



GOVERNMENT OF KHYBER PAKHTUNKHWA
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT.

Dated: Peshawar, the 09th September, 2015

NOTIFICATION

No.ADIT(LG)/1-2/GIZ/2012.- The competent authority in Local Government, Elections and Rural Development Department, have been pleased to re-constitute the Communication Working Committee with the following composition and TOR's:-

COMPOSITION:

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|---|---------------------|
| 1. Additional Secretary, LGE & RDD, Khyber Pakhtunkhwa. | - Convener/Chairman |
| 2. Deputy Secretary (Dev), LGE & RDD, Khyber Pakhtunkhwa. | -Member |
| 3. Focal Person (Reform initiatives), Local Council Board. | -Member |
| 4. Focal Person (Reform initiatives), Directorate General LG&RDD. | -Member |
| 5. Communication advisor, UNDP DLG program. | -Member |
| 6. Adviser Communication, GIZ Support to Governance Program. | -Member |
| 7. Assistant Director (Information Technology) LGE & RDD. | -Member/Secretary |

TERMS OF REFERENCE:

- Act as a focal point of reference and information for Secretary LGE & RDD and other stakeholders on all matters relating to LGE & RDD long term communication strategy.
- Assess and determine scope of work, detail terms of reference of communication consultant(s).
- Provide input in carrying out communication activities in compliance with Provincial Government's policies and priorities.
- Review periodic progress on the communication strategy development and recommend solutions for value addition.
- Design, review and develop quarterly newsletter for the Department.
- Monitor results of activities leading to the formulation of the communication strategy, such as, situation analysis, target audience analysis, analysis of communication needs/priorities, etc.
- Identifies roles and responsibilities for implementation and evaluation of Communication systems.
- Facilitate the dissemination of approved communication strategy among all the Local Councils, sections/units within the LGE & RDD for adherence and implementation and follow up.
- Information Technology cell LGE & RDD will work as Secretariat of the committee.
- The committee shall work under the guidance and supervision of Secretary LGE & RDD.

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**SECRETARY TO GOVERNMENT OF KHYBER PAKHTUNKHWA
LOCAL GOVERNMENT, ELECTIONS AND RURAL DEVELOPMENT DEPARTMENT**

No.ADIT(LG)/1-2/GIZ/2012.

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Copy is forwarded to the:-

1. PS to Senior Minister, LGE&RDD, Khyber Pakhtunkhwa.
2. PS to Secretary LGE & RDD, Khyber Pakhtunkhwa.
3. PS to Secretary Information and Public Relations Department, Khyber Pakhtunkhwa.
4. PS to Additional Secretary LGE & RDD, Khyber Pakhtunkhwa.
5. All members of the Communication Working Committee.
6. All field formation of LG,E&RDD, Khyber Pakhtunkhwa.
7. All Partner Organizations of LG,E&RDD Khyber Pakhtunkhwa.


(Bashir Muhammad)
Assistant Director (IT)
LGE&RDD, Khyber Pakhtunkhwa