







**Dhaka Chamber of Commerce and Industry**  
**65-66, Motijheel Commercial Area, Dhaka-1000**


**Memorandum**

In supersession of the Standing Committee constituted earlier, the authority of Dhaka Chamber of Commerce and Industry is pleased to reconstitute **Standing Committee on ICT & Telecom Standing Committee 2019** as hereunder:

<b><u>COORDINATING DIRECTOR</u></b>	
<p style="text-align: center;">Mr. Andaleeb Hasan            Director, DCCI            Director, North Bengal Cycle Industries Ltd.            Hasan Court, 23/1 Motijheel C/A, Dhaka-1000            Ph: 9550539, 9554491, 01680-960006            Fax: 9561830, E-mail: allied@bangla.net            Business: Import, Export, Manufacturing: Bicycle Parts &amp;            Components, Light Engineering, Manufacturing: Bicycle Parts</p>	

<b>CONVENOR</b>	<b>JOINT CONVENOR</b>	
 Mr. Syed Mamnun Quader Managing Director M/s. Southtech Limited Dhaka Square (4th & 5th floor), House No.01, Road-13, Sector-01, Uttara, Ph:58951905, 58951809, 58954170, 58956331, 01819224701 58954251 syed.quader@southtechlimited.com	 Mr. Zubair B. A. Siddiky Mg. Director M/s. Foodpanda Bangladesh limited 8 Shaheed Sangbadik Selina Parvin Sarak, Gulfesa Plaza, Suite-10, 11th Floor, Dhaka Ph: 01730-069683 z.siddiky@foodpanda.com.bd	 Mr. S. M. Golam Faruk Alamgir Mg. Director BDCOM Online Ltd. Rang Nilu Square (5th Floor), House-75, Road-5/A, Dhanmondi, Satmasjid Road Dhaka-1209, 01713331474, arman@office.bdcom.com

**Members**

Sl.	Photo	Members of the Committee	Role
1.		Mr. Riyadh Hossain Immediate Former Vice President, DCCI Mg. Director, R.H. International 10, A.C. Roy Road, Dhaka-1100 Ph: 7315866, 01711-533946 E-mail: <a href="mailto:hossainriyadh@hotmail.com">hossainriyadh@hotmail.com</a> , mail.riyadhossain@gmail.com Business: Export, Import	Member

Sl.	Photo	Members of the Committee	Role
2.		Mr. Azharul Huq Chowdhury COO, BRACNet Limited Axis Delvistaa (Level-3), 7/1 Aurangajeb Road, Block-A, Mhammadpur Housing Estate,Dhaka-1207 Ph: 9893333, 01613009855 E-mail: zahir.ahmed@bracmail.net Business: Internet Serivce, IT	Member
3.		Mr. Gazi Alim Al Razy Manager, Servic Engine Limited 8 Abbas Garden, Mohakhali, Dhaka-1206 Ph: 9606221106,9606221100 E-mail: akram@sebp.com Business: ICT, Export, Import	Member
4.		Mr. Kamrul Hasan Tuhin Mg. Director, I Q International 26/1-26/2, Dr. Kudrat-E-Khuda Road, Shop-7/30 (7th Floor), Eastern Mollika, Dhaka-1205 Ph: 9663698, 01819-261277 Fax: 9663641 E-mail: tuhin@iqinternationalbd.com, tuhinkhn@gmail.com Business: Import, Export	Member
5.		Mr. M.A. Mannan Mg. Director, Beta Bangladesh Ltd. Sheltech Ameena, Flat-2B, House-71, Road-15/A, Dhanmondi R/A, Dhaka-1209 Ph: 9671563, 9665942, 01199-806786, 01619-806786 E-mail: betabangla@yahoo.com Business: Consultancy, Import, Export	Member
6.		Mr. Md. Ashif Imran Rana CEO (Acting), Mother Telecommunication Flat:4F/2, House-02, Road-17, Block-C, Banani, Dhaka-1213 Ph: 9821404, 01727-796798, Fax: 9821405 E-mail: ceo@mothertelbd.com Business: Import, Telecommunication	Member
7.		Mr. Salman Bin Rashid Shah Sayem CEO, Flight Expert 90/1 Motijheel C/A, City Center, Level No. 25-B1, Dhaka-1000 Ph: 9585640-44 Fax: 9556423 E-mail: salman@flightexpertbd.com Business: Travel Agency	Member

### **TERMS OF REFERENCE**

To deal with all the matters and issues relating to pertaining to telecommunications, ICT Software & ITES and Intellectual Property Rights (IPR) sector. Work as an extended arm for private sector development and keep the Board informed.

To identify the problems and constraints in respect of telecommunications, ICT Software & ITES and Intellectual Property Rights (IPR) sector and take up necessary action with Government and other relevant bodies for their timely and expeditious solution in line with the vision and mission of DCCI.

To coordinate with the Board, Members and different Ministries, Departments, Autonomous bodies, Civil Society, Academia, Development Partner and other relevant organization for formulation of appropriate policy and Industry position paper on development of telecommunications, ICT Software & ITES and Intellectual Property Rights (IPR) sector. Committee may take necessary measures for conducting sectoral study & research and facilitate appropriate support in line with the vision and mission of DCCI for ensuring that these sectors can meet the growing demand of the private sector in an effective manner.

Committee also conduct a sector assessment and provide recommendation to the DCCI board which may communicate to the relevant government agencies. To suggest revision of existing laws, rules and regulations on telecommunications, ICT Software & ITES and Intellectual Property Rights (IPR) sector.

Committee also coordinate with respective associations of these subsectors and taking necessary support and action. To explore the possibility of expanding collaboration with those association for the betterment of these sectors. Organize dialogue and discussion to create consensus among the stakeholders in respect to different polices and regulations.

To assess the information needs of the members of the DCCI and assist them in having access to such information making optimum use of respective sectors which is under the preview of the committee. Committee also provide necessary support and recommendation to the board for taking appropriate action in order to use digital technology for effectiveness of Secretariat of DCCI.

To perform any other task that may be assigned by the Board of Directors / President.

#### **MEETINGS:**

Convenor of the Committee shall call upon and chair the meeting. In the absence of the Convenor the Joint Convenor shall call upon to convene the meetings in consultation with the Coordinating Director and the agenda of such meetings must be approved by the President.

#### **ROLES AND RESPONSIBILITIES OF COORDINATING DIRECTOR, CONVENOR, JOINT CONVENORS:**

- (a) Convenor will Chair the meetings and will be assisted by the Joint Convenors.
- (b) Coordinating Director shall support the Committee and be present as an Observer.
- (c) Coordinating Director will report to the Board of any lapse in the performance of committee in terms of TOR and Action Plan. Coordinating Director will also present the recommendation to the Board of Directors of the outcome of the Standing Committee meetings and play the role of liaison between the committee and the Board.
- (d) Joint Convenors shall preside over and conduct all meetings in absence of the Convenor.

#### **QUORUM:**

The presence of **3 (Three) members in** the meeting shall form the quorum.

## **CO-OPTION:**

For better functioning of the Standing Committee, if any co-option is necessary, the Coordinating Director shall bring such case to the notice of the President for necessary action subject to a request made by the Convenor of the Committee.

## **Terms and Conditions:**

1. The Standing Committee shall submit its suggestions / recommendations to the Board of Directors for approval.
2. Besides the nominated members, all members of the Board of Directors are entitled to attend meetings of the Standing Committee. DCCI Secretariat shall ensure sending notices of the meeting to the Directors.
3. Members remaining absent in 3 (three) consecutive meetings of the Committee without prior notice shall be deemed to have vacated their membership of the Standing Committee. And immediately, the vacancy will be fulfilled by adding new members subject to required validation and due process followed by DCCI Secretariat.
4. The term of office of the Standing Committee shall be one year, if not otherwise decided by the Board of Directors.
5. The Standing Committee shall convene at least 4 (Four) regular meetings in a year (excluding emergency meetings and meetings on policy issues). One meeting in one quarter will be requested to be held for improved effectiveness of the committee.
6. The Standing Committee can form sub-committee for improved performance and effectiveness, such sub-committees will only report to the respective Standing Committee and can be dissolved as and when required by the Convenor and such sub-committees can only be headed by the Joint Convenors.
7. The Standing Committee will be requested to submit the Budget related recommendation by 30<sup>th</sup> January, 2018. The maximum number of recommendation will be limited to five (5) and will be backed by proper justification and reasoning.
8. The Committee Action Plan (CAP) will need to be submitted by the Convenor and Joint Convenors. The CAP format will be given by the Secretariat.
9. The Standing Committee will be evaluated at the end of the term. The evaluation will be conducted under certain performance criteria set by the DCCI Standing Committee Evaluation Committee and also the CAP performances.
10. The Standing Committee must submit their report on its activities within 15th November, 2018 in order to incorporate the same in the Annual Report, failing which the Standing Committee's report will not be included in the Annual Report.