

Version	Working Procedure Version 2.0
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Purpose	Appendix “C” - SLPA UAE Working Procedure Guide

SLPA UAE WORKING PROCEDURE GUIDE

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1. Board Meetings and General Administration.

- 1.1 Monthly meetings to be held on 2nd Monday of each month, if the Monday falls on a public holiday, the meeting shall be held on next working day.
- 1.2 Audio/ Video recording of Exec BD Meetings are allowed for the purpose of proper Minutes of Meeting preparations. Non business conversations shall not be recorded, and the recordings shall be erased after approval of the MOM on the following Exec BD Meeting. There is no authenticity of these recordings for future use for any purpose whatsoever.
- 1.3 Refreshments cost of the Exec BD shall be borne by the Exec BD Members and shall not be an expenditure to SLPA.
- 1.4 One e-mail address is created for SLPA, the Chairman, the Secretary and the Media Coordinator supposed to have access to the e mail, however only the Secretary is permitted to send e mails from this e mail.
- 1.5 It was agreed that no mementos to be provided to the outgoing Exec BD members, but to appreciate their service by hosting a farewell dinner.
- 1.6 For the purpose of smooth function of SLPA activities, all Member Associations shall try their best to retain minimum of two out of their three Exec BD Members, for the full two years tenure of the Exec BD.

2. SLPA – UAE Financial Procedures.

- 2.1 All payments shall be done through / made on behalf of MCI.
- 2.2 All payments shall be pre-approved by the Chairman and two executive board members.
- 2.3 Monthly accounts statements shall be submitted to the Secretary 2 days prior to the monthly Exec BD Meeting.
- 2.4 Board members shall review and approve the Accounts statement during the BD meeting
- 2.5 Upon BD approval Accounts statement shall submit to Internal Auditor.
- 2.6 Internal Auditor shall review, approve or comment on the Account statement from two weeks of submission.
- 2.7 Upon approval of Internal Auditor, the accounts statement shall consider as formally approved.
- 2.8 Upon issuance of the Accounts statement by the Treasurer on or before the 10th of following month, member organizations have 3 days to comment on ambiguities, MCI response on ambiguities shall receive in 2 days and the Accounts shall be confirmed by 30th of each month to present to Executive Board at monthly meeting.
- 2.9 The latest Board Approved Version of the Financial Procedure for year 2021-2022 to be adhered by all member associations.
- 2.10 Management of the Paylink procedure to be in line with the latest Board Approved Version of the Financial Procedure for year 2021-2022 and only be communicated with MCI via the Treasurer or in the absence via the Assistant Treasurer.
- 2.11 The Treasurer or Assistant Treasurer may from time to time propose further updates/improvements to the Financial Procedure which shall be firstly deliberated at the Board and ratified and then communicated to MCI for confirmation and approval.

3. Financial discipline by member organizations.

- 3.1 All cash shall be routed in and out through MCI.
- 3.2 The invoices shall be on the name of MCI (together with mentioning MCI's bank details) for any inward/outward remittances.
- 3.3 Petty cash limit per event (except the major events such as a 'Get Together') shall be AED 1,000.00. Any major events could have a higher petty cash limit which shall be approved by SLPA Exec BD.
- 3.4 Member Associations shall submit the account particulars related to the completed events to SLPA. The Assistant Treasurer shall follow up and make sure the Treasurer receive these.
- 3.5 The Member Associations shall not keep any cash in their possession and all cash collections shall be deposited with MCI bank accounts directly or via a requested PayLink.

4. Interaction with MCI

- 4.1 Only the signatory (Lead member) of each organization shall communicate with MCI on any matter which is not pre-determined by the communication protocol under the Working Procedures with MCI.
- 4.2 Communication with MCI shall be done via e mails, addressed to the designated officer appointed by MCI, copy to the other member organizations, the Chairman and the Secretary of SLPA. In the absence of Chairman or Secretary Vice Chairman to be appointed as the contact person.
- 4.3 All financial related matters shall be communicated by the Treasurer with MCI shall be done via e mails, addressed to the designated officer appointed by MCI, copy to the Chairman, the Secretary, Assistant Treasurer and the Internal Auditor of SLPA together with a Copy (If required) to the relevant organization's Lead member. In the absence of the Treasurer, the Assistant Treasurer to be appointed as the contact person.

5. Branding and Media

- 5.1 All BD Members shall be provided with business cards, upon their own request, however the cost shall be borne by the recipient of business cards or the respective Member Association.
- 5.2 Business card shall contain the name, designation of SLPA, SLPA address, SLPA mail ID along with card holders mobile phone number and mail ID.
- 5.3 Regular external formal communications on media related activities- Secretary and Media Coordinator.
- 5.4 Event flyers of all member associations to be circulated among each other collaboratively.
- 5.5 Circulation of relevant event flyers of other organisations - Sahana, Consulate of Dubai, Business Council and Dubai Dahampasala as per the discretion of member associations.
- 5.6 Other public flyer distribution as per the discretion of member associations.
- 5.7 Use of SLPA WhatsApp groups – Please use the WhatsApp group strictly for SLPA related matters.
- 5.8 Standard Disclaimer to be used for distributing sponsorship material .
- 5.9 Please inform the sponsor's representative after distribution of relevant sponsorship materials. It is the responsibility of each member association to inform the sponsor individually.
- 5.10 Arrange dedicated emails for the office barres who could use them in the long run. Cost shall be evaluated and agreed by the member associations.

6. Tribute to the relatives

- 6.1 Who is eligible- Father, Mother, Father-in-law, Mother-in-law, Wife and Children.
- 6.2 Cost sharing of the flower wreath; Will be shared by all Member Associations and will be debited from the general fund.

- 6.3 The Assistant Treasurer shall arrange the flower wreath at the most economical & efficient manner to be delivered to the funeral house.

7. SLPA Fund Raising and Sub-Committees

- 7.1 The Fundraising activities are generally organized and coordinated by the Fund-Raising Sub-Committee of the SLPA-UAE. The Sub-Committee shall be appointed by the Executive Board of the SLPA-UAE, pursuant to the relevant articles of the Constitution.
- 7.2 The Sub- Committees shall consist of general Members of the SLPA-UAE and/or members of the Executive Board of the SLPA-UAE, so appointed as necessary by mutual agreement, to act as Sub-Committee Members. The Sub-Committee shall have at least one (01) member appointed from the Executive Board of the SLPA-UAE.
- 7.3 The composition of the Sub-committee shall be Approved by the Executive Board of the SLPA-UAE. The composition of the Sub-committee shall be updated and revised from time to time, with appropriate authentication of the Executive Board of the SLPA-UAE and the Executive Board of the SLPA-UAE shall have rights to amend the composition of the Sub-Committee, as required.
- 7.4 The members of Sub-Committees, once appointed, shall work with the other members of the Sub-Committee with due diligence, and proceed with the assigned task or tasks promptly. The Sub-Committee may appoint an Event Coordinator, who shall periodically update the progress of the works of the Sub-Committee. The Event Coordinator shall not necessarily be a member of the Central Committee.
- 7.5 The Sub-Committee Members shall serve diligently, participate in the Sub-Committee meetings regularly and shall inform the progress of assigned tasks to the Executive Board of the SLPA-UAE through their coordinator.
- 7.6 The appointment of the Sub-Committee coordinator shall be approved by the Executive Board of the SLPA-UAE with the consent of the Sub-committee members.
- 7.7 The Sub-Committee may conduct meetings if required, and the outcome of such meetings shall be communicated to the Chairman and the Secretary of the SLPA-UAE by the Sub-Committee Coordinator as soon as possible, but not later than Fourteen (14) calendar days from the date of such meetings held.
- 7.8 Any Sub-Committee Member or a Member of the SLPA-UAE can bring proposals or comments to the attention of the Sub-Committees at any time and the Sub-Committee shall attempt to adhere to such requests as far as reasonably possible.
- 7.9 The Sub-Committee shall not initiate any fundraising activities for whatever purposes without the prior approval of the Executive Board of the SLPA-UAE.
- 7.10 A report, containing the nature and objectives of the proposed fundraising activity shall be prepared and submitted to the Executive Board of the SLPA-UAE for further consideration and approval.
- 7.11 For the purpose of approving a fundraising event proposed by the Sub-Committee, the Secretary shall call an Executive Board meeting or request written approval from the Executive Board member and such a proposal shall be approved by all the Member Organizations, representing the Executive Board of the SLPA-UAE.
- 7.12 All the Communications related to the Fundraising activities with external third parties shall be copied to the Chairman, Vice Chairman and Secretary.
- 7.13 The Executive Board of the SLPA-UAE shall amend or dissolve the Sub-Committee, as required.

8. Administration of SLPA Zoom Account.

- 8.1 Log in to the zoom account through your web browser before logging in to the application.
- 8.2 Afterwards, please check if there is an ongoing event.
- 8.3 Then log in to the Zoom application as required.
- 8.4 Above procedure will eliminate the chance of others getting logged out from their ongoing events.
- 8.5 Please inform the Media Coordinator about all scheduled meetings and put a notification to the WhatsApp group to avoid event overlapping.
- 8.6 Please clear the cloud recordings within 3 days of the event.

9. AGM Working Procedure.

- 9.1 Date - as determine in the Constitution.
- 9.2 Notice for AGM - Notice shall be given to AGM by the Hon. Secretary.
- 9.3 Participants -
 - 9.3.1 SLPA Patrons (Including Ambassador of the Democratic Socialist Republic of Sri Lanka to the UAE and Consul General of the Democratic Socialist Republic of Sri Lanka for Dubai and Northern Emirates)
 - 9.3.2 SLPA Executive Board members
 - 9.3.3 Members of the governing bodies (central committee / board / executive committee, etc.) of the Member Associations
- 9.4 Venue and / or mode
 - 9.4.1 In person meeting within the UAE, or Virtually via a video conference platform
- 9.5 Suggestions and proposals to AGM
 - 9.5.1 Shall be received from the Executive Board Members.
 - 9.5.2 Shall be received from the members of the Member Associations.
- 9.6 Agenda - as determine in the Constitution.
- 9.7 Documents for Archiving.
 - 9.7.1 Notice of AGM.
 - 9.7.2 Munities of Meeting.
 - 9.7.3 Write-up on AGM of the Editor (Web Publication).
 - 9.7.4 Write-up on AGM shall be posted on the SLPA website (with appropriate format for public).
- 9.8 Dress code - Formal (Business attire).