

## **Procedure for Seeking Approval of Members of PERA Through Circulation**

### **1. Methods of Disposal by the Authority**

All matters requiring the decision of the Authority, shall be disposed of through one of the following methods:

- (a) By discussion in a duly convened meeting of the Authority;
- (b) By circulation among the members of the Authority, strictly in urgent cases where a meeting cannot be convened in time or an important decision is delayed for a single agenda item.

### **2. Procedure for Decision through Circulation**

- i. In cases of urgency, where a matter requires prompt attention and convening a meeting of the Authority is not immediately feasible, the Director General, with the prior approval of the Chief Secretary, may circulate the case among the members of the Authority for decision.
- ii. The circulated case shall include a detailed Summary, setting out the background, context, and clear recommendations, along with all necessary supporting documents. The case can be circulated using either or both means i.e. Manual hard form or digital form.
  - (a) The Summary shall indicate a specific timeframe within which members are to communicate their opinion to the Director General, but not later than 5 days. If a member cannot manage to respond within the stipulated time, it shall be presumed that they concur with the recommendations contained in the Summary. Upon receiving all responses, or after expiry of the response period if there is a majority agreement, the matter shall be deemed to have been approved by the Authority, and the decision shall be notified and implemented accordingly.