

SOCIAL WELFARE DEPARTMENT

No. SO(COORD)/2(439)/2013/181

Karachi, dated 31st January, 2017

No. SO(Coord)/2(439)/2013: In exercise of the powers conferred by section 23 of the Sindh Child Protection Authority Act, 2011 (XIV of 2011), the Authority is pleased to make the following rules for carrying into effect the said Act.

1. (1) These rules may be called the Sindh Child Protection Authority Rules, 2016.
- (2) They shall come into force at once.

Short title and commencement.

2. (1) In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, namely:-
- (i) "Act" means the Sindh Child Protection Authority Act, 2011;
- (ii) "Prescribed Criteria" means the criteria and parameters set out in these Rules.
- (iii) "Member" means Member of the Authority.
- (2) The words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Act.
3. All non-official and co-opted members, if any, except two provincial members of Assembly who shall be nominated by the Chief Minister section sub-section 4(1) of section 4 of the Act, shall be proposed and recommended by the Authority by a simple majority and approved by the Chairperson of the Authority. **Nomination to the Authority.**
4. Any national or international organization co-opted by the Authority in accordance with rule 3 shall be granted observer status only. **Co-option to the Authority.**
5. (a) Any member, being other than ex-officio, may be removed due to non-attendance at three consecutive Authority meetings and in default of any intimation of the intended absence to the Authority. **Removal of member.**
- (b) Matters relating to the contents of section 7(1) of the Act shall be communicated in writing to the Chairperson by the Authority.
- (c) Following receipt of such a communication, the Chairperson shall make immediate enquiries into the matter and all such enquiries shall be completed within fifteen days.
- (d) Should any enquiry into the matter uphold the said allegation(s) then written confirmation of removal shall be sent by the Chairperson to the member, informing the Authority, outlining reasons for removal of member.
- In the case of any vacancy due to death, resignation, or removal of a member, other than an ex-officio member, all applications for nomination to be submitted to the Authority in accordance with rule 3, it shall be processed within Thirty days of the death, resignation, or removal of a member. **Vacancy due to Death, resignation or removal of a member.**
7. (a) The member other than ex-officio member, shall tender his resignation in writing to the Chairperson of the Authority. **Resignation.**
- (b) No resignation shall become effective before the expiration of thirty days from the date of submission of the resignation.
- (c) On receipt of the said resignation, the Chairperson shall review and provide written confirmation of acceptance of the same before the expiration of thirty days post submission of the said communication.
8. Any allowance paid to a member in furtherance of his Office shall be calculated in accordance with prescribed Government rates. **Rates for travel and subsistence allowances for members.**
9. (a) The Chairperson shall notify each member of an upcoming meeting in writing, including an agenda, not later than seven days prior to the proposed date of the meeting. **Meeting notification.**
- (b) Confirmation of attendance or non-attendance of each member shall be communicated in writing to the Chairperson at least three days prior to the proposed date, including any suggested inclusions to the agenda.
10. (a) Subject to the discretion of the Chairperson, an extraordinary meeting may be convened on an emergency basis at any time. **Extraordinary meetings.**

- (b) Any member of the Authority may request in writing for meeting in to the Secretary not more than ten days prior to the proposed date of the meeting.
- (c) Upon receiving such a request, the Secretary shall share the same with the Chairperson and a decision shall be made not more than three days of receipt of the same.
11. (1) The Secretary shall record and maintain the minutes of the proceedings of each meeting of the Authority. **Record of Meetings.**
 (2) The said draft minutes shall be circulated amongst the members within seven days of the conclusion of the meeting. Members desiring any edits to the minutes shall convey the same in writing to the Secretary within seven days of receipt of the minutes.
 (3) Any prior draft minutes shall be presented by the Secretary in the next following meeting for approval by the Authority.
12. (1) An office shall be established under the directions of the Director General to manage and implement the functions of the Authority. **Establishment of Office of the Authority.**
 (2) The office to be staffed by such officers and staff as the Authority may determine.
 (1) The Director General shall supervise the functions of all Child Protection Units. **Function of the Director General.**
 (2) The Authority may delegate the powers and functions of the Director General to any officer of the Authority as deemed appropriate.
 (3) No officer below BPS 18 shall be eligible for such delegation of powers and functions.
14. (1) The Authority shall compile a roster of advisors, to be maintained by the Secretary. **Appointment of Advisors.**
 (2) The services of any advisor shall be provided on a short-term basis only.
 (3) The qualifications for such advisors shall be as per recruitment rules.
 (4) Any member of the roster may tender his written resignation to the Secretary of the Authority.
 (5) The resignation shall become effective after the expiration of thirty days from the date of the said submission.
 (6) Terms of reference for each assignment shall be developed by the Authority in support of obtaining the services of any advisor on short-term basis.
15. The services of any short-term expert consultant to be procured in accordance with the Government prescribed rules. **Expert short-term consultants.**
16. (1) The Authority shall appoint at least one Child Protection Officer in each Child Protection Unit to deliver his or her functions defined under the Act. **Appointment of child protection officers in child protection units.**
 (2) Each Child Protection Unit will be headed by a Child Protection Officer.
 (3) Terms and conditions of service to be developed by the Authority, as per Government recruitment policy.
17. The Child Protection Unit shall: **Functions of Child Protection Units.**
 (a) liaise with child protection community structures and support, as far as possible, initiate for the prevention of abuse, neglect and exploitation of children;

- (b) receive, register, refer, where possible, manage and monitor cases of children in need of special protection measures in accordance with applicable minimum standards and procedures prescribed by the Authority;
- (c) perform all other acts and duties as may be delegated by the Authority under the Act.
18. The Secretary Social Welfare Department shall prepare an annual budget on or before 31st December of each year. **Annual Budget.**
19. Annual accounts of the Authority shall be audited by the Accountant General Sindh. **Audit of Annual Accounts.**
20. (1) The Authority shall prepare a detailed annual report within two months of the completion of each financial year, wherein its performance shall be discussed and compared with its annual plan. **Annual Reports.**
- (2) The said report, following its approval by the Authority, shall be submitted to the Government, as well as to various stakeholders, including specific national and international donors to the Authority.
21. (1) The Authority shall maintain a website containing contact details of all Child Protection Units and Child Protection Officers in support of enhanced access to the service by the public at large. **Website of the Authority.**
- (2) The Act, the rules and any other legal instruments of statutory or procedural importance, including international human rights treaties and conventions ratified by Pakistan, shall be posted on the website in support of enhanced awareness of the public at large.
- (3) All annual accounts, annual reports and audit reports shall be posted on the website at the time of publication.