
- obtain bank statements and deposit cheques
- visit different organization in handing over official communication letters
- answering telephone calls, taking messages and passing the information to EC as appropriate in the absence of the Office Secretary
- assist in obtaining gate passes or permits as may be necessary to facilitate EC and Advisory Council as instructed by the General Secretary.

3.2 Communication

3.2.1 Language of the Communication

The language of all the official communication will be in Nepali or English as appropriate. For all official communication with government organizations and other national organizations it is preferred to be Nepali followed by English (British or American) based on the content of the communication.

3.2.2 Signatory of the Official Communication

The signatory of all the official communication will be on priority order; President, General Secretary or both based on the content of the communication.

The press releases related different issues will have the joint signature of President and the General Secretary.

Exception:

1. For all the email communication **or for special events** carried out by the respective sub-committee will either be by the Chair or the Coordinator of the subcommittee. It is mandatory to copy email to the President and the General Secretary and others as appropriate based on the content of the email.
2. EC can nominate anyone from the SCAEF member firm to communicate by email specially for the specified task, purpose with email copy to the President and the General Secretary. All such authorization will be given officially and documented.

3.2.3 Email Communication

All the email communication on behalf of SCAEF will be carried out through the email ID created with the SCAEF mail server. The following email ID will be created for the purpose

President president@scaef.org.np

Vice President vpresident@scaef.org.np

General Secretary secretary@scaef.org.np



Joint Secretary	jsecretary@scaef.org.np	
Treasurer	treasurer@scaef.org.np	
SCAEF Secretariat	scaef@scaef.org.np	
Committee 1	committee1@scaef.org.np	Ethics and Integrity Sub-Committee
Committee 2	committee2@scaef.org.np	Professional Development and Capacity Building Sub-Committee
Committee 3	committee3@scaef.org.np	National and International Relationship Development/ Business Development Sub-Committee
Committee 4	committee4@scaef.org.np	Institutional Development and Membership Sub-Committee
Committee 5	committee5@scaef.org.np	Publication and Communication Sub-Committee
Committee 6	committee6@scaef.org.np	Award and CSR Sub-Committee
Committee 7	committee7@scaef.org.np	Fellowship Sub-Committee
Committee 8	committee8@scaef.org.np	SCAEF Building Fund Sub-Committee

Temporary provision: Until the SCAEF Server is ready all the official communication through SCAEF will be through the following email ID:

SCAEF official email ID: scaefnepal@gmail.com

Other email ID can be created for the specific purpose and as approved by EC.

All the official email communicated in the SCAEF email server on scaef@scaef.org.np will be mandatorily routed to the President and the General Secretary at all time.

In all email communications, it is mandatory that EC officials are kept in loop through CC so that they are aware of the communication. If required the EC members can be added in the loop if the subject and content of the email is under the sub-committee affairs.

3.3 Document Management

3.3.1 Office File Management System

The office file management system will follow the following systems such that the files are kept in orderly manner and are easily located, traced when required.

The grouping of the files could be as;

The filing system adopted will be

Institution	Filing Number	Remarks
Communication from and with member firms	[01]-[MXXX]-[XXX] [02]-[MXXX]-[XXX]	[01]: outgoing [02]: incoming [MXXX]: Membership Number



Institution	Filing Number	Remarks
		[XXX]: Serial number of communication The same numbering format can be used for Outgoing Reference Number
Communication from and with Ministry of Physical Infrastructure and Transport/ Construction Business Development Implementation Committee	[01]-[G1XX]-[XXX] [02]-[G1XX]-[XXX]	[01]: outgoing [02]: incoming [G1XX] : Government 1 for MoPIT/CBDIC as its SCAEF's direct linkage/ line ministry [XXX]: Serial number of communication The same numbering format can be used for Outgoing Reference Number
Communication from and with consulting association of other countries	[01]-[CXXX]-[XXX] [02]-[CXXX]-[XXX]	[01]: outgoing [02]: incoming [CXXX] – XXX: Country Code as per ISO 3166-1 3-digit numeric [XXX]: Serial number of communication The same numbering format can be used for Outgoing Reference Number
Communication from and with national professional organization	[01]-[NXXX]-[XXX] [02]-[NXXX]-[XXX]	[01]: outgoing [02]: incoming [NXXX] – XXX: National Organization Number [XXX]: Serial number of communication The same numbering format can be used for Outgoing Reference Number
Communication from and with government Ministries	[01]-[G2XXX]-[XXX] [02]-[G2XXX]-[XXX]	[01]: outgoing [02]- incoming [G2XXX] – XXX: Government Organization Number other than MoPIT/CBDIC [XXX]: Serial number of communication The same numbering format can

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Institution	Filing Number	Remarks
		be used for Outgoing Reference Number
Communication from and with non-government organization	[01]-[NGXXX]-[XXX] [02]-[NGXXX]-[XXX]	[01]: outgoing [02]: incoming [NGXXX] – XXX: Non-Government Organization Number [XXX]: Serial number of communication The same numbering format can be used for Outgoing Reference Number
Communication from and with national and international professional societies	[01]-[NIXXX]-[XXX] [02]-[NIXXX]-[XXX]	[01]: outgoing [02]: incoming [NIXXX] – XXX: National and International Government Organization Number [XXX]: Serial number of communication The same numbering format can be used for Outgoing Reference Number
Communication from and with government central institutions, department and projects	[01]-[G3XXX]-[XXX] [02]-[G3XXX]-[XXX]	[01]: outgoing [02]: incoming [G3XXX] – XXX: number Government institutions, department and projects [XXX]: Serial number of communication The same numbering format can be used for Outgoing Reference Number
Communication from and with commercial organization, vendors	[01]-[VXXX]-[XXX] [02]-[VXXX]-[XXX]	[01]: outgoing [02]: incoming [VXXX] – XXX: number of commercial organization, vendors [XXX]: Serial number of communication The same numbering format can be used for Outgoing Reference Number

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Institution	Filing Number	Remarks

Note: The unique identification number will be the same of the office file management system and that of the electronic file management system.

3.3.2 Electronic File Management System

The electronic files will also follow the same system as me mentioned above to name the file name. The folders will also be created based on the following systems

Institution	Electronic Folder	File Name
Communication from and with member firms	[Members]- [01] [Members]- [02]	[01]-[MXXX]-[XXX][Brief Subject Line] [02]-[MXXX]-[XXX] [Brief Subject Line]
Communication from and with Ministry of Physical Planning and Transport/ Construction Business Development Implementation Committee	[MOPIT-CBDIC]- [01] [MOPIT-CBDIC]- [02]	[01]-[G1XX]-[XXX][Brief Subject Line] [02]-[G1XX]-[XXX][Brief Subject Line]
Communication from and with consulting association of other countries	[CONASSO]- [01] [CONASSO]- [02]	[01]-[CXXX]-[XXX] [Brief Subject Line] [02]-[CXXX]-[XXX] [Brief Subject Line]
Communication from and with national professional organization	[NATPROF]-[01] [NATPROF]-[02]	[01]-[NXXX]-[XXX] [Brief Subject Line] [02]-[NXXX]-[XXX] [Brief Subject Line]
Communication from and with government Ministries	[GOVMIN]- [01] [GOVMIN]- [02]	[01]-[G2XXX]-[XXX] [Brief Subject Line] [02]-[G2XXX]-[XXX]
Communication from and with non-government organization	[NONGOV]- [01] [NONGOV]- [02]	[01]-[NGXXX]-[XXX] [Brief Subject Line] [02]-[NGXXX]-[XXX] [Brief Subject Line]
Communication from and with national and international professional societies	[NAT-INT]- [01] [NAT-INT]- [02]	[01]-[NIXXX]-[XXX] [Brief Subject Line] [02]-[NIXXX]-[XXX] [Brief Subject Line]
Communication from and with government central institutions, department and projects	[CENTRAL-INST]- [01] [CENTRAL-INST]- [02]	[01]-[G3XXX]-[XXX] [Brief Subject Line] [02]-[G3XXX]-[XXX] [Brief Subject Line]
Communication from and with commercial organization, vendors	[VENDORS]- [01] [VENDORS]- [02]	[01]-[VXXX]-[XXX] [Brief Subject Line] [02]-[VXXX]-[XXX] [Brief Subject Line]



Note: The unique identification number will be the same of the office file management system and that of the electronic file management system

3.3.3 Printed Document Management System

The hard printed copy of the documents will be managed as following the system below. The same database will also be kept in the computer for easy reference.

Document	Reference Number	Remarks
Title, Book, Document	[01]-[XX]-[XXX] [02]-[XX]-[XXX]	[01]-SCAEF's own publication [02]-Publication other than SCAEF [XX]- Categories like Proceedings, Newsletter, Technical Journal, Technical Notes, and Business Directory etc. [XXX] – Serial Number of the particular category

3.4 Handing over of the Responsibilities

The newly elected committee will be handed over the responsibilities and related documents, communications, liabilities by the respective past office bearers. The sole responsibility to oversee these process will lie on the immediate past Secretary of the EC. This will include but not limited to;

- the inventory of the SCAEF includes all the documents, equipment, furniture, furnishing, balance of stationeries
- the official email ID with passwords. The new incumbent will change the email password once taken over officially
- any other liabilities or outstanding works that were committed by SCAEF.

The outgoing Treasurer should hand over all the details of the accounts including, but not limited to;

- assets and liability
- outstanding payment receivable
- outstanding payment to be made
- list of banks where various deposits are made including balance at the time of handover
- auditor balance sheets of the SCAEF
- appointed auditor and his/her details



SECTION-IV EXECUTIVE COMMITTEE MEETINGS PROCEDURES

4.1 Time and Location

The Executive Committee (EC) will be held on a fortnightly basis on Monday from 16 PM onwards. The EC meeting will be held at SCAEF Secretariat. If required, the EC meeting can be held at different times and locations by the order of the President.

All are to be present in the meeting. Notification to the General Secretary will be sent in the case of non-availability of individuals for the particular meeting.

Alternatively, an EC meeting can be called through a SKYPE (or similar other technology); when it is not possible for all to be present in the location specified for the meeting. Whenever possible a digital recording of such a meeting will be made.

4.2 Presence of the Invitees

EC can requests

- past president for specific issues and tasks for their guidance
- representative of member firms to oversee the conduction of the EC meeting
- expert/specialist from member firm to participate in the specific issues related to consulting services
- experts/specialist from out outside the SCAEF domain based on the technical issues

4.3 Attendance

Attendance will be recorded for those present in the standard format of attendance as per the attachment in **Annex-01**. Alternative arrangement through a SKYPE (or similar other technology) will be made available for those who cannot physically present at the meeting while they are outside the Kathmandu valley.

4.4 Opening and Closing

The President will open the meeting welcoming all the participants. He will introduce any new representative from member firms, invitees who have been invited to the specific meeting based on the agenda.

President to direct the General Secretary for putting the agenda for discussion. The General Secretary will put forward the agenda with background or ask the particular member to highlight more on the agenda thus put forward.

President will end the EC meeting with brief remarks and discussions made.

4.5 Minute Format

The minute of the EC meeting will be as per the attachment in **Annex-02**.

4.6 Agenda, discussions, actions, responsibilities

The following procedures will be adopted on this.

- Agenda shall be shared among all the EC members at least a day before the meeting via email or by any other means of communication
- If any EC member wishes to include his/her points in the proposed agenda, he/she can share it to the EC through the same communication channel



- Each agenda has to be discussed among all the EC members. Each EC member shall be given time to put his/her viewpoint on the agenda unless he/she has nothing to comment on it for effectiveness.
- The agenda shall be categorized as;
 - S1: Agenda on SCAEF's role in addressing the current issues in the consulting services
 - S2: Agenda on nomination of SCAEF's representation to other forums/task force
 - S3: Agenda on approval of SCAEF participation as joint organizer, co-organizer and knowledge partner with other organization's request
 - S4: Agenda related to approval of new member firm
 - S5: Agenda on Training
 - S6: Agenda on Workshop, Seminars and Talk Program
 - S7: Agenda on SCAEF's participation/representation on workshops, seminars and task program
 - S8: Agenda related to administrative operation
 - S9: Agenda related to finance
 - S10: Any other business (AOB); which later can be grouped to one of the above.

4.7 Record Keeping of Discussion

The draft record keeping will be made during the discussion by the General Secretary; which then will be updated in the Minute of Meeting format as per the attachment in **Annex-02**.

4.8 Minute Finalization and Circulation

The following process will be adhered for minute finalization;

- A draft minute will be shared through email to all the EC members for review within net 2 days of the particular meeting
- Based on the feedback the General Secretary will prepare the Draft Final and share with the President for his final review and approval
- After approval of the minute from the President the General Secretary will instruct the secretariat to circulate the minute of meeting to all the member firms by latest 4th of the particular meeting.



SECTION –V CONDUCTING WORKSHOP, SEMINARS, TALK PROGRAM

5.1 Responsibility

The EC shall be responsible for conducting all the workshop, seminars and talk programs however, major responsibility of executing these programs shall be that of Professional Development and Capacity Building (PDCB) Sub-Committee

5.2 Acceptance of Topics, Organization Resource Person

The PDCB shall present a brief proposal of the proposed workshop, seminar and talk programs in the EC meeting. After discussion among all the EC members, the topics and the resource person will be finalized, and the final proposal shall be prepared and shared by the PDCB Sub-Committee for approval by EC.

All communications related to the workshops, seminars and talk program will be directed to the PDCB by the members, if they have been approached individually to make the PDCB responsible and take lead of the subject.

5.3 Financial Resources

The financial resources (partial or full funds) for conducting the workshops, seminar and talk program will be among others;

- SCAEF's own fund as allocated in the yearly annual budget
- Budget available through Construction Business Development Implementation Committee (CBDIC) of Ministry of Physical Infrastructure and Transport (MOPIT)
- Sponsorship from other commercial organization, engineering related brands

Where there are sponsors for a particular workshop, seminar and talk program a memorandum of understanding will be signed with the particular organization with details like;

- responsibilities of each parties
- sponsorship (in kind or cash)
- documentation required for payments
- income and expenditure details by SCAEF for accounting purpose

The PDCB shall prepare the estimates for organizing the programs which shall be approved by the EC after discussion. The estimates may be modified after discussion in the EC meeting. Based on the approved estimates, the EC shall decide the proportion of the cost to be borne by;

- SCAEF;
- by the participants or their respective member firms; or
- free for all.

5.4 Logistics management

For each workshop, seminar and talk program a checklist will be prepared by the PDCB based on the requirement and facilities available at the venue. Some of the logistics that me required for the event could be as per the list below. A standard format will be prepared and as per the table below for ease of operation.

- event banner
- projectors
- laptops
- laser pointer



- electricity extension cord
- internet facilities
- stationeries
- attendance
- appreciation letter
- token of love
- gifts
- master of ceremony
- etc.

SN	Description	SCAEF Responsibility	Sponsor Responsibility
1	event banner	Yes/No	Yes/No
2	Laptops	Yes/No	Yes/No
3		
4		

5.5 Location and Place Identification Guidance

The location for conducting workshops, seminars and talk program could be in the any of the location/places keeping in mind the cost effectiveness of the venue, facilities, travel time etc.;

- Seminar halls available with government agencies, when particular event is organized with these organization
- Commercial seminar halls with adequate parking spaces based on the number of participants
- Seminar halls available with star rated hotels

5.6 Identification of Chairman, Chief Guest, Special Guest, and Guest of Honor

A general practice would be to identify the appropriate Chairman, Chief Guest, Special Guest, and Guest of Honour, Commentators etc. for the particular workshop, seminar, and talk program. These will be identified based on the following general guidelines;

- the partner organization
- the importance of the engineering fraternity and SCAEF in particular
- knowledge and expertise of the particular official, expert/specialists

Apart from working on the particular event SCAEF/PDCB will prepare the roster of experts/specialists, key persons from which it can be identified. The roster based on each event will be updated by the SCAEF/PDCB after the event is completed with details like

- name
- position
- organization
- area of expertise, key skills
- contact number
- contact email
- participation in previous SCAEF events



5.7 Session Management

All the session will be managed by SCAEF representative responsible as required based on the approval of approval by EC.

The opening and closing sessions are to be kept simple and avoiding long speeches and background. The general code followed will be more time allocated to the speakers of topics and discussions rather than on the formal opening and closing remarks. Minimum time be allocated for the opening and closing sessions; which shall be mentioned in the event management schedule.

The SCAEF representative will be responsible for **back-to-office reporting**. The reporting format will be as per the **Annex-03**.

5.8 Representation and participation

EC will instruct Secretariat for informing all the member firms about their participation in the approved workshop, seminars and talk program with details like;

- topic of the workshop, seminar and talk program
- location/venue (within Kathmandu valley or outside)
- time and number of days
- maximum participants representation from a member firm
- representation from directors or staff as appropriate
- minimum requirement of the participants (education, experience)
- free for member firms or minimum participants fee (including/excluding food, lodging, transportation cost etc.)
- non-member firms: participants fee (including/excluding food, lodging, transportation cost etc.)
- last date of communication
- note on first cum first basis
- priorities for those member firms who have paid and renewed their membership/annual fees as per the SCAEF instruction
- preference for member firms who have not participated in similar event in the past
- any other information that is relevant



SECTION –VI TRAINING PROGRAMS

The training program are conducted by SCAEF to enhance the member firms capacity in various aspects of architectural and engineering practices some of them could be, not limited to;

- infrastructure design
- application of design software to engineering solutions
- contract administration and management
- project management
- office management (administrative, accounts for support staff)
- infrastructure financing and financial models
- economic and financial modelling of infrastructure projects
- health and safety in construction industry/ project site(s)
- Proposal preparation/writing

6.1 Identification of Topics

Based on the general guidelines training programs topics are to be identified as;

- requests from member firms for which a general notice to all to the member firms is communicated
- based on need analysis and the response from the member firms; a roster of training topics can be identified from this
- new and innovative topics in the infrastructure
- topics as advised by Construction Business Development Implementation Committee (CBDIC) of Ministry of Physical Infrastructure and Transport (MOPIT)
- Continued trainings like e-GP training, FIDIC modules (Module I and Module II)

Based on above all a roster of training topics can be prepared, which will then be approved by EC as a long list. A yearly training program will thus be prepared based on these 'long list' with a 'calendar of training'

6.2 Identification of Trainers or Training Institution

The training will be conducted by SCAEF with the general principle guidelines as;

- Training management by SCAEF with hiring in individual trainers for the specified training topics
- Collaboration with other training institutes for the specific training topics. SCAEF to prepare a roster of training organizations to this effect and use the services of the same based on the fee based arrangement. A memorandum of understanding or a separate contract will be signed with these training institutes for the specific training as required.
- Collaboration and understanding with national organizations/public institutes for specific training. The trainers could be suggested from the SCAEF. A priority will be given to those organizations with whom a memorandum of understanding is signed by SCAEF

The trainers can be accredited national or international expert specialists of the specific sector with past experience as trainers.



6.3 Communications

All the communication about the training program to the member firms will be through email, SCAEF website and social media page of SCAEF (in Facebook). A follow-up can be followed up by SCAEF secretariat by direct telephone call to the representative of the member firms for wider participation.

6.4 Financial Resources

The financial resources (partial or full funds) for conducting the training will be among others;

- SCAEF's own fund as allocated in the yearly annual budget
- Budget available through Construction Business Development Implementation Committee (CBDIC) of Ministry of Physical Infrastructure and Transport (MOPIT)
- Sponsorship from other commercial organization, engineering related brands

Where there are sponsors for a particular training a memorandum of understanding will be signed with the particular organization with details like;

- responsibilities of each parties
- sponsorship (in kind or cash)
- documentation required for payments
- income and expenditure details by SCAEF for accounting purpose

The PDCB shall prepare the estimates for organizing the training which shall be approved by the EC after discussion. The estimates may be modified after discussion in the EC meeting. Based on the approved estimates, the EC shall decide the proportion of the cost to be borne by

- SCAEF;
- by the participants or their respective member firms; or
- free for all participants.

6.5 Logistics management

For each training a checklist will be prepared by the PDCB based on the requirement and facilities available at the venue. Some of the logistics that me required for the event could be as per the list below. A standard format will be prepared and as per the table below for ease of operation.

- event banner
- projectors
- laptops
- laser pointer
- electricity extension cord
- stationeries
- attendance for each session
- appreciation letter
- training certificate (including signatories in the certificate)
- token of love
- gifts
- master of ceremony
- etc.

SN	Description	SCAEF Responsibility	Sponsor Responsibility
1	event banner	Yes/No	Yes/No
2	Laptops	Yes/No	Yes/No



3		
4		

6.6 Participants

EC will instruct Secretariat for informing all the member firms about their participation in the approved training program with details like;

- topic of the training
- location/venue (within Kathmandu valley or outside)
- time and number of days
- maximum participants representation from a member firm
- representation from directors or staff as appropriate
- minimum requirement of the participants (education, experience)
- free for member firms or minimum participants fee (including/excluding food, lodging, transportation cost etc.)
- non-member firms: participants fee (including/excluding food, lodging, transportation cost etc.)
- last date of communication
- note on first cum first basis
- priorities for those member firms who have paid and renewed their membership/annual fees as per the SCAEF instruction
- preference for member firms who have not participated in similar event in the past
- any other information that is relevant



SECTION VII- SCAEF REPRESENTATION TO VARIOUS EVENTS

SCAEF are requested to officially represent it to various national and international forums for their input to the events, conferences. SCAEF being the national body of the consulting engineers will need to present its' image to the higher order.

7.1 Nomination of the Representation

EC will nominate the number(s) of representation based on the event, conference with following general guidelines

- President or his/her nominated representative in case of the President's presence is required
- EC nominate any member or members from EC to represent the event, conference based on the content of such event, conference
- EC make a circular to the member firms to send interested participants for any such event, conference is being held where more representation of SCAEF is expected from the organizer like FIDIC and FIDIC ASPAC conferences

7.2 Financial Resources

All the cost towards the participation of the SCAEF representative will be borne by;

- individual attending the event, conference
- any sponsorship either through the organizer or other organization as appropriate
- any subsidiary through CBDIC for participation in the FIDIC and FIDIC ASPAC conference

7.3 Approval of speech of the SCAEF representative

In the case of official representative made by SCAEF wherein the representative is to deliver speech in workshops, seminars, conferences; the following good practice will be put in place.

- representative should be aware of the context of the event and his role and assigned responsibility, if any
- representative should be aware of the any key dignitaries attending in the event and their hierarchical order
- a draft speech to be drafted by the authorized representative based on his/her role in the event
- draft to be reviewed by the EC and provide approval of the same for him/her to deliver at the assigned event
- the delivered text (with last moment changes, if any without diverting the essence of the approved draft) to be handed over to the Secretariat as official document for the documentation purpose.

7.4 Back to Office Reporting

The representative(s) will report to SCAEF after returning from the event, conference with following, but not limited to;

- share the digital or printed copy of the event, conference papers, brochures etc.
- share the business cards exchanged with SCAEF Secretariat. Secretariat to share the same with all the member firms
- brief report as per the format **Annex-3**.



Society of Consulting Architectural and Engineering Firms (SCAEF), Nepal
Standard Operating Procedure V1.0

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SECTION- VIII FINANCIAL OPERATIONAL PROCEDURES

8.1 Yearly planned budget

SCAEF EC will prepare a yearly budget for its operation. Each sub-committees will present their activities and activity based budget for the year. The key considerations in preparation of the yearly budget will be

- the financial health of the SCAEF and the resources available
- the budgetary support available through CBDIC for trainings
- possible sponsorship from the commercial brand names
- expenditure of previous year on similar activities
- possibility of multi-year expenditure

The Treasurer will summarize the budget and present to the EC for approval. The approved budget will be periodically updated.

8.2 Source of income

The source of income of the SCAEF are;

- annual membership renewal fee from member firms
- budgetary support from CBDIC
- sponsorship from commercial brand names
- positive balance from the hosting of conference

8.3 Opening of Bank Account

SCAEF will have its account in any class A commercial bank approved by the EC for its' fund deposits. The following type of account can be in operation

- current account – Nepali Rupees
- current account – United States Dollar
- fixed account – Nepali Rupees – special purpose

The bank account will be given preference to one that gives highest interest rate(s). In case of current account a “call account” will be preferred.

8.4 Cheque operation

The cheque will be operated by two signatories

- with compulsory signature of the two signatories
- Treasurer's signature is compulsory with options of the President or the General Secretary.

8.5 Method of expenses and expense items

All the expenses made through SCAEF will be approved by EC. The Treasurer on a monthly basis will produce income and expenditure statements for approval by the EC. All the expenses made are to be validated by;

- VAT bills/PAN bills as appropriate
- Invoice request for payment greater than **NRs. 1,000**
- All the payments above **NRs. 1,000** will be made through cheque



All the income and expense will be kept electronically and monthly statement will be prepared with balance of payment, cash in hand, cash in bank, and cash in fixed deposits.

8.6 Petty cash

Petty cash of amount **NRs. 10,000** will be provided to the Secretariat for small expenses for;

- Meeting expenses and snacks
- Emergency purchase of items not exceeding **NRs. 2,000**

All the petty expenses will be approved in every EC meetings. Treasurer will produce the expense items of the petty cash.

8.7 Audit of Expenses

The appointed auditor by the Annual General Body Meeting (AGBM) will do the yearly auditing for the purpose of approval by AGBM. The audited report will be approved by EC before being produced to the AGBM.



ANNEX-01: ATTENDANCE

S. N.	Name	Position	Presence	Absence	Signature
1	[Name]	President	[Present]	[Absent]	
2.	[Name]	Immediate Past President	[Present]	[Absent]	
3.	[Name]	Vice-President	[Present]	[Absent]	
4.	[Name]	General Secretary	[Present]	[Absent]	
5.	[Name]	Joint Secretary	[Present]	[Absent]	
6.	[Name]	Treasurer	[Present]	[Absent]	
7.	[Name]	Member	[Present]	[Absent]	
8.	[Name]	Member	[Present]	[Absent]	
9.	[Name]	Member	[Present]	[Absent]	
10.	[Name]	Member	[Present]	[Absent]	
11.	[Name]	Member	[Present]	[Absent]	
12.	[Name]	Member	[Present]	[Absent]	
13.	[Name]	Immediate Past General Secretary	[Present]	[Absent]	

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ANNEX-02: FORMAT FOR MINUTE OF MEETING OF EXECUTIVE COMMITTEE

**SOCIETY OF CONSULTING ARCHITECTURAL AND ENGINEERING FIRMS (SCAEF),
NEPAL, 2047**

[XX]th Executive Committee (EC) Meeting

EC Meeting # [XXX]th

Venue : Kathmandu, Nepal
Date : [Day], [Date] [Month], [Year] {All in English Calendar}
Time : [hour] –[hour] [AM/PM]

Attendance [as per Annex-01]

Agenda

1. [S1: Agenda 1]
2. [S2: Agenda 2]
3. [S3: Agenda 3]
4.
5. [S10: Any other Business (AOB)]

Proceedings

1. [Discussions on S1: Agenda 1 and outcome with decisions/responsibilities/instructions]
2. [Discussions on S2: Agenda 2 and outcome with decisions/responsibilities/instructions]
3. [Discussions on S3: Agenda 3 and outcome with decisions/responsibilities/instructions]
4.
5. [Discussions on S10: AOB and outcome with decisions/responsibilities/instructions]



ANNEX-03: FORMAT FOR BACK TO OFFICE REPORTING

SCAEF representative/ position :

Event participated :

Date and time :

Role in the event :

Key person met and their positions and contact details

SN	Name	Organization	Email	Contact Number
----	------	--------------	-------	----------------

1

2

3

[Please attach Business Card Exchanged]

Speech given : Yes/ No {If Yes, attach the summary of the speech or the written speech delivered [the written speech to be approved by the SCAEF EC]}

Summary of the event and SCAEF role in the event :

Key output of the event :