



Secretariat
Bay of Bengal Initiative for Multi-Sectoral
Technical and Economic Cooperation (BIMSTEC)

URGENT

BIMSTEC/SEC/08/07-2020/460

The Secretariat of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) in Dhaka presents its compliments to the Ministries of External Affairs/Foreign Affairs/Foreign Ministry of the BIMSTEC Member States and has the honour to refer to the **Fourth Meeting of the BIMSTEC Permanent Working Committee (BPWC)**, which was held virtually in **Colombo, Sri Lanka** on **31 August 2020**.

The Secretariat is pleased to forward herewith the **Report of the 4th Meeting of the BPWC** [BIMSTEC/BPWC/04/2020/10] along with the following annexure:

- i. List of Participants as **Annex-I**;
- ii. Agenda as **Annex-II**;
- iii. Revised draft Organogram of the BIMSTEC Secretariat as **Annex-III**;
- iv. Estimated Budget for BIMSTEC Secretariat for the Fiscal Year 2020 as **Annex-IV**;
- v. Finalized Draft BIMSTEC Procurement Procedures (BPP) as **Annex-V**;
- vi. Revised text of the Administrative and Disciplinary Rules for the General Services Staff of the BIMSTEC Secretariat as **Annex-VI** and
- vii. Draft Annotated Provisional Agenda of the 21st Session of the BIMSTEC Senior Officials' Meeting (SOM) as **Annex-VII**.

It may be mentioned that the Twenty First Session of the BIMSTEC SOM held virtually in Colombo, Sri Lanka on 02 September 2020, considered and endorsed the Report of the 4th Meeting of the BPWC and its recommendations contained therein.

The Secretariat of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) in Dhaka avails itself of this opportunity to renew to the Ministries of External Affairs/Foreign Affairs/Foreign Ministry of the BIMSTEC Member States the assurances of its highest consideration.



Dhaka, 03 September 2020

Ministries of External Affairs/Foreign Affairs/Foreign Ministry of the BIMSTEC Member States [Kind attention: National Focal Points of the BIMSTEC]

Copy for kind information and necessary action to:

Diplomatic Missions of the BIMSTEC Member States in Dhaka

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SECRETARIAT
BAY OF BENGAL INITIATIVE FOR MULTI-SECTORAL
TECHNICAL AND ECONOMIC COOPERATION
DHAKA

Fourth Meeting of the BIMSTEC Permanent Working Committee [Virtual]
31 August 2020
Colombo, Sri Lanka

Report of the Fourth Meeting of the BIMSTEC Permanent Working Committee

Agenda Item 01: Opening of the Meeting

01. The Fourth Meeting of the BIMSTEC Permanent Working Committee (BPWC) was held virtually in Colombo, Sri Lanka on 31 August 2020.

02. Delegations from the People's Republic of Bangladesh, the Kingdom of Bhutan, the Republic of India, the Republic of the Union of Myanmar, Nepal, the Democratic Socialist Republic of Sri Lanka and the Kingdom of Thailand participated in the Meeting. The list of the participants is at **Annex I**.

03. Ambassador M Shahidul Islam, Secretary General of BIMSTEC warmly welcomed all the Delegations to the Meeting and delivered the Inaugural Remarks. In his Remarks, he expressed heartfelt gratitude to the Government of the Democratic Socialist Republic of Sri Lanka for hosting the Fourth Meeting of the BPWC. He also thanked all other Member States for their continuous interest in BIMSTEC process and participation in this important Meeting and expressed hope that the Meeting would be able to deliberate on some important institutional issues of the Organization. The Secretary General assured the Meeting of Secretariat's full support in the deliberations.

Agenda Item 02: Election of the Chairperson

04. As per the approved Terms of Reference of the BPWC, Ambassador P.M. Amza, Additional Secretary (Economic Affairs), Foreign Ministry of Sri Lanka and the Head of Delegation of the Chair country of BIMSTEC, was elected as the chair of the 4th BPWC Meeting. Upon assumption, the Chair thanked all the delegates for their participation in the Meeting and briefed the delegates on the meeting etiquettes and guidelines pertaining to the Meeting as this is the first virtual Meeting being conducted by BIMSTEC.

Agenda Item 03: Adoption of the Agenda

05. The Meeting decided to drop the agenda item 13 from the draft Provisional Agenda and adopted the Agenda as amended, which is at **Annex II**.

Agenda Item 04: Item-wise review of the action taken on the decisions of the Third Meeting of the BIMSTEC Permanent Working Committee (BPWC) held in Colombo, Sri Lanka on 01-02 March 2020

06. The Meeting took note of the progress on the decisions of the 3rd Meeting of BPWC as contained in the Secretariat's Document Number **BIMSTEC/BPWC/04/2020/02**.

Agenda Item 05: Discussion on the appointment of the next Secretary General of BIMSTEC

07. The Meeting considered the Note by the Secretariat as contained in the Secretariat's **Document Number BIMSTEC/BPWC/04/2020/09/Rev.1**. After deliberation, the Meeting welcomed the nomination of H.E. Mr. Tenzin Lekphell from Bhutan for the position of the next Secretary General of BIMSTEC and recommended the nomination to the 21st Session of the BIMSTEC SOM for consideration. The Meeting also appreciated Ambassador Sumith Nakandala, First Secretary General; and Ambassador M Shahidul Islam, incumbent Secretary General of BIMSTEC for their remarkable contributions to the BIMSTEC process.

Agenda Item 06: Discussion on the retention/termination of the official residence of the Secretary General of BIMSTEC

08. The Meeting decided to retain the existing official residence of the Secretary General of BIMSTEC.

Agenda Item 07: Discussion on the Organogram of the BIMSTEC Secretariat

09. The Meeting considered the Note by the Secretariat as contained in the Secretariat's **Document Number BIMSTEC/BPWC/04/2020/03**. After extensive deliberation, the Meeting agreed to recommend the revised draft Organogram of the BIMSTEC Secretariat, which is at **Annex III**, to the 21st Session of the BIMSTEC SOM for endorsement with the following conditions:

- i. The Secretariat will circulate the Key Performance Indicator (KPI) of the General Services Staff (GSS) under category I-IV for consideration of the Member States;
- ii. The existing General Services Staff (GSS) under category V will be retained and the additional proposed four posts under GSS V category will be outsourced/hired on contractual basis from the Service Providers.

Agenda Item 08: Finalization of the Secretariat's provisionally approved estimated budget for FY 2020

10. The Meeting considered the Note by the Secretariat as contained in the Secretariat's **Document Number BIMSTEC/BPWC/04/2020/04** and recommended the reduced estimated budget of US\$1,480,920.00 for FY-2020 as **Annex IV** to the 21st Session of the BIMSTEC SOM for endorsement with the understanding that overpayments made by any Member State will be adjusted with the budget for FY-2021. The Meeting further decided that the Secretariat will circulate a statement showing the surplus amount of each Member State paid to the budget of FY 2020.

Agenda Item 09: Discussion on the Procurement Procedure of the Secretariat

11. The Meeting considered the Note by the Secretariat as contained in the Secretariat's **Document Number BIMSTEC/BPWC/04/2020/05**. After deliberations, the Meeting finalized the draft text of the BIMSTEC Procurement Procedure (BPP), which is at **Annex V**, for submission to the 21st Session of the BIMSTEC SOM for endorsement.

Agenda Item 10: Discussion on the Administrative and Disciplinary Rules of the Secretariat

12. The Meeting considered the Note by the Secretariat as contained in the Secretariat's **Document Number BIMSTEC/BPWC/04/2020/06**. After deliberations, the Meeting decided that the Secretariat will re-circulate the revised draft Administrative and Disciplinary Rules of the Secretariat reflecting comments/views of the Member States, which is at **Annex VI**. The Meeting also decided that the Member States will convey their comments within 02 (two) months.

Agenda Item 11: Status of the Provident Fund for General Services Staff (GSS II-V) of the Secretariat

13. The Meeting considered the Note by the Secretariat as contained in the Secretariat's **Document Number BIMSTEC/BPWC/04/2020/07/Rev.1** and recommended the following to the 21st Session of the BIMSTEC SOM for endorsement:

The Provident Fund be granted as per the following to the Secretariat's locally recruited staff under GSS II-V:

Category	Individual contribution	Secretariat contribution
GSS II-V (3 or more years of service)	10% of basic	10% of basic

Agenda Item 12: Discussion on the convening/hosting of the BIMSTEC Meetings virtually

14. Considering the uncertainty caused by the COVID-19, the Meeting felt the necessity of holding the Meetings of BIMSTEC mechanisms *virtually* as and when possible with a view to taking BIMSTEC agenda forward. After elaborate discussion, the Meeting recommended the following for consideration of the 21st SOM:

- i. Technical/Expert/Working/Senior Officials' Level Meetings may be held virtually as and when necessary; and
- ii. The Ministerial Meeting and the Summit should preferably be held by physical presence unless otherwise decided by the Member States.

Agenda Item 13: Discussion and finalization of the draft Provisional Agenda of the Twenty-First Session of the BIMSTEC Senior Officials' Meeting (SOM)

15. The Meeting considered the draft Annotated Provisional Agenda of the 21st Session of the BIMSTEC SOM as contained in the Secretariat's Document Number **BIMSTEC/SOM/21/2020/01/Rev.3**. After deliberations, the Meeting recommended to drop the Item 07 of the draft Agenda of the 21st SOM. The revised draft Annotated Provisional Agenda of the 21st Session of the BIMSTEC SOM is at **Annex VII**.

Agenda Item 14: Any Other Matters

16. Under this agenda item, the Delegation of Myanmar requested the remaining Member States to convey their comments/observations on the BIMSTEC Annual Drug Report 2019 to facilitate its publication as scheduled.

Agenda Item 15: Date and Venue of the Fifth Meeting of the BIMSTEC Permanent Working Committee

17. As the BPWC meetings are hosted by the Chair country, the Meeting decided that the next Chair of BIMSTEC *i.e.* Thailand will host the Fifth Meeting of the BPWC. The date and venue of the Meeting will be communicated through the Secretariat in due course.

Agenda Item 16: Consideration and Adoption of the Report of the Fourth Meeting of the BIMSTEC Permanent Working Committee

18. The Meeting considered and adopted the Report of the Fourth Meeting of the BIMSTEC Permanent Working Committee for submission to the 21st Session of the BIMSTEC Senior Officials' Meeting (SOM) for approval.

Agenda Item 17: Closing of the Meeting

19. The Meeting expressed deep appreciation to the Democratic Socialist Republic of Sri Lanka for holding the 4th BPWC Meeting during pandemic and for the excellent arrangement made for the Meeting. The Chair thanked the delegates for their active participation and valuable contributions for successful conclusion of the Meeting. The Delegates appreciated the Chair for steering the Meeting effectively and efficiently.

20. The Meeting also expressed its sincere thanks to the Secretary General and the Secretariat for their hard work and contribution in facilitating the Meeting.



**SECRETARIAT
BAY OF BENGAL INITIATIVE FOR MULTI-SECTORAL
TECHNICAL AND ECONOMIC COOPERATION
DHAKA**

**Fourth Meeting of the BIMSTEC Permanent Working Committee (BPWC)
31 August 2020
Colombo, Sri Lanka**

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**SECRETARIAT
BAY OF BENGAL INITIATIVE FOR MULTI-SECTORAL
TECHNICAL AND ECONOMIC COOPERATION
DHAKA**

Fourth Meeting of the BIMSTEC Permanent Working Committee [Virtual]

31 August 2020

Colombo, Sri Lanka

Agenda¹

ORGANIZATIONAL AND PROCEDURAL MATTERS

01. Opening of the Meeting
02. Election of the Chairperson
03. Adoption of the Agenda

PROGRESS ON THE DECISIONS OF THE 03RD BPWC MEETING

04. Item-wise review of the action taken on the decisions of the Third Meeting of the BIMSTEC Permanent Working Committee (BPWC) held in Colombo, Sri Lanka on 01-02 March 2020

ADMINISTRATIVE AND FINANCIAL ISSUES

05. Discussion on the appointment of the next Secretary General of BIMSTEC
06. Discussion on the retention/termination of the official residence of the Secretary General of BIMSTEC
07. Discussion on the Organogram of the BIMSTEC Secretariat
08. Finalization of the Secretariat's provisionally approved estimated budget for FY 2020
09. Discussion on the Procurement Procedure of the Secretariat
10. Discussion on the Administrative and Disciplinary Rules of the Secretariat
11. Status on the Provident Fund for General Services Staff (GSS II-V) of the Secretariat

¹As amended and adopted by the 4th Meeting of the BPWC

12. Discussion on the convening/hosting of the BIMSTEC Meetings virtually

PREPARATION OF THE 21ST SESSION OF THE SENIOR OFFICIALS' MEETING

13. Discussion and finalization of the draft Provisional Agenda of the Twenty-First Session of the BIMSTEC Senior Officials' Meeting (SOM)

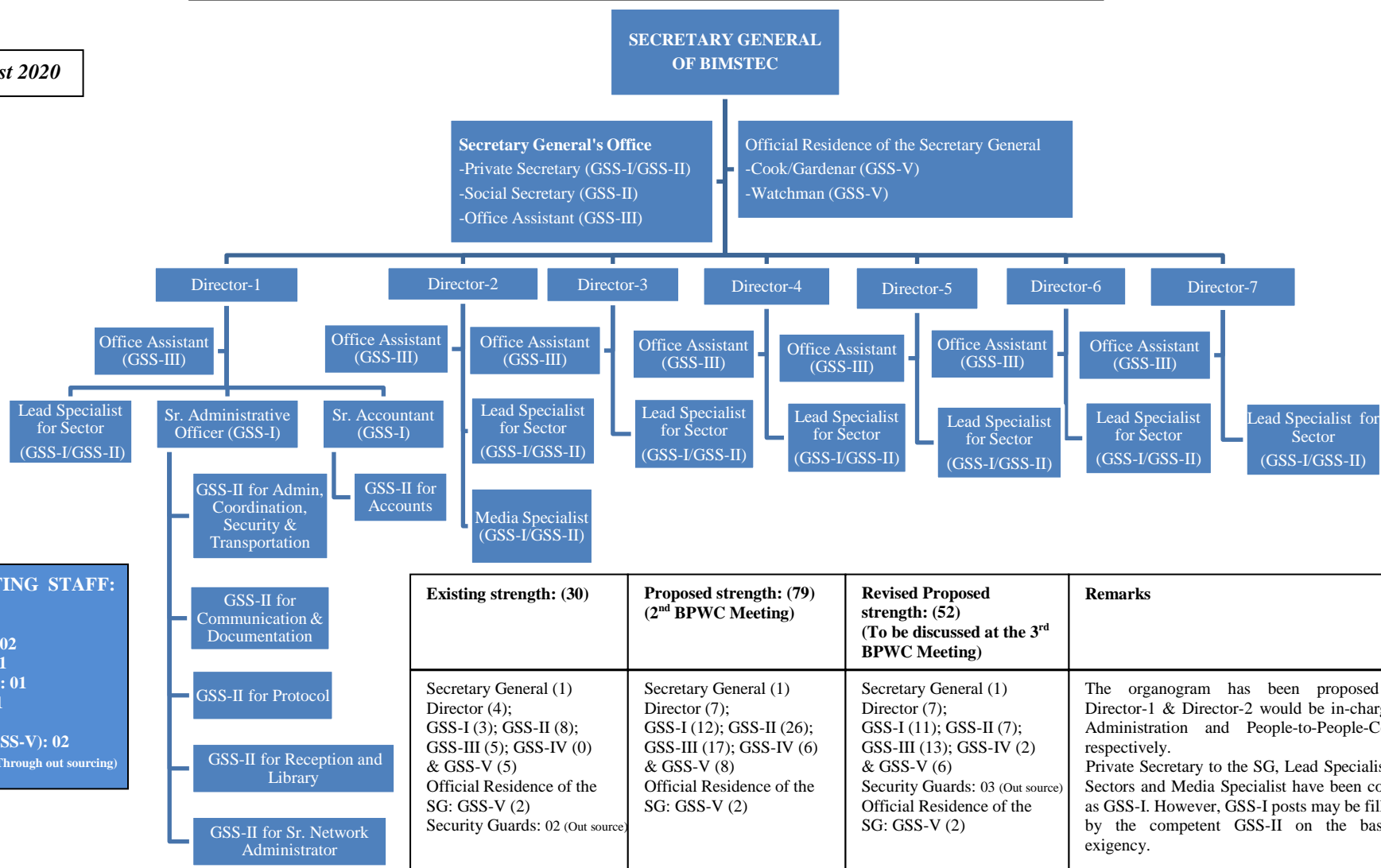
OTHER MATTERS

14. Any Other Matters
15. Date and Venue of the Fifth Meeting of the BIMSTEC Permanent Working Committee
16. Consideration and Adoption of the Report of the Fourth Meeting of the BIMSTEC Permanent Working Committee
17. Closing of the Meeting

REVISED DRAFT ORGANOGRAM OF THE BIMSTEC SECRETARIAT

Annex-III

As of 31 August 2020



OTHER SUPPORTING STAFF:

Drivers (GSS-III): 05
 Messenger (GSS-IV): 02
 Caretaker (GSS-V): 01
 Housekeeper (GSS-V): 01
 Gardener (GSS-V): 01
 Cook: 01
 Cleaners/Sweepers (GSS-V): 02
 Security Guards: 03 (Through out sourcing)

Breakdown of the General Services Staff Categories (GSS I-V):

GSS-I: Lead Specialists, Private Secretaries, Senior Administrative Officer, Senior Accountant, Senior Computer Programmer and Media Specialist;
GSS-II: Social Secretary/Executive Assistants to the Secretary General, Accounts Assistants, Network Administrators, Communication Assistants, Documentation Assistants, Protocol Assistants, Receptionists, Librarian and Administrative Assistants;
GSS-III: Office Assistants, Drivers;
GSS-IV: Messengers, Security Guards
GSS-V: Caretakers, Housekeepers, Gardeners, Cooks, Cleaners/Sweepers

Revised Estimated Budget for BIMSTEC Secretariat for the Fiscal Year 2020¹

Object Code	Sub Object Code	Category / Object Title	Approved Budget for the Year of 2019	Estimated Budget for the year of 2020	Remarks
		RECURRENT EXPENDITURE	\$ USD	\$ USD	
1000		Personal Emoluments			
1001	100101	Salaries and Wages	480,000.00	550,495.00	<p>The Secretariat estimated the budget as per the following entitlement:</p> <ol style="list-style-type: none"> 1. Secretary General =US\$6250x1x12 = US\$ 75,000.00 2. Incumbent Directors= US\$4250x5x12= US\$ 255,000.00 3. Director from Sri Lanka may join from the month of June 2020 , salary for 7 months, US\$4250x1x7 = US\$ 29,750.00 4. Incumbent Senior Executive Secretaries (SES) = US\$1875x2x12= US\$ 45,000.00 5. 2 More GSS-I staffs may join in FY 2020= US\$1875x2x12 = US\$ 45,000.00 6. Another GSS I staff may join from the month of June 2020 = US\$1875x1x7 = US\$ 13,125.00 7. Salary for 18 staffs at the Secretariat (GSS II-V) = US\$5535x12 = US\$ 66,420.00* 8. Salary for one Advisor upto July 2020= US\$2000x 7=US\$ 14,000.00 9. 2 more supporting staffs in GSS II-V categories are expected to be recruited in FY 2020. Thus, US\$7,200.00 (GSS II: US\$320X1X12= 3,840.00; GSS III: US\$280X1X12= US\$3,360.00 ;) would be required. <p>(*It will increase according to annual increment on basic.)</p> <p>Total = US\$ 550,495.00</p>

¹As recommended by the Fourth Meeting of BIMSTEC Permanent Working Committee (BPWC) held in Colombo, Sri Lanka on 31 August 2020.

	100102	Overtime and Holiday Pay	8,500.00	9,000.00	Currently, the Drivers are receiving US\$ 175.00 as overtime per month (maximum). As the Secretariat has four (4) drivers total financial implication(max) will be US\$ 175 x 4 x 12 = US\$ 8,400.00* (*It will increase according to annual increment on basic.)
1003		Other Allowances			
	100301	Representational Allowance	60,000.00	54,600.00	The Secretariat estimated the budget as per the following entitlement: Secretary General: US\$14,400.00(1200X12X1) Incumbent Directors: US\$36,000.00(600X12X5) A new Director from Sri Lanka: US\$ 4,200.00 (600x7x1)
	100302	Educational Allowance	150,000.00	219,000.00	In accordance with the existing provisions of the educations allowances, the Secretary General, Directors and GSS I, shall be entitled to education allowances for a maximum of two children, subject to an annual ceiling of US\$ 12,000.00 per child. While, GSS II-V shall be entitled to BDT 60,000.00 for two children (BDT 30,000 per child). The Secretariat estimated budget amounting to US\$ 2,16,000.00 (US\$ 12,000X18) based on 18 children with maximum ceiling for the Secretary General, Directors and GSS I. The Secretariat estimated budget amounting to US\$ 3,000.00 for the children of GSS II-V.
	100303	Medical Allowance	40,000.00	40,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	100304	Festival Allowance	7,000.00	7,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	100305	Conveyance Allowance	10,000.00	10,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	100306	Housing Allowance	43,000.00	43,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	100307	Travelling Allowance	5,000.00	3,500.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	100308	Residential Telephone Allowance	2,000.00	500.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	100309	Liveries Allowance	3,000.00	3,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.

	100310	Transfer Grant	12,250.00	7,875.00	According to the provision, the Secretary General, Directors and GSS I on deputation shall be granted one month's salary as transfer grant on completion of their tenure with the Secretariat. In FY 2020, Secretary General and 1 GSS -1 will complete their tenures at the Secretariat. Therefore, an amount of US\$7,875.00 (Secretary General: US\$ 6000x1, and GSS I: US\$ 1875 x 1) would be needed.
	100311	Internet/Data Allowance	4,900.00	5,555.00	In accordance with the existing provisions, the Secretary General, Directors and GSS I, shall be entitled to internet/data allowance The Secretariat estimated the budget as per the following entitlement: 1. Secretary General = US\$125x1x12 = US\$1,500.00 2. Incumbent Directors= US\$ 40x5x12= US\$2,400.00 3. Director from Sri Lanka may join from the month of June 2020 = US\$ 40x1x7 = US\$280.00 ; 4. Incumbent Senior Executive Secretaries (SES)= US\$ 25x2x12= US\$600.00 5. 2 More GSS I staffs may join in FY 2020 = US\$ 25x2x12 = US\$600.00 ; 6. Another GSS I staff may join from the month of June 2020 = US\$ 25x1x7 = US\$ 175.00 Total = US\$ 5,555.00
	100312	Contributory Provident fund	8,150.00	4,500.00	According to the service rules and regulations of the BIMSTEC Secretariat, there shall be Contributory Provident Fund (CPF) constituted and the Funds shall have separate bank account. The Member of Staff's contribution shall consist of a deduction of 10% of his/her monthly basic salary while the Secretariat's contribution to each Member of Staff's Contributory Provident Fund Account shall be equal to the amount of subscription by the Member of Staff. However, since Permanent Employee (GSS II-V) is not defined, no contribution towards Provident Fund was made in the Fiscal year 2019 and also earlier. However, the Secretariat proposes to seek concurrence of the Member States to provide provident Fund to the employees who have completed three years of continuous service in the Secretariat under the Agenda Item no 02. Since so far 11 staff of the Secretariat has completed three years of continuous service in the Secretariat, if the Member States agree to the Secretariat's proposal, the total financial implications for the Fiscal year 2020 under this head will be apprx. USD 4500.00.

1101		Traveling Expenses			
	110101	Air Fare	55,000.00	35,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	110102	Combined and Incidental Expenses	60,000.00	60,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	110103	Transport of Personal Effects	15,000.00	20,000.00	According to the existing provision, the Secretary General, Directors and GSS I shall be entitled to the cost of transportation of personal effects by air/surface in their joining and departure the Secretariat. In FY 2020, a new Director and three GSS I are expected to join the Secretariat while, Secretary General and one GSS I will complete their tenure at the Secretariat. Thus, an amount of US\$ 20,000.00 (approx.) would be required.
	110104	Transport of Vehicle	4,000.00	6,000.00	According to the existing provision, the Secretariat would require approximately US\$6000.00 (US\$1500X4) for one Director and three GSS I upon their joining of tenure at the Secretariat in FY 2020.
	110105	Children's Educational Passage	2,000.00	2,000.00	No enhancement required. According to the existing provision, a maximum of two (2) dependent children each of the Secretary General and the Directors, and GSS-I left behind in the home country for the purpose of education, are entitled to economy class return air passage once a year by the shortest route to visit their parents in Dhaka. Therefore, the Secretariat proposed an amount of US\$2000.00 for Children's Educational Passage.
	110106	Emergency Passage	3,500.00	3,500.00	No enhancement required. According to the existing provision, the Secretary General, Directors and GSS I who are on deputation to the Secretariat may be given emergency passage once in their entire term, in case of death or serious illness of an immediate family member (spouse, parents and children) of the officials. Therefore, the Secretariat proposed an amount of US\$3,500.00 for emergency passage.
	110107	Emergency Medical Passage	4,000.00	4,000.00	No enhancement required. According to the existing provision, in case of the Secretary General, Directors and GSS I, requiring treatment outside Bangladesh, within the BIMSTEC Member States, the Secretariat shall pay the return passage by economy class for the patient and one attendant.
	110108	Home Leave Passage	6,000.00	4,000.00	Considering the requirement for new SG, Director from Bhutan, Director from Sri Lanka, Director from Myanmar, SES from Bhutan an

					approximate amount has been projected.
1201		Supplies			
	120101	Stationary and Office Requisites	8,000.00	9,000.00	Considering the increased strength of the Secretariat and to take into account the general price increase, additional USD 1000.00 is sought over allocation for the fiscal year 2019.
	120102	News Papers, Magazines and Journals	1,000.00	1,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	120103	Fuel and Lubricants	17,000.00	17,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
1301		Maintenance Expenditure for Vehicles			
	130101	Servicing and maintenance of Secretariat vehicles	12,000.00	15,000.00	The existing vehicles of the Secretariat have become old. Therefore, repair and maintenance cost of the vehicles would increase substantially.
	130102	Insurance Premium	3,000.00	3,000.00	No enhancement required.
1302		Maintenance of Buildings and Capital Assets			
	130201	Repair and maintenance (R & M) of Building	8,000.00	8,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
1401		Communication Services			
	140101	Telecommunications (office Phone)	1,000.00	1,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	140102	Postal and Courier Charges	200.00	200.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	140103	ICT Related Expenses	3,500.00	3,500.00	In FY 2019, the actual expenditure will exceed the budgetary allocation. An additional amount of approximately US\$3,500.00 would be required for purchasing four laptops in FY 2020. It also may be noted that, the existing computers, printers and photocopy machines of the Secretariat have become old. Therefore, repair and maintenance cost of the machines will go up in the future.

	140104	Maintenance and Hosting of Website	3,000.00	1,000.00	Amount has been projected considering the approximate cost of hosting only.
	140105	Video Conferencing Equipment	N/A	10,000.00	The Secretariat proposes to install a video conferencing system. Market survey has been done by the Secretariat. The cost of the equipment along with installation comes to approx. USD 8500. Additional USD 1500 is to be paid to Bangladesh Tele Regulatory Commission (BTRC).
1402		Hire Charges (Others)			
	140201	Hire Charges of handyman	700.00	700.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
1403		Electricity and Water			
	140301	Electricity	12,000.00	14,000.00	The Secretariat premises would be expanded to accommodate new Director from Sri Lanka and additional supporting staffs in FY 2020. Therefore, the electricity consumption is expected to go up.
	140302	Water	2,500.00	2,500.00	No enhancement required. Water and gas bills of the Secretariat for the period from 2014 to 2019 are yet to be received from the concerned authorities of Bangladesh. It may be noted that those bills are pending from 2004. The concerned authorities are currently in the process of segregating the portion of due bills to the Secretariat from the entire bill for the period from 2004-2018. The bills are likely to be settled in FY 2020 for the period from 2014 to 2020.
	140303	Gas	500	500	
1404		Rents			
	140401	Rents	150,500.00	176,875.00	<p>The Secretariat estimated the budget as per the following entitlement:</p> <ol style="list-style-type: none"> 1. Secretary General =US\$5000x1x12 = US\$ 60,000.00 2. Incumbent Directors=US\$1500x4x12= US\$ 72,000.00 3. Director from Sri Lanka may join from the month of June 2020 = US\$ 1500x1x7 = US\$ 10,500.00 4. Incumbent Senior Executive Secretaries (SES) = US\$ 625x2x12= US\$ 15,000.00 5. 2 More GSS I staffs may join in FY 2020 =US\$ 625x2x12 = US\$ 15,000.00 6. Another GSS I staff may join from the month of June 2020 =US\$ 625x1x7 = US\$ 4,375.00 <p>Total - US\$ 176,875.00</p>

	140402	House Furnishing Grants	16,000.00	17,000.00	According to the existing provision, in respect of unfurnished accommodations, Directors shall be entitled to a one-time lump-sum furnishing grant of US\$ 5,000.00 only while GSS I shall be entitled US\$3,000.00 only. A new Director from Sri Lanka is expected to join the Secretariat in 2020. Thus, US\$5,000.00 would be required. US\$ 12,000.00 (3000X4) would be required for four GSS-I who are expected to join the Secretariat in FY 2020. In view of the above, an amount of US\$ 17,000.00 would be required in FY2019.
1405		Other Services			
	140501	Bank Charges	100.00	100.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	140502	Security Expenses	5,000.00	5,000.00	Considering the present expenditure trend, no increase in the budget for the fiscal year 2020 is proposed.
	140503	Water Purification System	1,000.00	500.00	Amount is projected for periodical maintenance.
	140504	Others/Miscellaneous	12,000.00	12,000.00	The day-to-day operation of the Secretariat is increasing. Therefore, other Miscellaneous expenditures are expected to increase significantly.
1501		Servicing of Meetings			
	150101	Meetings and Events by the Secretariat	1,500.00	3,000.00	In order to implement the directives of the Leaders of the Fourth BIMSTEC Summit, the Secretariat will organize more meetings and events in FY 2020. Thus, an amount of US\$5,000.00 would be required in FY 2020. In absence of host, the Secretariat may organize few meetings on no hospitality basis. The Secretariat is planning to host few seminars, roundtable meetings, BIMSTEC Lectures etc. at the Secretariat. Besides, regular meetings are held at the Secretariat with different International Organizations, Think Tanks such as ADB, World Bank, UNDP, JETRO, JICA etc. to discuss the possible areas of cooperation.
	150102	BIMSTEC Day Celebration (special Occasion)	7,000.00	7,000.00	No enhancement required.

1601		Publications and Outreach			
	160101	Publications by the Secretariat	500.00	3000.00	The Secretariat will publish the newsletter on regular basis in FY 2020. Additionally the Secretariat is also proposing to publish one book on BIMSTEC with articles from different scholars.
	160102	Outreach and Awareness Programs	4,000.00	4,000.00	No enhancement required.
	160105	Honorarium for the seminars/meetings	1,500.00	1,500.00	No enhancement required.
	160106	Conveyance for Interns	1,500.00	1,500.00	No enhancement required.
Total (USD)			1,256,300.00	1,410,400.00	
Contingencies 5% of the total recurrent (USD)			62,815.00	70,520.00	
Grant Total(USD)			1,319,115.00	1,480,920.00	



SECRETARIAT
BAY OF BENGAL INITIATIVE FOR MULTI-SECTORAL
TECHNICAL AND ECONOMIC COOPERATION
DHAKA

[As on 31 August 2020]

Finalized Draft BIMSTEC Procurement Procedures (BPP)¹

I. Background

- a. The Seventh BIMSTEC Joint Working Group (JWG) on the Establishment of the BIMSTEC Permanent Secretariat held in Kathmandu, Nepal on 05 February 2017 recommended that the Secretariat formulate a draft Procurement Procedures for the BIMSTEC Secretariat and table for discussion during the Eight Meeting of the JWG to be held in due course of time. The recommendation was endorsed by the Seventeenth SOM held on 07 February 2017 in Nepal.
- b. The Secretariat, based on the scope, relevance and applicability of the procedures has drafted a comprehensive procurement manual titled '**BIMSTEC Procurement Procedures**' (BPP) to be used by the Secretariat as a guideline, while entering into agreements for procurement of goods and services (e.g. Annual maintenance Contract, Outsourcing, Engagement of Consultants, Works, Technologies etc). While, the Secretariat referred to the procurement procedures and manuals of as many BIMSTEC Member States as possible, the Secretariat was of the view that given its location, it would be more practical to adapt to the local procurement norms, standards and practices to achieve the objective and purpose of having a procurement procedures in place. However, the Secretariat has attempted to make the rules practical duly considering the need of the Secretariat while adhering to the basic principles of financial propriety.

II. Preface

The core objective of having a Standard Procurement Procedure is to get "Value for Money". Procurement of goods and services is an indispensable part of operations of government or any formal entity. The nature and intensity of procurement, however, varies in accordance with the size of the entities and the stage of its development. Nevertheless, a standard guideline is required to ensure that the procurement undertaken by an established public office is transparent, accountable, competitive

¹The 4th Meeting of the BPWC finalized the draft BPP.

and cost-effective and reasonable, ensures fair and equitable treatment of suppliers, while maintaining the highest level of integrity and accountability in procurement practices, besides ensuring that procedures are pragmatic.

Basic Rules

Rule 1: Policy

The BIMSTEC Procurement Procedures (BPP) shall act as a guideline for procurement of goods, services including outsourcing and technologies for smooth functioning of the Secretariat depending on the scope of the procurement. The BPP shall be subject to revision from time to time. However, for practicality, wherever possible the host government Procurement Rules and Regulations shall be made applicable, in cases not covered in these rules. Law of the Land shall be applied in the event of disputes.

Rule 2: Effective Date

The BIMSTEC Procurement Procedures will be effective on receipt of approval of BIMSTEC Senior Officials' Meeting. Past purchases/contracts made by the Secretariat shall not be governed by these Rules.

Rule 3: Amendment

The BIMSTEC Procurement Procedures will be reviewed and republished every five years with the approval of the BIMSTEC Senior Officials' Meeting. However, any amendment in the rules, other than the rules laying down the financial limits, may be carried out with the approval of BIMSTEC Permanent Working Committee with the recommendation of the Secretary General of BIMSTEC. This amendment will be part of the BIMSTEC Procurement procedures each being numbered as Amendment no 1 and so on.

Rule 4: Power to enter into contract

The Secretary General of BIMSTEC will accord administrative approval and Financial Sanction for procurement of goods and services for the Secretariat. However, he may delegate powers of procurement up to a financial limit, as deemed appropriate. Only those officials who have duly received a Delegation of Procurement Authority issued under the authority of the Secretary General of BIMSTEC may enter into financial commitments relating to procurement activities on behalf of the BIMSTEC Secretariat.

Rules governing procurement of goods

Rule 5: Purchase with rate contract

This will be the preferred mode of procurement process for the Secretariat. All the items for which consumption pattern is known e.g. stationeries etc, rate contracts will be resorted to. Either Limited Tendering or Open Tendering will be resorted to for concluding rate contracts based on the total estimated value of contracts of all the items to be covered in the rate contract. The list of items for concluding rate contract will be reviewed every year to bring in maximum items under the purview of the rate contract. For meeting emergency requirements or items not covered in the rate contract, Rules 6 & 7 may be followed.

Rule 6: Purchase of goods without quotation/tendering

Purchase of goods upto the value of BDT 50000.00 (Bangladesh Taka Fifty Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the Competent Authority in terms of Rule 4 above, in the following format,

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Though no formal supply order will be issued in these cases, payment will be released only after delivery of items and after obtaining financial sanction of the Secretary General of BIMSTEC or delegated authority.

Total financial implication of purchases being made under this Rule shall not exceed BDT 10,00,000.00 (Bangladesh Taka Ten Lakhs) in a Financial year.

Rule 7: Purchase of goods by purchase committee

Rule7(1): Procedure

Purchase of goods costing above BDT 50000.00 (Bangladesh Taka Fifty Thousand) only and upto BDT 3,00,000.00 (Bangladesh Taka Three lakh) only on each occasion may be made on the recommendations of a BIMSTEC Local Procurement Committee (BLPC), to be constituted by the Secretary General of BIMSTEC, consisting of the following three members:

1. Director(Administration) as Chairperson
2. Another Director as a Member
3. One General Services Staff

The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. The Committee will obtain quotations on the spot from at least three different suppliers. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:

"Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question. "

Total financial implication of purchases being made under this Rule shall not exceed BDT 10,00,000.00 (Bangladesh Taka Ten Lakhs) in a Financial year.

Rule 7(2): Contract/Supply Order Conditions

Contract/Supply order containing the following basic elements, but not limited to, may be issued, by an authority authorized to do so, to the recommended supplier, after obtaining financial sanction of the Secretary General of BIMSTEC or the delegated authority, in terms of Rule 4 above.

- i. Description of the goods (name, quantities, specifications etc)
- ii. Name and address of the supplier
- iii. Payment terms and conditions including mode of payment
- iv. Total value of the supply order including taxes and duties and delivery charges, if any
- v. Place of delivery/consignee details
- vi. Delivery period
- vii. Warranty/guarantee requirements
- viii. Inspection requirements

Rule 8: Purchase of goods by obtaining bids

Except in cases covered under Rules 6 and 7 above, the BIMSTEC Secretariat shall procure goods by obtaining bids in :

- (i) Open Tender Enquiry;
- (ii) Limited Tender Enquiry;
- (iii) Single Tender Enquiry

Rule 9: Open Tender Enquiry

This mode of tendering will be used for procurement of goods of estimated value BDT 25,00,000.00 (Bangladesh Taka Twenty Five Lakh) and above. Advertisement in such case should be given in at least one prominent daily local newspaper having wide circulation. The Secretariat will also post the complete bidding document in the web site of BIMSTEC. The bidding document will be sent to the Member States for circulation for participation at the regional level.

Rule 10: Limited Tender Enquiry

This method may be adopted when estimated value of the goods to be procured is more than BDT 3,00,000.00 (Bangladesh Taka Three Lakhs) and up to BDT 25,00,000.00 (Bangladesh Taka Twenty Five Lakhs). Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to eligible firms for the goods in question and to reputed suppliers, if sufficiently large number of suppliers are not registered with the BIMSTEC Secretariat. The number of supplier firms should be more than five. Further, web based publicity will also be given.

Rule 11: Single Tender Enquiry (STE)

This mode of tendering wherein tender invitation is issued to only one firm may be resorted to under the following conditions:

- a. In case of existing or prospective emergency relating to operational or technical requirements to be certified by the indenter, the required goods are necessarily to be purchased from a particular source subject to the reason for such decision being recorded and approval of the competent authority obtained.
- b. For standardization of machinery or components or spare parts to be compatible to the existing sets of machinery/equipment (on the advice of a competent technical expert and approved by the competent authority), the required goods are to be purchased only from a selected firm.

Depending on the financial implication, for Single Tender Enquiry, purchase procedures as specified in Rules for Purchase of goods without quotation/tendering, Purchase of goods by purchase committee and Limited Tender Enquiry will be followed provided that quotation will be obtained from a single vendor.

Purchase under this Rule shall not exceed BDT 300,000.00 (Bangladesh Taka Three Lakhs) in each case and total of BDT 5,00,000.00 (Bangladesh Taka Five Lakhs) in a Financial Year.

Rule 12: Purchase Committee

The Secretary General of BIMSTEC will constitute a BIMSTEC Procurement Committee (BPC) comprising of minimum of 4 and maximum of 5 members for undertaking procurement including Annual Maintenance Contract (AMC), outsourcing following Open Tender Enquiry or Limited Tender Enquiry and shall comprise of the following:

- i. One of the Directors as Chairperson
- ii. Director responsible for Administration and Finance
- iii. One General Services Staff
- iv. One General Services Staff from Administration and Finance as Member Secretary
- v. Additional Member

Rule 13: Vetting of bidding documents

Secretary General of BIMSTEC will vet the bidding documents prepared by the BPC.

Rule 14: Registration of bidders

The BIMSTEC Secretariat may ask interested suppliers to register with the BIMSTEC Secretariat for supply of goods. The Secretariat will lay down few categories of generalized goods each needing separate registration. The Secretariat will formulate norms like annual turnover, past experience, tax compliance etc for registration of willing suppliers. Publication to that effect will be given in the BIMSTEC website.

Rule 15: Contents of Bidding Documents

The Bidding documents will contain both Standard Bidding Document and Specific Bidding documents/conditions, both for Limited Tender Enquiry and Open Tender Enquiry.

Rule 16: Standard Bidding Document

There shall be Standard Bidding Documents (SBD) in place for Inviting Bidders, Evaluating the bids and Award of bids or tenders. The SBD shall consist of the following documents. However, additional clauses may be incorporated wherever necessary with the approval of the Secretary General of BIMSTEC.

- i. Notice Inviting Tender (NIT)
- ii. Instructions to the Bidders
- iii. Opening of the Tender or Bids
- iv. Evaluation of the Tender/Bids
- v. Award of the Tender

Rule 17: Notice Inviting Tenders

This will be applicable only in case of Open Tender Enquiry i.e for procurement above the estimated expenditure of BDT 25 lakhs, not for Limited Tender Enquiry and Single Tender Enquiry. It should contain salient features of the requirement in brief to give a clear idea to the prospective suppliers about the requirements. The tender notice should normally contain the following information:

- (a) Description and specification of the goods and quantity
- (b) Period and terms of delivery

- (c) Cost of the tender/bidding document
- (d) Place(s) and timing of sale of tender documents
- (e) Address of the website from where the tender documents could be downloaded
- (f) Place and deadline for receipt of tenders
- (g) Place, time and date for opening of tenders
- (h) Any other important information

Rule 18: Instructions To Bidders (ITB)

The following broad instructions to the bidders shall be applicable :

- i. Eligibility: A firm registered with BIMSTEC Secretariat or with any Procurement/Registering Authority of the Government of Bangladesh for the supply of the tendered goods would be eligible to bid in case of Limited Tender Enquiry. Bidders meeting the conditions specified in the Tender Enquiry may bid for Open Tender Enquiry. In case of Single Tender Enquiry , Rule 11 will determine the eligibility condition
- ii. Quotations to be submitted under original memos: Bids should be forwarded by vendors under their original memo /letter pad, inter alia, furnishing the VAT Registration/TIN, Bank Address with EFT account No. and the complete postal and e-mail address of the firm.
- iii. Amendment of Bidding Documents: At any time prior to the date of submission of bids, the Secretariat may, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify bid documents by amendments. The amendments shall be notified in writing to all prospective bidders. In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the BIMSTEC Secretariat may, at its discretion, extend the deadline for submission of bids.
- iv. Bid Validity: A bid shall remain valid for ninety days unless otherwise specified, from the date of the opening of the tender. A bid valid for shorter period can be rejected by the BIMSTEC Secretariat, as being nonresponsive. In exceptional circumstances the Secretariat may request the consent of the bidder for an extension to the period of bid validity. Such requests shall be made in writing. A bidder accepting the request and granting extension shall not be permitted to modify his bid.
- v. Late Bids: In the case of Open Tender Enquiry or Limited Tender Enquiry, late bids (i.e. bids received after the specified date and time) should not be considered and returned unopened to the bidder.
- vi. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the BIMSTEC Secretariat prior to deadline prescribed for submission of bids.

- vii. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the BIMSTEC Secretariat may, at its discretion, ask the bidder for clarification of his bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder shall be entertained.

Rule 19: Opening of Bids

Bids will be opened by the BPC on the date and time as specified in the tender documents, in the presence of the bidders or their representatives who choose to attend the opening of the bids. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of bidder's representative. Total bid amount will be announced which is subject to the evaluation result. The bidders or their representatives shall sign on the final sheet of the document containing details of the un-evaluated total bids for reference and record.

Rule 20: Bid Evaluation

The evaluation will be based the criteria specified in the bidding documents. There shall be a Sub-Committee for Evaluation of Bids appointed by the BIMSTEC Procurement Committee (BPC) based on the relevance of the subject matter. The Sub-Committee will evaluate the bids diligently within three working days and submit the carefully tabulated result to the BPC, accompanied by their findings and recommendations. While evaluating the bids, the Evaluation Committee shall consider the financial quotations of only those bidders who have met the conditions laid down in the bidding documents. The Evaluation Committee will recommend the lowest bidder(s) for award of contract among the qualified bidders. Bid documents may qualify this aspect, including inviting bids in two separate envelopes for technical bid and financial bid if considered necessary. The BPC shall review the score sheet and recommendations of the Sub-Committee within 3 days of submission of the report to facilitate early award of the tender.

Rule 21: Award of the Tender:

The lowest evaluated bid or bidder with expected standards will be awarded the tender for a period of one year following the BIMSTEC Financial Years of January to December each year. Multiple bidders may be awarded the contracts for the items for which they are the best-bid, item wise /lowest bid. In case a particular bidder refuses to entertain part supply, the BIMSTEC Secretariat may negotiate with the next higher bidder for the item for matching the rate of the lowest bidder and awarding contract.

Rule 22: Specific Bidding documents/contract conditions

These may contain:

- i. Schedule of Requirements
- ii. Specifications and allied technical details
- iii. Price schedule (to be utilized by the bidders for quoting their prices)
- iv. Specific contract conditions

All the requirements as quoted above will invariably be included as special conditions, specific to the instant procurement proposal, both in the bidding documents and the contract.

Rule 23: Purchase of Technology Equipment:

While purchasing technology equipment, the bid documents may include a clause that the bidder to whom contract will be awarded will be determined based on the equipment cost and maintenance cost for a reasonable life span (to be specified in years) of the equipment. Specifications of technology items should not refer to brand names, types of equipment from a particular manufacturer, or country of origin of materials, except when it has been determined that it is necessary to do so in order to guarantee the inclusion of a particular essential design or characteristic of functioning, construction or fabrication. In those cases, the references should be followed by the words “or equivalent” together with the criteria for determining such equivalence.

Rule 24: Buy-Back Offer

When it is decided with the approval of the Secretary General of BIMSTEC to replace an existing old technology item(s) which is (are) beyond economical repair, with a new and better version, the BIMSTEC Secretariat may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Vendor eligible for contract will be determined based on quoted/negotiated rates for supply and buy back.

Procurement of Services

Rule 25: Annual Maintenance Contract (AMC)

The BIMSTEC Secretariat may enter into Annual Maintenance Contract for equipment maintained by the Secretariat needing periodical maintenance services. While it will be preferable to enter into AMC with the authorized service provider of the equipment, the Secretariat may consider Limited tendering with reputed service providers. Considering standard AMC rate as 15% of the hardware i.e. excluding installation and other miscellaneous cost elements, the Secretariat may

decide to call a simple Limited tendering or go for a detailed Limited tendering similar to the provisions as provided above. It will be appropriate to enter into comprehensive AMC wherever feasible, covering both preventive and periodical maintenance and urgent repair as well as supply of consumables. Some of the conditions to be incorporated in the bidding documents as well as in the contracts, besides the standard conditions of service requirements, payment schedule, contract value, consignee details etc may be (reasons for deviation or non compliance may be recorded) :

- i. The Seller will provide a minimum of four Preventive Maintenance Service visits during a year to the BIMSTEC Secretariat to carry out functional checkups and minor adjustments/ tuning as may be required.
- ii. In case of any breakdown of the equipment/system, on receiving a call from the BIMSTEC Secretariat, the AMC vendor is to provide maintenance service to make the equipment/system serviceable.
- iii. The response time of the AMC vendor should not exceed 24 hours, excluding holidays, from the time the breakdown intimation is provided by the BIMSTEC Secretariat.
- iv. Serviceability of at least 95% per year is to be ensured. This amounts to total maximum downtime of 18 days per year. Also unserviceability should not exceed 3 days at one time.

Rule 26: Outsourcing

Rule 26(1):

The BIMSTEC Secretariat may outsource certain services eg. security (additional to security provided by the Government of Bangladesh) etc. in the interest of necessity, economy and efficiency.

Rule 26(2):

For meeting emergency requirement (eg. hiring daily wage laborers for cleaning, housekeeping, special occasions etc) , if the estimated value is less than BDT 50,000.00 (Bangladesh Taka Fifty Thousand) provision as laid down in Rule 6 may be followed.

Rule 26(3):

For meeting regular outsourcing needs, The BIMSTEC Secretariat shall prepare a list of likely and potential contractors on the basis of formal or informal enquiries from Ministry of Foreign Affairs, Government of Bangladesh or any other Government Agency for undertaking Limited Tender Enquiry. The Secretariat will prepare a tender enquiry containing the following besides provisions as in Rule 16:

- (i) The details of the work or service to be performed by the contractor;
- (ii) The facilities and the inputs which will be provided to the contractor by the BIMSTEC Secretariat;

- (iii) Eligibility and qualification criteria to be met by the contractor for performing the required work / service; and
- (iv) The statutory and contractual obligations to be complied with by the contractor.

Rule 26(4):

Should it become necessary, in an exceptional situation to outsource a job to a specifically chosen contractor, the BIMSTEC Secretariat may, in such cases record the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve .

Rule 26(5):

However, if the estimated value of the contract on year to year basis is more than BDT 25,00,000.00 (Bangladesh Taka Twenty Five Lakhs), procedures as laid down for Open Tender Enquiry for purchase of goods may be followed. The bidding documents and the contracts may duly incorporate the special conditions as at Rule 25(3) above.

Rule 27: Engagement of Consultants

The BIMSTEC Secretariat will follow the norms laid down by the BIMSTEC Permanent Working Committee (BPWC)/SOM for engaging external consultant for undertaking any studies/consultancies.

Works Contracts

Rule 28:

For meeting emergency requirement of repair of the Office Premises, if the estimated value is less than BDT 1,00,000.00 (Bangladesh Taka One Lakh) provision as laid down in Rule 6 may be followed subject to the condition total financial implications under this Rule shall not exceed BDT 10,00,000.00 (Bangladesh Taka Ten Lakhs) in a Financial year.

Annex VI



**SECRETARIAT
BAY OF BENGAL INITIATIVE FOR MULTI-SECTORAL
TECHNICAL AND ECONOMIC COOPERATION
DHAKA**

REVISED DRAFT

[As of 31 August 2020]

**ADMINISTRATIVE AND DISCIPLINARY RULES FOR THE GENERAL
SERVICES STAFF OF THE BIMSTEC SECRETARIAT**

GENERAL CONDUCT AND DISCIPLINE

1. General Conduct

The existing Service Rules of the Secretariat represent the fundamental conditions of service, rights, duties and obligations of the personnel employed at the BIMSTEC Secretariat. The conduct and obligations of the staff members are described in detail in the Service Rules. Chapter VIII of the Service Rules exclusively deals with the Duties, Obligations and Privileges applicable to ~~all~~ the General Service Staff from GSS level II to level V appointed by the Secretary General. They embody the broad principles of personnel policy, which are applicable to all General Service staff members.

Comment [NP1]: Nepal suggested the changes

- 1.1 An official is expected to give his undivided allegiance to the Secretariat at all times and on all occasions when the Secretariat has a claim of his services;
- 1.2 An official is required to discharge with diligence and efficiency any duty in which the Secretariat may think it desirable to engage him;
- 1.3 An official is required to familiarize himself with and to observe the provisions of the Financial and Administrative Regulations, Service Rules, Circulars, Instructions and other Manuals and Instructions issued from time to time;
- 1.4 An official should at all times act in a manner befitting his office. He should not commit any act that would bring the Secretariat service or the post he holds into disrepute;
- 1.5 An official shall not do anything which will bring his private interest into conflict with his official duty or which compromises his office interest;
- 1.6 Canvassing whether done directly or indirectly, by an official for promotion in the Secretariat service, will be regarded as an act of misconduct rendering liable to disciplinary action;

- 1.7 Arranging an interchange of duties or attempting to do so for a pecuniary consideration will render the official concerned liable to disciplinary action;
- 1.8 An official must be courteous towards the people and fellow members of the staff, and readily assist all persons visiting the Secretariat on business. An official should always be polite in his official acts and correspondence. No official should use any language or behave with his female colleagues in any manner which is improper and goes against the official decorum and dignity of female colleagues;
- 1.9 An official should be temperate and restrained in his language while corresponding or writing reports and minutes;
- 1.10 No official shall utilize Secretariat labour on private jobs of any kind whether during or outside the official hours of work, or put any Secretariat property to his personal use without the special sanction of the Secretary General;
- 1.11 No official may furnish supplies on Secretariat account or furnish specimens of any institution without the special prior sanction of the Secretary General.

Comment [BD2]: Bangladesh suggested to add

Comment [NP3]: Nepal suggested to delete "special" for avoiding unnecessary modifier.

2. Penalties

- A. **Nature of Penalties:** Any of the following penalties may be imposed on a member of the staff who has been found guilty of an offence or breach of discipline under these rules:
 - i. **Minor Penalties:** Censure, OR withholding for a specified period, of promotion or of increment, OR deduction of an amount equivalent to basic pay for 7 (seven) days;
 - ii. **Major Penalties:** Reduction to a lower scale or lower rank, OR recovery from pay or any other account due to the staff member of the whole or part of pecuniary loss caused to the Secretariat by the staff member, OR termination from service.

Comment [BD4]: Bangladesh suggested that duration of 'withholding' period of promotion/increment may be clearly specified.

Comment [BD5]: Bangladesh suggested that "major penalties" termination from service may be clearly specified whether it will be with payment of all due financial benefits/not, or in which cases the accused will get the financial benefit.

3. Disciplinary Measures

The following disciplinary measures shall be taken into consideration:

- i. The Secretary General shall appoint a Disciplinary Committee consisting of 02 (two) Directors to examine and advise him on disciplinary cases. A Director assigned by the Secretary General will be the Chairman of the Committee.

- ii. The Disciplinary Committee shall examine all such disciplinary cases as are referred to it and after examining the facts of each case as per procedure prescribed by the rules and by the standing instructions issued by the Secretary General from time to time make such recommendations as considered appropriate under the circumstances of such case.

4. Procedure for handling Disciplinary Cases

- i. Whenever a case calling for disciplinary proceedings is brought to notice or comes to the notice of the Secretary General and he is satisfied on the *prima facie* evidence, Secretary General may ask the disciplinary committee to appoint an Inquiry Officer who is senior in rank to the staff member being proceeded against to conduct an inquiry;
- ii. The Inquiry Officer shall, after giving due and proper notice to all concerned parties, examine such witnesses, scrutinize such documents and go through such other evidences as having a bearing on the case before recording his findings on the case. He shall proceed with utmost care in dealing with such departmental proceedings;
- iii. In all disciplinary proceedings the staff member who is being proceeded against shall be presented with clear and specific charges in writing and given reasonable opportunity and time of seven (07) days to explain his conduct or rebut the charge or charges made against him.
- iv. The staff member who is being proceeded against shall appear before the Inquiry Officer, if asked to do so in person.
- v. After completing the inquiry, the Inquiry Officer shall forward the records of the case along with his report and recommendations to the Secretary General through the Disciplinary Committee within twenty one (21) days. The disciplinary committee shall place the report and recommendation before the Secretary General within seven (07) day with or without its recommendations. The report of Inquiry Officer shall be based on the facts and evidences and supported by the following documents:
- vi. The Report of the Inquiry Officer shall contain:
 - a) The allegations of misconduct offence;
 - b) The response of the alleged staff member;
 - c) A synopsis of the evidence and evaluation thereof;
 - d) The findings, indicating which of the allegations, if any, appear to be supported by the evidence;
 - e) Any aggravating or mitigating factors that might be relevant;
 - f) Dissenting or separate opinion, if any;

Comment [NP6]: Nepal suggested to add due to channelize through the disciplinary committee.

Comment [BD7]: Bangladesh suggested that time frame from the date of receipt of the order of inquiry by the accused and beginning of the inquiry may be specified.

Comment [NP8]: Nepal suggested the changes due to channelization of proper investigation process

Comment [NP9]: Nepal suggested to add

Comment [NP10]: Nepal suggested to add

g) The recommendations for the ~~Disciplinary-disciplinary Committee to the Secretary General~~ action.

Comment [NP11]: Nepal suggested the changes

vii. The Secretary General may refer the report of the Inquiry Officer to the Disciplinary Committee for further examination, recommendations, etc. Such reference shall, however, be made in all cases where imposition of a major penalty is contemplated.

viii. After consideration of the recommendations of the Disciplinary Committee and the inquiry report and taking into consideration all facts of the case, the Secretary General shall pass such orders as considered just and fair in the particular case.

ix. Before imposing any penalty the staff member concerned shall be served notice along with the gist of the findings against him and asking him to show cause in writing within a specified time-period (07 days) as to why the specified penalty or penalties should not be imposed on him.

x. After examining any explanation given by the staff member proceeded against or on the expiry of the stipulated time, if no explanation is provided by him, the Secretary General shall pass such orders imposing the minor penalty or major penalty (suspension of staff member in case of major penalty) or exonerating him as considered just and fair in the particular case.

5. Suspension Pending Investigation

If the Secretary General is convinced that there is *prima facie* evidence or serious misconduct by a staff member and that the staff member's continuance in service, pending a decision on his case would prejudice the interests of BIMSTEC ~~and defame the organisation~~, the Secretary General may suspend the staff member from his functions, without prejudice to his acquired rights, with pay amounting to not less than half of his monthly salary. If the staff member is absolved of the offence or charges relating to the suspension, the Secretary General shall forthwith restore to him the full amount of his salary so withheld.

Comment [NP12]: Nepal suggested to add

6. Appeals

The concerned staff member shall have the right to file appeal as per the following procedure:

(a) The aggrieved person may submit an appeal to the Secretary General against the decision under Administrative and Disciplinary Rules within 30 days of the receipt of the order.

Comment [NP13]: Nepal suggested to change the appealing authority "Secretary General" to "Senior Officials' Meeting"

(b) The Secretary General shall review the case to ensure:

Comment [BT14]: Bhutan suggested, with regard to the Appellate authority under paragraph 6, it may be appropriate to vest the appellate authority with an authority other than the Secretary General. It could be the SOM as proposed by Nepal and review of the case could be undertaken by the PWC.

- i. Whether the procedure prescribed in the rules have been complied with and, if not, whether such non-compliance has resulted in failure of justice;
- ii. Whether the findings on the charges are justified; and
- iii. Whether the penalty imposed is excessive, adequate or inadequate, and shall pass such orders as he deems appropriate.

7. Final Authority

The Secretary General shall have the full authority to impose penalties under Administrative and Disciplinary Rules, as deemed appropriate.

8. Definitions

For the purpose of Disciplinary Rules, the words:

- (a) “Secretariat” means the BIMSTEC Secretariat.
- (b) “Official” means GSS Category [GSS Level II to V](#).
- (c) “he” includes “she” also.
- (d) “Secretary General” means Secretary General of BIMSTEC.
- (e) Definitions of offences caused or committed by officials are at *Annex-A*

Comment [NP15]: Nepal suggested to add

[Annex-A]

DEFINITION OF OFFENCES CAUSED OR COMMITTED BY OFFICIALS

- (1) Offences committed by officials may be broadly defined as follows, but this definition should not be treated as a comprehensive list of offences. It will also not preclude taking action against an official for any other offence not covered by these definitions, but for which it is considered that an official should be punished.
- (2) Offences may be broadly categorized under the following heads:

Inefficiency,
Incompetence,
Negligence,
Lack of Integrity,
Improper Conduct (whether connected with official duties or not), and
Indiscipline
Unauthorized leave or remaining absent from official duty without permission.

Comment [BD16]: Bangladesh suggested to add

Inefficiency may or may not arise from a lack of competence. It consists of failure due to indifference, inadvertence or other defects on the part of an official to discharge the duties expected of him to reasonable standards.

Incompetence arises from a lack of intellectual, temperamental, physical or other qualities that an official is presumed to possess or to have developed for the efficient discharge of his duties, considering his position, seniority, the level of responsibility at which he functions, his age, experience, the qualifications normally stipulated for recruitment to the post he holds, etc. It could be technical, professional or administrative incompetence, or incompetence in the handling of staff, labour, or other personal relationship in his office.

Comment [BT17]: Bhutan suggested that "Inefficiency and incompetence" can be grounds for administrative action. However, to categorize these as offences for disciplinary action may be inappropriate.

Negligence is a neglect of the duties entrusted to him and would cover such matters as errors and mistakes arising out of lack of care or diligence, failure to supervise programmes, staff, etc., to ensure that Secretariat funds are not wasted or Secretariat property is damaged.

Lack of Integrity relates to acts or omissions arising from motives of improper personal gain, fraud, cheating, theft, forgery, dishonesty, concealment of truth or portions of truth in writing reports, suppression of documents or facts, bribery, use of his official position or exercise of his official functions for his own private advantage or the advantage of his friends or relatives; use of Secretariat property or services of subordinates for private purposes; acceptance of gifts or favours from members of the public or firms with whom an official has official dealings or on whom he is in a

position to bestow some present or future favour; any act which brings his private interest into real conflict with his official duties.

Improper Conduct when connected with official duties, relates to such matters as betrayal of confidence enjoyed officially; acts of indiscretion in the place of work, or outside the place of work but in relation to an official's subordinates; speaking in public or publishing articles on matters in which the official is prohibited from expressing opinions in public, engaging in political activities; inciting his subordinates to disloyalty; doing anything that might seem to compromise his official position or any other act which demoralizes the Secretariat service, or bring the Secretariat service or the office he holds into disrepute; any act which appears to bring his private interest into conflict with his official duties even if the conflict is not in fact real. Improper conduct not connected with his official duties relates to such matters as habitual drunkenness, use of narcotic drugs, disorderly behavior, immorality of a type that becomes a scandal or any other act which brings the Service or the Secretariat into disrepute.

Indiscipline relates to such matters as unpunctuality, refusal to carry out lawful orders, rudeness whether to his superiors, subordinates or members of the public, drunkenness when on duty, use of narcotic drugs, leaving office without permission, etc.

Breaches of the Financial Regulations, the Service Rules, any Secretariat Orders, Regulations, etc., are specific offences, which may also arise from Incompetence, Negligence or the Lack of Integrity.

- (3) Unsatisfactory Conduct of a staff member which may be investigated and for which disciplinary measures may be imposed includes, but is not limited to:
- a. Acts or omissions in conflict with the general obligations of staff members set for in the Financial, Administrative Regulations, Rules and Instructions;
 - b. An unlawful act (e.g. theft, fraud, possession or sale of illegal substances, smuggling) wherever it occurs, and whether or not the staff member was on official duty at the time;
 - c. Misrepresentation, forgery, or certification in connection with any official claim or benefit, including failure to disclose a fact material to that claim or benefit;
 - d. Assault, harassment, or threats affecting other staff members or third parties;
 - e. Misuse of official property, assets, equipment or files, including electronic files;

- f. Misuse of office, abuse of authority, breach of confidentiality, abuse of Secretariat privileges and immunities;
- g. Acts or behaviors that could discredit the Secretariat;
- h. Gross negligence, wanton disregard or reckless mishandling of property and assets leading to a loss for the Secretariat;
- i. Premeditated action or omission to avoid or to deviate from Financial Regulations, Rules and Procedures, including inappropriate use of certification for approval authority;
- j. Gross mishandling of contract obligations and relations with third parties leading to loss of property/assets, or generating liabilities for the Secretariat;
- k. Breach of fiduciary obligations *vis-à-vis* the Secretariat;
- l. Failure to disclose an interest or relationship with a third party benefiting from a decision in which the staff member takes part and/or favoritism in the award of a contract to a third party;
- m. Failure to disclose promptly the receipt of gifts, remuneration or incentive payments or other benefits received by the staff member from an external source;
- n. Exaction of funds from a colleague or a third party related to the Secretariat;
- o. Failure by the staff member to comply with professional and related ethical standards applicable to his profession;
- p. An official found intoxicated or **smelling of liquor or to have used narcotic drugs whilst on duty**;
- q. Serious pecuniary embarrassment from whatever cause, is to be regarded as a circumstance which impairs the efficiency of an official and renders him less valuable and worthy of trust than he would otherwise be;
 - i. Such embarrassment, if occasioned by extravagance, imprudence or other reprehensible cause may be regarded as an offence affecting the repute of the Secretariat service and the degree of confidence which may be reposed in the office;
 - ii. An official is prohibited from borrowing money on the security of a salary receipt;

Comment [NP18]: Nepal sough explanation from the Secretariat

- r. Failure by a staff member to inform the Secretary General on being arrested for debt or on insolvency proceedings being taken against him.
 - s. Abetting, concealing or conspiring in any of the above actions;
 - t. Giving information even when confined to statements of facts, where the publication may embarrass the Secretariat or a Member State, without prior approval of the Secretary General;
 - u. Turpitude and moral degradation of any form.
- (4) For the purpose of paragraphs (h) to (k) above, the conduct of the staff member is culpable where failures in his performance is of such extreme dimension, or where gross negligence involves an extreme and reckless failure to act as a reasonable person with a reasonably foreseeable risk, regardless of whether intent was involved or not in the commission of the act or that the staff member benefited from it.

Reference to the paragraph (q) where it appears that his offence has been occasioned by unavoidable misfortune, such fact may be given sympathetic consideration when imposing a punishment on him even though he is found guilty of the offence.

Bhutan suggested that there is a need for the Secretariat to inform the country of the alleged staff member of the alleged misconduct/offences and action being persuade by the Secretariat. A paragraph to that effect may be required.

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**SECRETARIAT
BAY OF BENGAL INITIATIVE FOR MULTI-SECTORAL
TECHNICAL AND ECONOMIC COOPERATION
DHAKA**

**Twenty First Session of the BIMSTEC Senior Officials' Meeting [Virtual]
02 September 2020
Colombo, Sri Lanka**

Draft Annotated Provisional Agenda

The present document contains the draft Provisional Agenda for the Twenty First Session of the BIMSTEC Senior Officials' Meeting [Section I] and Annotations to the draft Provisional Agenda [Section II].

Section I Draft Provisional Agenda

ORGANIZATIONAL AND PROCEDURAL MATTERS

01. Opening of the Meeting
02. Election of the Chairperson
03. Adoption of the Agenda
04. Report by the Secretary General on the progress of BIMSTEC activities
05. Adoption of the Report of the 4th Meeting of the BIMSTEC Permanent Working Committee (BPWC)

PROGRESS ON DECISIONS OF THE 20TH SOM

06. Review of the progress on decisions taken by the Twentieth Session of the BIMSTEC Senior Officials' Meeting (SOM) held in Colombo, Sri Lanka on 03 March 2020

07. Status of BIMSTEC Agreements/MoA/other Legal Instruments/important documents envisaged to be signed/adopted/ launched at the Fifth BIMSTEC Summit
 - 07.1. BIMSTEC Convention on Mutual Legal Assistance in Criminal Matters
 - 07.2. Memorandum of Association on the Establishment of BIMSTEC Technology Transfer Facility (TTF) in Colombo, Sri Lanka
 - 07.3. Memorandum of Understanding (MoU) on Mutual Cooperation between Diplomatic Academies/Training Institutions of BIMSTEC Member States
08. BIMSTEC Charter
09. BIMSTEC Master Plan on Transport Connectivity
10. Finalization of the Template of the Memorandum of Association (MoA) on the Establishment of the BIMSTEC Centres/Entities

PREPARATION FOR THE 17TH BIMSTEC MINISTERIAL MEETING AND 5TH BIMSTEC SUMMIT

11. Convening of the Seventeenth BIMSTEC Ministerial Meeting and the Fifth BIMSTEC Summit
12. Discussion on BIMSTEC's role in post-COVID 19 recovery and rehabilitation and its reflection in the draft Report of the Seventeenth BIMSTEC Ministerial Meeting
13. Discussion on the draft Provisional Agenda and the Outcome Documents of the Fifth BIMSTEC Summit and the Seventeenth BIMSTEC Ministerial Meeting
 - 13.1 Draft Provisional Agenda and the Report of the Seventeenth BIMSTEC Ministerial Meeting
 - 13.2 Draft Provisional Agenda and the Fifth BIMSTEC Summit Declaration

ADMINISTRATIVE AND FINANCIAL ISSUES

14. Appointment of the next Secretary General of BIMSTEC
15. Consideration of the Secretariat's revised estimated budget for FY 2020

OTHER MATTERS

16. Any Other Matters
 - 16.1 Preparation towards Thailand's Chairmanship of BIMSTEC
17. Date and Venue of the Twenty Second Session of the BIMSTEC Senior Officials' Meeting
18. Consideration and Adoption of the Report of the Twenty First Session of the BIMSTEC Senior Officials' Meeting
19. Closing of the Meeting

Section II Annotations to the Draft Provisional Agenda

ORGANIZATIONAL AND PROCEDURAL MATTERS

01. Opening of the Meeting

Opening Remarks will be delivered by the high dignitaries of the Government of Sri Lanka while Special Remarks will be made by the Secretary General of BIMSTEC.

02. Election of the Chairperson

As per the existing practice, the Head of Delegation of the Member State hosting the Meeting *i.e.*, Sri Lanka will be elected as the Chairperson of the Meeting. Upon assuming the Chair, the Chairperson will make initial remarks, including matters pertaining to the conduct of the Meeting.

03. Adoption of the Agenda

The Meeting may consider and adopt the Agenda as contained in the Secretariat's **Document Number BIMSTEC/SOM/21/2020/01/Rev.4.**

04. Report by the Secretary General on the progress of BIMSTEC activities

The Secretary General's Report on progress of BIMSTEC activities is contained in the Secretariat's [Document Number BIMSTEC/SOM/21/2020/02/Rev.1.](#)

05. Adoption of the Report of the 4th Meeting of the BIMSTEC Permanent Working Committee (BPWC)

Since the 4th Meeting of the BIMSTEC Permanent Working Committee (BPWC) will be held virtually for the first time, an appropriate mode of preparation and adoption of the report may be worked out by the Meeting in consultation with the Secretariat.

PROGRESS ON DECISIONS OF THE 20TH SOM

06. Review of the progress on decisions taken by the Twentieth Session of the BIMSTEC Senior Officials' Meeting (SOM) held in Colombo, Sri Lanka on 03 March 2020

The progress since the 20th Session of the BIMSTEC SOM is contained in the Secretariat's [Document Number BIMSTEC/SOM/21/2020/03](#) for review and consideration of the 21st SOM.

07. Status of BIMSTEC Agreements/MoA/ other Legal Instruments/ important documents envisaged to be signed/adopted/ launched at the Fifth BIMSTEC Summit

The 20th Session of the BIMSTEC SOM took note of the following three Convention/MoA/MoU and recommended that these be signed during the Fifth BIMSTEC Summit:

07.1. BIMSTEC Convention on Mutual Legal Assistance in Criminal Matters

All Member States have expressed their readiness to sign BIMSTEC Convention on Mutual Legal Assistance in Criminal Matters during the Fifth BIMSTEC Summit.

07.2. Memorandum of Association on the Establishment of BIMSTEC Technology Transfer Facility (TTF) in Colombo, Sri Lanka

All Member States have expressed their readiness to sign the MoA on the Establishment of BIMSTEC TTF during the Fifth BIMSTEC Summit.

07.3. Memorandum of Understanding (MoU) on Mutual Cooperation between Diplomatic Academies/Training Institutions of BIMSTEC Member States

The 20th SOM “considered and endorsed” the draft text of the MoU on Mutual Cooperation between Diplomatic Academies/ Training Institutions of BIMSTEC Member States and decided to submit to the Seventeenth BIMSTEC Ministerial Meeting for approval. Subsequently, the Secretariat received comments/ amendments from India, Myanmar and Thailand. The Secretariat has requested the Member States to convey their approval on the proposed amendments on the updated draft text of the MoU circulated *vide* Note Number BIMSTEC/SEC/08/02-2020/345 dated 09 June 2020, which is contained in the Secretariat’s [Document Number BIMSTEC/SOM/21/2020/05.](#)

The Meeting may wish to discuss and finalize the text once again.

08. BIMSTEC Charter

During the 20th Session of the BIMSTEC SOM, all the Member States except Myanmar agreed to delete the Article 2.3 of the draft Charter. Myanmar agreed to come back on Article 2.3 within four weeks to the Secretariat. Accordingly, Myanmar *vide* Note Number 084/37 2020 dated 28 March 2020 has conveyed it’s no objection to the deletion of Article 2.3. The finalized draft text of the BIMSTEC Charter is contained in the Secretariat’s [Document Number BIMSTEC/SOM/21/2020/06.](#)

The Meeting may consider the finalized draft text of the BIMSTEC Charter for submission to the Seventeenth BIMSTEC Ministerial Meeting for approval.

09. BIMSTEC Master Plan on Transport Connectivity

The Meeting may consider the Note by Secretariat as contained in the Secretariat’s [Document Number BIMSTEC/SOM/21/2020/07](#) and take a decision on the finalization of the BIMSTEC Master Plan on Transport Connectivity.

10. Finalization of the Template of the Memorandum of Association (MoA) on the Establishment of the BIMSTEC Centres/Entities

The Meeting may consider the Note by Secretariat as contained in the Secretariat's [Document Number BIMSTEC/SOM/21/2020/08](#) and take further decision in this regard.

PREPARATION FOR THE 17TH BIMSTEC MINISTERIAL MEETING AND 5TH BIMSTEC SUMMIT

11. Convening of the Seventeenth BIMSTEC Ministerial Meeting and the Fifth BIMSTEC Summit

The Meeting may consider the Note by Secretariat as contained in the Secretariat's [Document Number BIMSTEC/SOM/21/2020/09](#) for discussion on the timing and modalities of convening the Seventeenth BIMSTEC Ministerial Meeting and the Fifth BIMSTEC Summit.

12. Discussion on BIMSTEC's role in post-COVID 19 recovery and rehabilitation and its reflection in the draft Report of the Seventeenth BIMSTEC Ministerial Meeting

The Meeting may consider the Note by the Secretariat as contained in the Secretariat's [Document Number BIMSTEC/SOM/21/2020/10](#) and wish to discuss on BIMSTEC's role in post-COVID 19 recovery and rehabilitation and its reflection in the draft Report of the Seventeenth BIMSTEC Ministerial Meeting.

13. Discussion on the draft Provisional Agenda and the Outcome Documents of the Fifth BIMSTEC Summit and the Seventeenth BIMSTEC Ministerial Meeting

The Meeting may consider the Note by the Secretariat as contained in the Secretariat's [Document Number BIMSTEC/SOM/21/2020/11](#) and wish to finalize the following documents:

13.1 Draft Provisional Agenda and the Report of the Seventeenth BIMSTEC Ministerial Meeting

The Meeting may finalize the draft Provisional Agenda and the Report of the Seventeenth BIMSTEC Ministerial Meeting, which are placed at [Annex-A](#) and [Annex-B](#) to the Secretariat's **Document Number BIMSTEC/SOM/21/2020/11** respectively.

13.2 Draft Provisional Agenda and the Fifth BIMSTEC Summit Declaration

The Meeting may finalize the draft Provisional Agenda and the Fifth BIMSTEC Summit Declaration, which are placed at [Annex-C](#) and [Annex-D](#) to the Secretariat's **Document Number BIMSTEC/SOM/21/2020/11** respectively.

ADMINISTRATIVE AND FINANCIAL ISSUES

14. Appointment of the next Secretary General of BIMSTEC

The matter has been included in the agenda of the 4th Meeting of the BPWC. The Meeting may endorse the recommendation of the 4th Meeting of BPWC for approval by the Seventeenth BIMSTEC Ministerial Meeting.

15. Consideration of the Secretariat's revised estimated budget for FY 2020

The 20th Session of the BIMSTEC SOM considered and provisionally approved the estimated Budget for FY 2020 pending Thailand's comments. After taking into account Thailand's proposal to reduce allocation under some heads, a reduced budget estimate has been circulated among the Member States *vide* Secretariat's Note No. BIMSTEC/SEC/01/03/01-2020/390 dated 19 July 2020.

The 4th Meeting of the BPWC will deliberate on this agenda item. The Meeting may endorse the recommendation of the 4th Meeting of BPWC for approval by the Seventeenth BIMSTEC Ministerial Meeting.

OTHER MATTERS

16. Any Other Matters

Any other matters raised by Delegations and/or by the Secretariat will be considered under this Agenda Item.

16.1 Preparation towards Thailand's Chairmanship of BIMSTEC

The Delegation of Thailand may brief the Meeting on the preparation towards and preliminary direction for Thailand's Chairmanship of BIMSTEC.

17. Date and Venue of the Twenty Second Session of the BIMSTEC Senior Officials' Meeting

The Meeting may decide a tentative time-frame for convening the Twenty Second Session of the BIMSTEC Senior Officials' Meeting.

18. Consideration and Adoption of the Report of the Twenty First Session of the BIMSTEC Senior Officials' Meeting

Myanmar *vide* Note Number 153/37 2020 dated 09 July 2020 has proposed that since the Meeting will be held virtually, it would be better to circulate the draft Report among the Member States for comments/concurrence within two weeks. Considering the practical difficulty of examining the draft Report at a virtual Meeting, the Meeting may decide to circulate the draft Report accordingly.

19. Closing of the Meeting

Closing Statements will be delivered.
