

# MINUTES OF THE MEETING

## Rawalpindi Chamber of Commerce & Industry

### RCCI Standing Committee Meeting on Research & Development

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| <b>Venue: Khalid Waheed Conference Hall</b>                                 | <b>Time: 2:30 pm</b>                     |
| <b>Date: 5<sup>th</sup> June, 2014</b>                                      |  |
| <b>Chairman: Mr. Aqil Obaid</b>   | <b>Vice Chairman: Mr. Shakraiz Malik</b> |
| <b>Minutes Recorded by: Ms. Shumaila Khalid Assistant Secretary R&amp;D</b> |  |

| S. No | Points Of Discussion   |
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|       | The meeting was formally started with the recitation of Holy Quran.  |
| 1.    | The agenda of the meeting was to revise the objectives of R&D Standing Committee and the performance of Research and Development Department.   |
| 2.    | Chairman Mr. Aqil Obaid started the meeting with the word of thanks to all participants. He highlighted the significance of standing committee and said that the committee will keep on analyzing if the various department of the chamber are on track and are aligned to the defined vision and mission of the Chamber.  |
| 3.    | Chairman discussed the functioning of R&D Committees as follows: <ul style="list-style-type: none"><li>• To identify the key topics of research.</li><li>• To identify the organization for possible collaborations.</li><li>• To identify the Member Issues.</li><li>• To identify the International Market for Exhibition.</li><li>• To identify Major Delegations</li><li>• To suggest Improvements in Publications, Administration and Membership.</li><li>• To analyze emerging issues in the national economy.</li><li>• To generate input for president conference.</li><li>• To act as think tank for RCCI president office.</li><li>• To identify members training and development needs.</li></ul> |
| 4.    | Chairman Mr. Aqil also talked about specific measures Chamber may take for strengthening its goodwill and its image along with act to be taken in the wider interest of community such as CSR role and adaptation of Hospital and School under the supervision of Senior Vice President, Malik Shahid Saleem.  |
| 5.    | Chairman shares his views that new R&D department will help Serve the business community better. <ol style="list-style-type: none"><li>1. Inquiry and communication desk</li><li>2. Training and Development Desk</li><li>3. Standing committee meeting and events</li></ol>   |

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|     | 4. Research and support desk  |
| 6.  | Chairman mentioned upcoming topics Of training and Development as follows: <ul style="list-style-type: none"> <li>• Import and export documentation</li> <li>• Basic computer</li> <li>• Microsoft latest tools and techniques</li> <li>• GSP plus and associated benefits</li> <li>• International trade theory and practice</li> <li>• Potential export sector</li> </ul>                 |
| 7.  | Chairman also mentioned that R&D will undertake the following events in the days to come. <ul style="list-style-type: none"> <li>• Innovation and entrepreneurship expo</li> <li>• Achievement awards</li> <li>• Collaboration with Google</li> <li>• President conference</li> </ul> Chairman has showed his desire to make R&D department a profit making and self sufficient department. |
| 8.  | It is also suggested by Mr. Najam Rehan , Former President Rawalpindi Chamber of Commerce and Industry to arrange a visit of R&D department to Lahore Chamber so as to know how to maximize the department efficiencies.  |
| 9.  | It was suggested that R&D Department should collaborate on the corresponding cell of FBR, Ministry of Science and Technology.   |
| 10. | At the end Chairman Mr. Aqil Obaid thanked the President and all the members for attending the meeting.   |
| 11. | Meeting was adjourned with the vote of thanks by Vice Chairman Mr. Shahraiz.  |