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## Forum for Protection of Public Interest (Pro Public) Communication, Knowledge Management and Sharing Guideline *SP*

### Purpose

The purpose of this policy is to promote communication system, knowledge management and sharing system and also to facilitate in making smooth and economy communication in an effective way. Pro Public prefers to use e-mail for inside and out of station correspondence to reduce the communication costs. Telephones can be used for local calls and in emergency for national & international long distance calls. In order to manage the time and reduce the cost of conducting meeting of the board members meeting through email, zoom, will be considered as the valid as required.

- 1. Us of Email/Zoom/Google Meet for Meeting:** Time is very precious for all. In order to facilitate the various levels, i.e, board, partner, project team and so forth, email, zoom and Google Meet call will be used and promoted. The agenda of the meeting will be circulated through email by the responsible person and others are requested to provide their inputs in purposed agendas. A Zoom/Google Meet will be arranged to discuss the agendas face to face. The discussion made via Zoom/Google Meet will be recorded and minute will be prepared and signed by the participating members in such meeting.
- 2. External Communication:** Any communication regarding policy of Pro Public, its activities and respond to national and international actions are made by either Chairperson or General Secretary of Pro Public or person appointed as spoke person by the Board. Similarly, any letter to government officials and international community should be approved by the Executive Director Pro Public before sending it to them.
- 3. Knowledge management and sharing system:** Knowledge is considered as a significant organizational resource. It is principle source of value creation and sustainable competitive advantage of any organization. The objective of Knowledge Management system is to support construction, sharing and application of knowledge in organizations. In order to manage knowledge it is important to have robust sharing system in any organization. Information technology plays a vital role in managing and sharing the knowledge. Pro Public requires all its staff members to share all knowledge gained either by field visit and attending training/workshop or any seminar so it can be properly transferred, storage and applied by the organization. Any staff having learned or receiving information must send a brief report and circulate to all the professional staff for their record and knowledge. All the legal documents and policies of organizations, project proposal, project reports, research reports, evaluation reports and documents related to the project implementation are stored in

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hard disk that is facilitated by Executive Director and also upload in the website for the public use as required. The staff members after attending short term or long term training required to organize a sharing meeting in order to share and manage the knowledge within two weeks of his/her participation along with submission of a written report.

#### 4. Use of telephone

Pro Public provides the following guidelines to its telephone/mobile users.

- a. Telephone/mobile users are requested to keep their conversations short in order to keep the cost down and to keep the lines open for other people in and outside the office that need to use the telephone mobile.
- b. In general, employees should avoid using official telephone/mobile for non-official calls and are encouraged to minimize the outgoing call outside the office. However, the non-official calls will be billed to employees at prevailing rates. To keep track of such calls, a record sheet is provided to each employee working in the office in order to make it easier to remember to record the long distance calls. All long distance calls should be recorded on the sheet along with all required information and submit to the finance division each month.
- c. In order to minimize communication costs as much as possible, email should be used rather than fax or direct long distance calls.
- d. Copies of all in-coming and out-going official communications (letters sent or received) should be filed. The employees sending/receiving important e-mails should be responsible to print and file such e-mails. A copy should go in the central file system.
- e. Regarding international phone calls, the need for the official call should be discussed verbally with the Executive Director, unless exceptional circumstances make this impractical.

#### Policy Records

Approved from the Annual General Meeting Held on October 28, 2016

First Revision by the Executive Committee Meeting Held on February 13, 2022

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