

SINDH CHILD PROTECTION AUTHORITY RULES, 2016

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Karachi, ____ [Date]

No. ____ / [Date]. 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. **Short title and commencement.**-(a) These rules may be called the Sindh Child Protection Authority Rules, 2016.

(b) They shall come into force at once.
2. **Definitions.**- 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 Rules.
3. **Nomination to the Authority.**-All ex-officio and/or co-opted members to be proposed and recommended by the Authority by a simple majority and approved by the Chairperson of the Authority.
4. **Co-option to the Authority.**- Any national or international organization co-opted to the Authority in accordance with Rule 3 shall be granted observer status only.
5. **Removal of member.**-(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.

(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 15 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, copying the Authority, outlining reasons for the member's removal.
6. **Vacancy due to Death, resignation or removal of a 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 the Authority, submitted in accordance with Rule 3 above, shall be processed within 30 days of the said death, resignation, or removal of a member.

(c) No officer below BPS level 18 shall be eligible.

14. **Appointment of Advisors.**-(a) The Authority shall compile a roster of voluntary advisors, to be maintained by the Secretary. ??

(b) The services of any advisor shall be provided on a short-term and voluntary basis only.

(c) Qualifications for such advisors shall be set out as prescribed in Rules.

(d) Any member of the roster may tender his/her written resignation, as applicable, to the Secretary of the Authority.

(e) The resignation shall become effective after the expiration of 30 days from the date of the said submission.

(f) Terms of reference for each assignment shall be developed by the Authority in support of obtaining the services of any advisor on a voluntary and short-term basis.

✓ 15. **Expert short-term consultants.**-The services of any short-term expert consultant to be procured in accordance with the Government's prescribed rules.

16. **Appointment of child protection officers in child protection units.**- (a) The Authority shall appoint a minimum of one Child Protection Officer in each Child Protection Unit to deliver his/her functions defined under the Act.

(b) Each Child Protection Unit will be headed by a Child Protection Officer.

(c) Terms and conditions of service to be developed by the Authority, as per Government recruitment policy.

✓ 17. **Functions of Child Protection Units.**-(a) Liaise with child protection community structures and support, as far as possible, initiatives 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. **Annual Budget.**-The Secretary Social Welfare Department shall prepare an annual budget on or before 31 December of each year.

19. **Audit of Annual Accounts.**-Annual accounts of the Authority shall be audited by a reputable chartered accountant firm which shall file its report to the Authority on appropriate remuneration by the Authority.

20. **Annual Reports.**-(a) 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.

(b) 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.

7. **Resignation.**-(a) Other than ex-officio members, any member of the Authority may tender his/her written resignation, as applicable, to the Chairperson of the Authority.

(b) No resignation shall become effective before the expiration of 30 days from the date of the said submission.

(c) On receipt of the said resignation letter, the Chairperson shall review and provide written confirmation of acceptance of same before the expiration of 30 days post submission of the said communication.

8. **Rates for travel and subsistence allowances for members.**-Any allowance paid to a member in furtherance of his Office shall be calculated in accordance with prescribed Government rates.

9. ✓ **Meeting notification.**-(a) The Chairperson shall notify each member of an upcoming meeting in writing, including an agenda, no later than 7 days prior to the proposed date of the meeting.

(b) Confirmation of attendance/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. **Extraordinary meetings.**-(a) Subject to the discretion of the Chairperson, an extraordinary meeting may be convened on an emergency basis at any time.

(b) Any member of the Authority may request a meeting by writing to the Secretary no more than 10 days prior to the proposed date of the meeting.

(c) Upon receiving such a request, the Secretary shall share same with the Chairperson and a decision shall be made no more than 3 days post receipt of same.

11. **Record of Meetings.**-(a) The Secretary shall record and maintain a minute of the proceedings of each meeting of the Authority.

(b) The said draft minutes shall be circulated among members within 7 days of the conclusion of the meeting. Members desiring any edits to the minutes shall convey same in writing to the Secretary within 7 days of receipt of the minutes.

(c) Any prior draft minutes shall be presented by the Secretary in the next following meeting for approval by the Authority.

12. **Establishment of Office of the Authority.**-(a) An office shall be established under the direction of the Director General to manage and implement the functions of the Authority. (b) The office to be staffed by such officers and staff as the Authority may determine.

13. **Function of the Director General.**-(a) The Director General shall supervise the functions of all Child Protection Units.

(b) The Authority shall have the power to sub-delegate the functions of the Director General to any eligible officer.

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21. **Website of the Authority.**-(a) 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.
- (b) The Act, the within rules and any other 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.
- (c) All annual accounts, annual reports and audit reports shall be posted on the website at the time of publication.