

TERMS OF REFERENCE

CHAMBER COMMITTEES



METROPOLITAN CHAMBER OF COMMERCE & INDUSTRY, DHAKA





1. CHAMBER ESTABLISHMENT COMMITTEE

The Establishment Committee is entrusted with the following tasks:

- a) Provide broad guideline to the Secretariat for carrying out management activities;
- b) Review and recommend policies related to recruitment, placement, welfare and promotion of staffs in the Secretariat;
- c) Review the pay scale of the staffs of the Secretariat proposed by the Secretary-General;
- d) Recommend the office timings, weekly working hours and any changes in office timings, when necessary;
- e) Recommend weekly holiday schedule, and Chamber's annual list of holidays;
- f) Recommend nomination of appropriate candidates from the Chamber and member organizations for attending various training courses, workshops, seminars etc. at home and abroad;
- g) Assess the proposals for civil works or any other major expenses related to the "Chamber Building", and recommend for the approval of the Board; and
- h) Any other task assigned by the Chamber Board.



2. FINANCE AND MEMBERSHIP COMMITTEE

The Finance and Membership Committee is entrusted with the following tasks:

- a) Review the annual budget, accounts, expenditure and revenue of the Chamber;
- b) Periodically review the membership criteria and recommend changes to be incorporated in the same for the approval by the Board;
- c) Review the requests for membership from different applicants, and recommend to the Board for approval, and vis-a-vis, review the request for withdrawal from membership and make appropriate recommendation to the Board;
- d) From time to time review the membership status of firms in terms of payment of annual subscriptions membership fee and suggest appropriate action to be taken by the Board;
- e) Recommend the appointment and remuneration of the auditor for approval by the Board;
- f) Recommend sanction of major expenses exceeding Tk. 3 lacs at a time (single transaction);
- g) Undertake necessary drive for increasing membership roll; and
- h) Any other task assigned by the Chamber Board.



3. COMMERCIAL LEGISLATIONS COMMITTEE

The Commercial Legislations Committee is entrusted with the following:

- a) Review and analyse rules, laws, bye-laws, related to trade, commerce and industry gazetted by regulatory authorities such as Securities and Exchange Commission, Bangladesh Bank, Bangladesh Energy Regulatory Commission, Bangladesh Standards Testing Institute, Registrar of Joint Stock Companies & Firms, Ministry of Commerce, Ministry of Labor and Employment, Bangladesh Tariff Commission, National Board of Revenue and or any other agency as and when necessary;
- b) Review the effectiveness of Pre-Shipment Inspection (PSI) requirements and rules;
- c) Review the various corporate laws and practices in the country and abroad, and make appropriate recommendations to the relevant authority for improvement;
- d) Identify and interpret the implication of various trade related legislations and practices;
- e) Critically review the legal issues affecting the trade, commerce, and investment, and sensitize the members of any changes in the commercial legislations of the country, and initiate policy advocacy and awareness programme; and
- f) Any other task assigned by the Chamber Board.



4. TARIFF & TAXATION COMMITTEE

The Tariff & Taxation Committee is entrusted with the following activities:

- i. Prepare the Chamber's proposals for the National Budget every year, submit this to the relevant authorities of the Government and review the same after promulgation;
- ii. Review legislations and practices relating to duties, tariffs and taxes, such as Income Tax, Advance Income Tax, Value Added Tax, Customs Duties, Supplementary Duties and Excise Duties;
- iii. Identify tariff anomalies between imported finished products SKD and CKD products and make appropriate recommendations to the authorities for adjustments;
- iv. Review the existing systems of tax collection and the authorities of tax officials at different tiers and make recommendations towards a more business-friendly fiscal environment;
- v. Review existing fiscal incentives offered to local industries and make suitable recommendations to policy makers;
- vi. Suggest appropriate measures to improve Tax-GDP ratio;
- vii. Review and assess the discretionary powers of the tax officials and recommend corrective measures;
- viii. Deal with any other matters related to Tariffs and Taxation, and
- ix. Deal with any other Tariff or Taxation related task assigned to it by the Chamber Board.



5. INFRASTRUCTURE COMMITTEE

The Infrastructure Committee is entrusted to perform the following tasks:

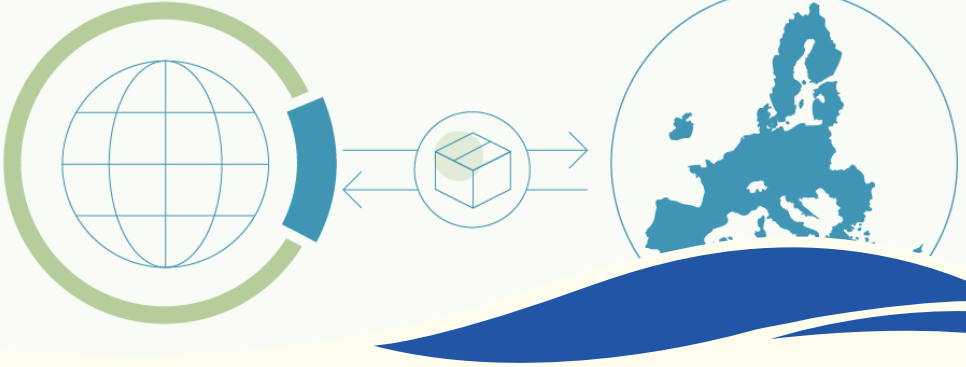
- a) Deal with the specific and relevant issues arising from infrastructure and services comprising of road transport, railway, shipping, freight forwarding, customs inspection, port services, power, gas, and utilities issues affecting the business community;
- b) Review the price level of various utility services of electricity and gas, and propose appropriate recommendations;
- c) Initiate research work on the impact of various issues on the cost of doing business, productivity, and overall business climate in the context of trade related infrastructure and trade facilitation services;
- d) Review and compare similar issues in the neighboring countries, and the regional and international best practices, and take part in policy advocacy, and awareness campaign accordingly;
- e) Review the performance and quality of services, including the customs inspection system rendered at sea ports, airports, and landports, e.g., Chittagong and Mongla Ports, Dhaka Airport, ICD at Chittagong, Benaploe, etc.;
- f) Assess the country's situation on physical infrastructure, power and gas, and other utility services, and recommend appropriate policy measures; and
- g) Any other task assigned by the Chamber Board.



6. EXPORT COMMITTEE

The Export Committee is entrusted to perform the following activities:

- a) Deal with the relevant issues for promotion, development and diversification of exports, and attain competitive;
- b) Periodically review the Export Policy and examine its implementation and suggest changes;
- c) Assess and recommend participation in various national, international and regional trade fairs, and trade delegations;
- d) Cooperate with the relevant authorities of the Government, such as, Export Promotion Bureau, the Ministry of Commerce, Bangladesh Tariff Commission, the Ministry of Industries, etc. in developing the appropriate strategies and policies for export promotion and development;
- e) Periodically review the 'Thrust Sectors' and 'Potential Sectors' for exports as identified by the Government and make appropriate recommendations for necessary policy and other support;
- f) Initiate research and studies on the export performance and potentials of Bangladeshi products and services;
- g) Review the various fiscal, monetary and other incentives provided by the Government for different export oriented industrial sectors, and make appropriate recommendations;
- h) Identity new destination for export and suggest measures for market penetration; and
- i) Any other task assigned by the Chamber Board.



7. INTERNATIONAL RELATIONS, TRADE & FAIR COMMITTEE

The International Relations, Trade & Fair Committee is entrusted with the following activities:

- a) Formulate policy guidelines for the Chamber in maintaining business relationships with regional and international trade bodies and organizations;
- b) Maintain liaison and cooperation with foreign missions and development partners in Bangladesh, Bangladesh missions abroad, regional and international trade bodies;
- c) Assess and approve exchange programs and visits to foreign organizations, and cooperate and accommodate the requests of foreign embassies and organizations to receive foreign guests and trade delegations;
- d) Activate the MOUs already signed by our Chamber with other trade bodies abroad and resume communication;
- e) Assess the impact of the Import Policy on domestic industries and employment, and recommend changes for improvement;
- f) Cooperate with the Export Promotion Bureau, Bangladesh Tariff Commission, and other relevant Government agencies in policy making to promote trade and import substitute industries in the country;
- g) Recommend participation in trade fairs beneficial for the country;
- h) Assess the Government's various policies related to trade and makes appropriate policy recommendations conducive to more favorable trading terms with the partners, and
- i) Any other task assigned by the Chamber Board.



8. INVESTMENT COMMITTEE

The Investment Committee is entrusted with the following activities:

- a) Review and monitor the domestic and foreign investment situation, including the inflow of Foreign Direct Investment on a regular basis, and recommend appropriate strategies for improvement;
- b) Actively participate in national level policy making and formulate appropriate recommendations for the relevant authorities to promote domestic and foreign investment in different sectors, including the infrastructure, while upholding the issues of national interest;
- c) Review and monitor the existing incentives for encouraging domestic savings and investments in terms of capital, technology, and experts, and initiate social dialogue with stakeholders to promote attractive business climate to the domestic and foreign investors;
- d) Periodically review the impact of existing high bank interest rate and other limitations to access to credit prevailing in the country, and make appropriate recommendations to the relevant authorities;
- e) Work with the government and other agencies for image building – “Bangladesh a potential destination for investment”; and
- f) Any other task assigned by the Chamber Board.



9. INDUSTRY COMMITTEE

The Industry Committee is entrusted with the following:

- a) Review and assess the implications of the national level Industrial Policy of the country with a view to upholding the interest of the business community, and participate in policy making, representing the private sector;
- b) Promote innovative national strategies such as Public Private Partnership (PPP), and critically appraise the Government's Privatization Policy of State-Owned-Enterprises to promote private sector development;
- c) Assess the issues arising from industrial productivity, industrial relations, employment situation, skills and TVET, etc., and take appropriate measures;
- d) Deal with the issues arising from relevant Labor Laws of the country directly affecting the industrial growth and productivity;
- e) Formulate strategies in developing the human resources in terms of education, technical skills, and employability in line with the needs of the industrial sectors;
- f) Actively participate and represent the interest of the private sector in various national fora for economic, industrial and entrepreneurial development;
- g) Initiate policy advocacy on diverse economic and investment issues such as, favorable bank interest rates, easy access to credit, opening up investment opportunities in foreign countries by allowing easy fund transfer, etc.; and
- h) Any other task assigned by the Chamber Board.



10. FTA & WTO COMMITTEE

The FTA & WTO Committee is entrusted with the following tasks:

- a) Actively participate in dealing with various WTO issues, and other bi-lateral and multi-lateral free trade agreements (FTAs) in cooperation with other trade bodies, government agencies, and civil society organizations;
- b) Review the ongoing negotiations on various Agreements under WTO, particularly the NAMA, Services, TRIPS, TRIMS, SPS, and Aid for Trade, and participate at national level strategy formulations on these issues;
- c) Review and comment on the ongoing negotiations on various Framework Agreements under BIMSTEC, SAFTA, TIFA, TPS-OIC, D-8, etc. for different regional and bilateral trade agreements;
- d) Actively support the position of Bangladesh as a LDC, and the cause of LDCs for preferential trade agreements under multi-regional, and bi-lateral trading systems; and
- e) Cooperate with National Enquiry Point and Notification Authority on SPS, TBT, and other WTO issues;
- f) Deal with all other WTO related issues such as Trade facilitation, Trade in services, Rules and other issues connected to DFQF, GSP facilities etc; and
- g) Any other task assigned by the Chamber Board.



11. ICT AND TELECOMMUNICATION COMMITTEE

The ICT Committee is entrusted with the following activities:

- a) Actively participate in national level initiatives to promote and expand the use of ICT;
- b) Review Government's policies to encourage and accommodate use of ICT and make appropriate policy recommendations, particularly in regard to delivery of public services;
- c) Contribute and encourage the capacity building process of the country's youth in securing a favorable position in the global value chain of ICT industry;
- d) Lead the advocacy in favor of developing the required ICT infrastructure of the country, i.e., high speed connectivity network, bandwidth spectrum, and so forth;
- e) Promote ICT related business environment, such as, IT security, payment systems, e-commerce platforms, etc.; and
- f) Any other task assigned by the Chamber Board.



12. ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) AND CLIMATE CHANGE COMMITTEE

The Environment & Climate Changes Committee is entrusted with the following tasks:

- a) Review and assess the Government's various environmental legislations on the possible impact on industrial productivity, cost of doing business, investment, and employment situation and recommends appropriate policy measures;
- b) Actively support the Chamber's initiatives to promote the environmentally responsible business practices;
- c) Undertake necessary awareness building programmes against environmental pollution among the member-firms;
- d) Support the national level initiatives for climate change mitigation and related activities in the international fora; and
- e) Any other task assigned by the Chamber Board.

CORPORATE GOVERNANCE

practices creditors
responsibilities
regulatory market
policies managers
corporations attempts
environment directors
shareholders
auditors **Governance**
directed social monitoring corporate
processes
stakehold
rights mech
controlled



13. CORPORATE GOVERNANCE AND CSR COMMITTEE

The Corporate Governance and CSR Committee is entrusted with the following activities:

- a) Actively participate in national level initiatives to promote corporate governance and CRS issues;
- b) Initiate, implement, and monitor Chamber's own CSR activities;
- c) Review Government's policies to encourage and accommodate corporate governance and CRS activities, and make appropriate policy recommendations;
- d) Cooperate with other trade bodies and civil society organizations to promote good governance and social responsibility at the enterprise level, and support the activities conducive to socially responsible business practices; and
- e) Any other task assigned by the Chamber Board.