

**DZONGKHAG ADMINISTRATION**

**GASA**

**STANDARD OPERATING PROCEDURES FOR STAFF COORDINATION**

**MEETING**



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Dzongdag  
Dzongkhag Administration  
Gasa

[Date]

## 1. Title

This document shall be known as the Standard Operating Procedure (SOP) for Staff Coordination Meeting.

## 2. Commencement Date

The SOP shall come into effect from 1<sup>st</sup> January 2024.

## 3. Rationale

The essence of holding monthly staff meetings encompasses the promotion of effective communication, collaboration, and decision-making while creating an environment that supports a sharing and learning experiences within the agency. These meetings serve as a cornerstone for sustained organizational growth, development, and success in an ever-evolving approach.

## 4. Scope

The SCM pertains to both sector heads and staff members working across various sectors under the Dzongkhag Administration and pertinent stakeholders as the situation requires. It has the scope to discuss a wide range of topics related to various sectors and other generic topics that are useful to all employees for professional and personal growth.

## 5. Management Structure

1. Chairperson: Dasho Dzongda
2. Deputy Chairperson: Dasho Dzongrab
3. Member Secretary : Human Resource Officer
4. Facilitator: Rotational position
5. Members: Sector heads and employees under different sectors.

## 6. Objectives

### 6.1 To foster an open communication channel

- Provide an opportunity for employees to share updates, discuss ongoing projects, address any concerns or challenges, break down silos, promote teamwork and transparency, and encourage collaboration towards building a positive work culture.

### 6.2 Improving Performance and Productivity

- Review individual and team performance, track progress on key projects, address any challenges or obstacles for a timely resolution, provide feedback, proper coordination, cooperation, and recognition of achievements.

### 6.3 Enhancing Employee Engagement and Satisfaction

- Engagement in fruitful discussion, contributing to the discussion, meaningful learning, feeling valued, sense of belongingness.



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## 7. Roles and Responsibilities

### 7.1 Chairperson

- The meeting shall be chaired by Dasho Dzungda and in absence of the chairperson, Dasho Dzunggrab will preside over the meeting. The chairperson is responsible for ensuring that the meeting adheres to the agenda, encouraging active participation and maintaining decorum of the house.

### 7.2 Member Secretary

- The Dzungkhag HRO will be the permanent member secretary. He or she shall maintain official records of the meetings, follow up on the action items, maintain attendance, and look after overall management.

### 7.3 Facilitator

- The position of a facilitator is open on a rotational basis among the employees. He/she is responsible for planning, agenda preparation, confirming the time and date, mediating the discussion, and summarizing key points after discussions.

## 8. Attendance

It is mandatory for all the staff members under the Dzungkhag Administration to attend the Staff Coordination Meeting. In case of unavoidable circumstances, the employees can inform the chairperson through immediate supervisor in advance.

## 9. Frequency

The staff coordination meeting shall be held **quarterly** unless otherwise specified or in the event of exceptional circumstances. The exact date, time, and venue of the meeting shall be communicated to all staff in advance.

## 10. Agenda

The facilitator will distribute a standardized Google Sheet format for supervisors to submit agendas (see attached sample). Agenda scrutiny will occur based on priority in the presence of the chairperson, deputy chairperson, member secretary, and facilitator. The finalized agenda will be prepared and shared with participants three days before the scheduled meeting, allowing for any necessary corrections.

Agenda item/Issue	Justification	Policy reference	Proposed by



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### **11. Minute Taking**

The chairperson will appoint a minute keeper for every session. He or she is responsible for noting a summary of the discussion, follow-up actions, and decisions made during the meeting. The distribution of the meeting minutes to all members should occur within 2 days following the meeting.

### **12. Confidentiality**

Any sensitive or confidential matters discussed during the meeting shall be treated with utmost confidentiality, and attendees are expected to respect the privacy of others.

### **13. Action Items and follow-up**

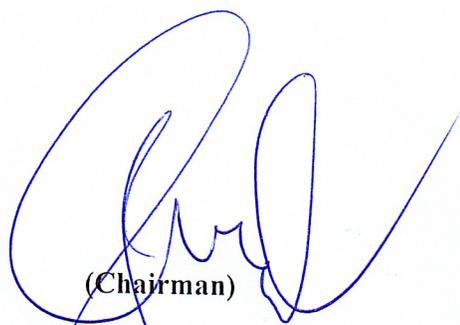
Action items arising from the meeting shall be recorded in the minutes along with the assigned responsibilities and deadlines. The member secretary is responsible for following up with the respective individuals or sectors and reporting on their progress in subsequent meetings.

### **14. Evaluation and Monitoring**

The effectiveness and relevance of the monthly staff meeting shall be periodically reviewed by the management to ensure that it continues to serve its intended purpose.

### **15. Amendment to terms of reference**

These terms of reference may be revised or amended if deemed necessary by the management. Proposed changes shall be communicated to all the staff members before implementation.

  
(Chairman)  
Dzongdag  
Dzongkhag Administration  
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