

**Standard Operating Procedure/Rules of Procedure for  
Human Resource Committee**

National Environment Commission Secretariat  
Thimphu

**1.0 Purpose of the Rules of Procedure**

The purpose of the Human Resource Committee (HRC) is to:

- 1.1 Promote broader participation and ensure fair, equitable, transparent, apolitical and effective Human Resource (HR) decisions;
- 1.2 Align HR actions with the Constitution of Bhutan, Civil Service Act of Bhutan 2010, the Bhutan Civil Service Rule (BCSR), the government policies, notifications and organization development goals and objectives; and
- 1.3 Deliberate and decide on all HR actions.

**2.0 Human Resource Committee**

The HRC shall:

- 2.1 Be the highest decision-making body for HR actions in the National Environment Commission Secretariat (NECS) except for Executives;
- 2.2 Exercise transparent, accountable and responsible leadership and judgement in directing the HR actions; and
- 2.3 Establish prudent and effective control on HR resources.

**3.0 Constitution**

**3.1 Chairperson**

- 3.1.1 The Secretary, NECS shall be the Chairperson of the Committee;
- 3.1.2 The Chairperson shall designate one of the Members of the Committee, as a Chairperson, in case the Chairperson is unable to be present at a meeting;
- 3.1.3 In the absence of a Chairperson, the officiating Secretary shall act as a Chairperson; and
- 3.1.4 The officiating Secretary acting as a Chairperson shall have the same powers and duties as the Chairperson.

**3.2 Members**

The following shall be the Members of the Committee:

- 3.2.1 Director and Specialist;



3.2.2 All Division Chiefs/Service Heads; and

3.2.3 Human Resource Officer (HRO) as a Member Secretary.

#### 4.0 Conflict of Interest

The Members shall:

4.1 Take all reasonable steps to avoid actual, potential or perceived conflict of interests; and

4.2 Disclose any actual, potential or perceived conflicts as per Annexure 3/1 (under BCSR) as they may arise.

Note: *The Committee shall decide whether to recuse the Member from participating in HRC depending on the circumstances and nature of the conflict.*

#### 5.0 Responsibilities of the Chairperson

The Chairperson shall:

5.1 Be accountable for regular convening of the Committee meetings;

5.2 Be responsible for leading the Committee, promoting high standard of governance and ensuring effectiveness and smooth functioning;

5.3 Lead in a firm and objective manner and ensure active participation of individual members;

5.4 Set the agenda and preside over the meeting to ensure that adequate time is available for discussion on all agenda items and encourage active participation and constructive debate;

5.5 Ensure accurate records of the meetings are taken and decisions are implemented; and

5.6 Not delegate his chairpersonship of the Committee as long as he is in station.

#### 6.0 Member Secretary

6.1 The HRO shall function as the Member Secretary to the Committee;

6.2 In absence of the HRO, the officiating HRO shall function as the Member Secretary;

6.3 The officiating HRO shall have the same powers and duties as the Member Secretary;

6.4 The Member Secretary shall be responsible for:

6.4.1 Making all necessary arrangement for the meetings of the Committee;

6.4.2 Maintaining records or keeping of minutes of the meetings of the Committee;

6.4.3 Coordinating, following-up and reporting on all Committee decisions; and



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6.4.4 Documenting all relevant information for future reference.

## 7.0 Responsibilities of the Committee

Each Member of the Committee must provide full, frank and meaningful advice on any issue raised in the Committee in the interest of the institution in particular and the nation at large. With this, the following but not necessarily limited to, are the responsibilities of the Committee:

- 7.1 Review appeals on HR actions and on performance appraisal as well;
- 7.2 Review and adjudicate disciplinary cases;
- 7.3 Form Selection Committee for recruitment and long term training and delegate the responsibility of short listing and conducting selection interviews/exams;
- 7.4 Review and endorse the results of Selection Committee for recruitment and long-term training interview;
- 7.5 May act as Disciplinary Committee or form an independent Disciplinary Committee;
- 7.6 Review and recommend: Structure, staffing pattern and strength and Human Resources Development Plans;
- 7.7 Review and approve promotions within broad-banded positions, including review and recommendation of meritorious, fast-track and Specialist promotions;
- 7.8 Review applications and shortlist eligible candidates for promotions against post vacancies;
- 7.9 Review and approve intra-Agency transfer that does not involve change of Position Title or Major Occupational Group within the Super Structure;
- 7.10 Review and recommend intra/inter-Agency transfer involving change of Position Title or Major Occupational Group or Sub-Group within the Super Structure;
- 7.11 Institute proper induction/mentoring programmes for candidates newly joining the Agency;
- 7.12 Approve all ex-country travel;
- 7.13 Approve all in-country training nominations;
- 7.14 Approve/recommend Extraordinary Leave; Medical Leave beyond one month; and Study leave; and
- 7.15 Review and approve/recommend civil servant opting for Early Retirement Schemes.

## 8.0 Quorum

- 8.1 The presence of not less than two-thirds of the total Members shall be required to constitute a quorum, to conduct HRC meeting;



- 8.2 If there is no quorum for a meeting, that meeting shall be postponed to a later time or date; and
- 8.3 In the event of emergency, the Chairperson shall decide on what constitutes the quorum for that meeting. However, decisions taken at such meetings shall be ratified in the following Committee meeting.

## 9.0 Proceedings

### Statements by Members:

- 9.1 Any statement made by a Member on the issue tabled for discussion shall be treated as confidential by all present at the meeting;
- 9.2 Any Member may address the Committee after obtaining the permission of the Chairperson;
- 9.3 The Chairperson may call a speaker to order, if his/her remarks are not relevant to the subject under discussion; and
- 9.4 If any of the Member of the Committee has any specific reservation to decision on any item on the agenda, it shall be recorded in the minutes of the meeting.

## 10.0 Agenda

- 10.1 Two working days prior to the meeting, the Member Secretary will circulate to the Members an agenda detailing the matters to be discussed and any relevant documentation in consultation with the Chairperson;
- 10.2 The Provisional Agenda for each regular meeting shall be prepared by the Member Secretary in consultation with the Chairperson; and
- 10.3 The Agenda shall be adopted at the beginning of each meeting.

### 10.1 Revision of the Agenda

During a Regular meeting, the Committee may revise the Agenda and may, as appropriate, add, defer or delete items provided:

- 10.1.1 That the item is urgent or important and is accompanied with adequate background information or documentation is available for transparent, fair and informed decision-making; and
- 10.1.2 If the item proposed for addition is solely for dissemination of information and not for decision, it shall be added under "Any Other Business Item".

## 11.0 Meetings

- 11.1 Regular meetings are held on the dates, at the times and locations set by the Chairperson of the Committee. A meeting is called by a Notice sent to the Members by the Member Secretary on behalf of the Chairperson;



- 11.2 An Extraordinary Meeting may be called at any time by the Chairperson depending on the size, need and urgency of the agenda;
- 11.3 The Member Secretary shall notify the Members of the Committee of the date and place of each meeting. Such notification shall be sent, in the case of a regular meeting, at least two working days in advance, and in the case of the other meeting, at least one working day in advance;
- 11.4 Notices of the meeting shall contain the agenda including all relevant materials which are needed for the meeting; and
- 11.5 Such notification may be sent by an e-mail to the concerned Members of the Committee.

### **12.0 Procedure for Nominations**

Any officer at the NECS including Competent Authority shall be eligible for nomination for any conference, meeting, study tour, exchange visits, seminar, short and long-term trainings, depending on the level of participation, and or relevance required or stipulated in the invitation letter. No officer shall claim it as a right for nomination based on responsibility such as a National Focal Person, project manager, or seniority.

The following is the procedure for nomination:

- 12.1 An invitation/notification or letter received by the NECS (any individual officer) shall be submitted to the Chairperson within three days;
- 12.2 The Chairperson shall forward such invitations to the Member Secretary for inclusion in the Agenda of the Committee Meeting; and
- 12.3 If it is established that the invitation letter was received in advance and was not submitted to the Chairperson resulting in time constraints for nomination, such an invitation shall be cancelled. Further, repetition of such an act shall result in taking disciplinary action by the Committee.

### **13.0 Decision-Making**

- 13.1 The decision of the Committee shall be based on two-third majority of the Members present;
- 13.2 In case of a differing views from other Members, the view of the Chairperson shall prevail over the others provided the overriding decision is noted in the minutes along with the dissenting views of the Members. Further, the Chairperson shall be held accountable for his or her decision;
- 13.3 If, in the opinion of the Committee, an item under the agenda for decision does not contain sufficient information, the Committee may request to furnish an additional report or additional information, indicating the time-limit within which such additional report or information should be supplied; and
- 13.4 The decision of the Committee is final and binding.



#### 14.0 Minutes

- 14.1 The proceeding of the every HRC must be minuted and it shall be signed by every Member who attended the meeting;
- 14.2 The Member Secretary shall distribute the draft minutes of the meeting within two working days from the meeting date to the Members of the Committee with a deadline for comments or suggestions;
- 14.3 The Member Secretary shall compile comments, if any, received from the Members of the Committee and incorporate them in a single corrigendum to be issued at the next meeting for ratification. Any disagreement concerning such corrections shall be decided upon by the Chairperson of the Committee or, in the case of continued disagreement, by decision of the Committee; and
- 14.4 HRO shall be responsible for implementing the decision (s) of the HRC with a copy to the concerned, if relevant.

#### 15.0 Confidentiality

- 15.1 Some of the issues and papers referred to the Committee may be of a confidential and sensitive nature;
  - 15.1.2 The Member Secretary should be mindful of this when receiving and circulating documents to the Committee;
  - 15.1.3 The Members shall maintain confidentiality of the documents, information and decisions of the Committee; and
  - 15.1.4 Should such confidential information be leaked out by any Member, the Committee shall take disciplinary action, as appropriate.

#### 16.0 Ethical Practices

- 16.1 Members of the Committee will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity, independence and probity and not engage knowingly in acts or activities that have the potential to bring discredit to Committee;
- 16.2 Members also must refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties;
- 16.3 Members must not use Committee's information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of Committee; and
- 16.4 Further, members must not publicly comment on matters relative to activities of the Committee other than as authorised by the Committee.

#### 17.0 Ownership and Accountability

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17.1 The Committee shall be accountable and responsible for any act of omission and commission done or said to have done under its decisions.

**18.0 Adoption and Revision**

18.1 The \_\_\_\_ HRC endorsed this Rules of Procedure on \_\_\_\_ and shall come into force on the same date; and

18.2 The Chairperson of the Committee may propose, following a request from one of the Members or on her/his own initiatives, amendment to these rules of procedure.

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