

ICT Business Promotion Council
Ministry of Commerce
BFIDC Building (8th Floor), 73, Motijheel Commercial Area, Dhaka-1000

Minutes of the 31st Executive Committee Meeting of IBPC

The 31st EC meeting of the ICT Business Promotion Council (IBPC) was held on 06 September, 2018 at 5.00 P.M. in the conference room of Business Promotion Council (BPC). Mr. Bijoy Bhattacharjee, Vice-Chairman, Export Promotion Bureau & 1st Vice Chairman, ICT Business Promotion Council, presided over the meeting. The list of the participants who attended the meeting is enclosed as **Annex-‘A’**.

The Chair opened the meeting by welcoming the participants. The meeting proceeded with agenda-wise discussions and decisions. These discussions and decisions are provided below:

Agenda 1: Adoption of the minutes of the 30th EC meeting.

The minutes of the 30th Executive Committee meeting of IBPC held on November 20, 2017 was sent in due course to all participants and associations. No comment has so far been received.

Decision:

Meeting unanimously adopted the minutes of 30th EC meeting.

Agenda 02: Implementation status of the decisions of last Executive Committee meeting.

The meeting discussed the implementation status of the decisions taken at the last meeting (30th EC) and expressed satisfaction over the progress made in this regard.

Agenda 03: Approval of the Activities Conducted in FY 2017 -18

The Meeting was informed that as per the approved budget allocation given at the 30th EC meeting, IBPC has implemented various programs and activities jointly with its member associations (such as Bangladesh Computer Samity, Bangladesh Association of Software and Information Services, Internet Service Providers Association of Bangladesh, Bangladesh Association of Call Centre and Outsourcing and Ecommerce Association of Bangladesh). Details of these programs and activities, such as the program types and topics, venues and locations, approved budgets, actual expenditures, and contributions of IBPC and of members associations were also presented at the Meeting.

The income and expenditure position of IBPC for FY 2017-18 was presented for consideration of the meeting. According to the statement for FY 2017-18, a sum of Tk. 13,63,932/- was spent to meet the operating cost of the Council and Tk. 1,00,00,000/- was spent for implementing programs in association with the member associations. The meeting was informed that the related member associations (BCS, BASIS, ISPAB, BACCO & E-CAB) have implemented most of the programs & utilized all the money received from government fund and also utilized TK 25,63,932/- from IBPC's own fund. After elaborate discussions, the meeting approved the income & expenditure Statement.

Decision:

- a. The meeting approved the Income & expenditure statement of IBPC for FY 2017-18, which is shown in **Annex B**.
- b. The meeting approved all the programs and activities implemented by IBPC in FY 2017-18, which are shown as **Annex C**.

Agenda 04: Discussion & approval of Budget & Activity Proposal of IBPC for the Yr 2018-19.

The budgetary allocation of IBPC for Financial Year 2018-19 and a summary of the activity proposals submitted by the member associations (BCS, BASIS, ISPAB, BACCO & E-CAB) for FY 2018-19 were presented for consideration of the Executive Committee. The meeting decided to allocate Tk. 90.00 lac for the IBPC from the funds to be received from the Government this year and approved the budgetary allocation for this council for FY 2018-19. The meeting found that after deduction of expenses relating to operating costs of the IBPC and a reserve fund for maintaining IBPC account in the early months of FY 2018-19, about Tk. 1,03,00,000.00 would be available for funding the joint activities with the concerned

associations in the current FY. The meeting also discussed the allocation of funds to different associations and took a number of decisions with regard to the activities to be conducted in this FY.

Decision:

(a) The meeting approved the budget allocation of Tk. 1,34,20,688/- for FY 2018-19 - wherein the operating expense of the council is Tk 18,85,000/- as shown in **Annex-D**.

(b) From the GOB funds, Tk.90.00 lac was allocated for implementing the activities of IBPC for FY 2018-19.

(c) Five associations (BCS, BASIS, ISPAB, BACCO and E-CAB) will receive the following amounts against their names for their activities in FY 2018-19:

- (I) BCS : Tk. 27 lac.
- (II) BASIS : Tk. 27 lac.
- (III) ISPAB : Tk. 27 lac
- (IV) BACCO : Tk.15 lac
- (V) E-CAB : Tk. 07 lac

Agenda 05: Nominating New 2nd Vice-Chairman of IBPC.

The meeting discussed the issue of nominating a new 2nd Vice Chairman for IBPC, as the tenure of the President of ISPAB is already over. According to clause (xiii) of the Articles of Association (AOA), 2nd Vice-Chairman of the Council would be selected from among the Presidents of three ICT associations, namely BASIS, BCS and ISPAB for tenure of one year. The meeting decided that on a rotation basis the next 2nd Vice Chairman of IBPC will be from Bangladesh Association of Software & Information Services (BASIS) .

Decision: (a) The meeting nominated Mr.Syed Alams Kabir, President of BASIS, as 2nd Vice Chairman of IBPC for a period of one year beginning from September 06, 2018.Meeting also decided that BASIS may nominate a second representative to act as the joint-signatory of IBPC in absence of the 2nd Vice Chairman.

Agenda 06: Miscellaneous:

i) **Deposit fund as FDR:**

Decision:

The issue of enhancing the FDR position of IBPC was discussed, and the meeting decided to deposit TK 3,00,000 from IBPC STD Account to FDR fund & Tk. 7,24,000 will be added into the BPC Private Fund.

ii) **Request of extending fund for BACCO from FY 2018-19:**

Decision:

Meeting discussed the request from BACCO (Bangladesh Association of Call Center & Outsourcing) about their fund extend & status update, and decided to lift their status up as a General Member of IBPC and decided that BACCO will provide subscription TK 2,25,000/- like other General Members.

iii) **Promotion issue of IBPC's staffs:**

Decision:

Meeting discussed the Promotion issue of IBPC's staffs & decided that it will be resolved as per the decision taken at 25th Coordination meeting of BPC (decision: 7/cha).

iv) **Contributory Provident fund for IBPC's staffs:**

Decision:

Meeting discussed & decided that, as per the decision of 30th Coordination meeting (decision: 7/ga) a Contributory Provident fund will be formed with 10% of contribution from the salary of the concerned staff and 10% from the BPC's Private fund.

3.0 As there were no other points of discussion, the meeting ended with vote of thanks to and from the Chair.

Sd/-

(Bijoy Bhattacharjee)

Vice-Chairman, Export Promotion Bureau

&



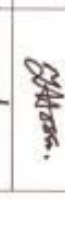




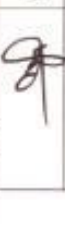

1st Vice Chairman, IBPC

Annex - A

ICT Business Promotion Council
 Ministry of Commerce
 BFIDC Building (8th Floor), 73 Mollipal Commercial Area, Dhaka-1000, Bangladesh
 Tel: 9514434-35

Attendance Sheet
31st EC Meeting of IBPC








Date: 06-09-2018
 Time: 5:00 PM.

SL No.	Name & Designation	Name of the Organization	Telephone/ Mobile	Fax & E-mail	Signature
01.					
02.	Mohammad Sahab Uddin Director	E-cab	01972744766	shipon114@gmail.com	
03.	Md. Tarazul Islam Senior Assistant Secretary	Ministry of Foreign Affairs	01722198096	tarazul.islam@mfa.gov.bd	
04.	Touhid Hossain Secretary General	BAECD	01922711000	touhid_hossain@netwid.com	
05.	Md. Salim Jaker Project 1 @ BAECO. Org. Bd	BAECO	01972122226	project1@baeco.org.bd	
06.	Md. Shauibul Islam	ISPRB	01972785795	shauibul.islam@gmail.com	
07.	Habibul Rahman	BES	01842289091	it@bes.org.bd	
08.	Torammul Uddin Sikder	BCS	01711907292	info@bes.org.bd	
09.	Bijoy K Paul	ISPADS	01712-588064	ispab1@gmail.com	
10.	METAMIAO MEHER HASSAN, GM	e-CAB	01704-172995	gm@e-cab.net	 06/09/2018

ICT Business Promotion Council
 Ministry of Commerce
 BIFDC Building (8th Floor), 73 Motilal Commercial Area, Dhaka-1000, Bangladesh
 Tel: 951434-35.

Attendance Sheet
31st EC Meeting of IBPC

Date: 06-09-2018
 Time: 5:00 PM.

SL No.	Name & Designation	Name of the Organization	Telephone/ Mobile	Fax & E-mail	Signature
11.	Moin Uddin Ahmad	ISPARB	01713062928	m@metra.net.bd	
12.	Subrata Sarkar Shuvra	ISPARB	01711593959	shuvra68@yahoo.com	
13.	Md Kamal Hossain	ISPARB	01716420077	kamal@rce.net.bd	
14.	Muaid Saeed, President	BACEO	0167866020	president@baceo.org.bd	
15.	Kazi Mahfuzul Kabana	BASIS	01849835148	program@basis.org.bd	
16.	EMRER SUBRATA SARKAR	B.C.S.	01711239525	info@bcs.org.bd	
17.	Md. Akhteruzzaman Khan	ISPARB	01711527823	—	
18.					
19.					
20.					

**ICT Business Promotion Council
Budget for the year July 2018 – June 2019**

Annex : D

Figures : In Taka

Receipt:		Items		Expenditure:									
Items	Amount	Items	Mo/Cty	Operating Cost	BASIS	BCS	ISPAB	BACCO	E-CAB	Total Expense			
Opening Bank Balance (as on 01.07.18)	345,849	Salary for (E.O & OPE)	1x2x12	1,200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200,000.00		
Balance at Private Fund Acct (as on 01.07.18)	854,839	Festival Bonus (One month salary for EO & OPE)	1x2x2	130,000.00	0.00	0.00	0.00	0.00	0.00	0.00	130,000.00		
GOB Fund	9,000,000	Honarium for Coordinator & Dy. Coordinator (BPC PFJ)	2x12	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00		
Bank Interest (expected)	20,000	Contribution for Provident fund (EO & OPE)	LS	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00		
FDR Interest	1,500,000	Training for IBPC employees	2x 2 pers	120,000.00	0.00	0.00	0.00	0.00	0.00	0.00	120,000.00		
Subscription	1,175,000	Training/ Workshop/ Capacity Building Programs	TBA	0.00	0.00	700,000.00	2,200,000.00	660,000.00	390,000.00				
Subscription Arrear (FY 2015-16)	525,000	Local Trade fair /Overseas Trade Mission/Summit	TBA	0.00	1,800,000.00	350,000.00	200,000.00	500,000.00	0.00				
		Awareness Campaign/ Motivation Program/ Programming Contest	TBA	0.00	500,000.00	420,000.00	300,000.00	0.00	0.00		10,300,000.00		
		Road Show	TBA	0.00	0.00	0.00	0.00	0.00	0.00				
		Seminar/Conference, Round table discussion	TBA	0.00	0.00	1,230,000.00	0.00	0.00	310,000.00				
		Publication (Export Directory, Video Documentary, Newsletter, Survey)	TBA	0.00	400,000.00	0.00	0.00	340,000.00	0.00				
		Audit fee	LS	15,000.00	0.00	0.00	0.00	0.00	0.00		15,000.00		
		AGM Expenses	LS	60,000.00	0.00	0.00	0.00	0.00	0.00		60,000.00		
		Bank Charge	LS	20,000.00	0.00	0.00	0.00	0.00	0.00		20,000.00		
		Miscellaneous & contingency fund	LS	60,000.00	0.00	0.00	0.00	0.00	0.00		60,000.00		
		Purchase of Office Equipment	LS	100,000.00	0.00	0.00	0.00	0.00	0.00		100,000.00		
		TA/DA, & other allowance	LS	60,000.00	0.00	0.00	0.00	0.00	0.00		60,000.00		
		Reserve Fund (at BPC PFJ)	-	0.00	0.00	0.00	0.00	0.00	0.00		724,000.00		
		Reserve Fund (at STD)	-	0.00	0.00	0.00	0.00	0.00	0.00		511,688.00		
Total:	13,420,688.00	Total :		1,885,000.00	2,700,000.00	2,700,000.00	2,700,000.00	1,500,000.00	700,000.00	13,420,688.00			