

PROJECT UNIT WORKING PRINCIPLES AND INTERNAL AUDIT PROCESS

PROJECT UNIT Definition and Operation

TÜRKONFED Project Unit has been established,

- With regard to the Existing Projects, for the purpose of:
 - Monitoring their progress,
 - Inspecting their compliance with their objectives,
 - Defining actions to improve the projects,
 - Identifying the problems and ensuring that they are corrected,
 - Ensuring implementation of TÜRKONFED project standards in all projects and completion of the projects in accordance with TÜRKONFED missions and visions;
 -
- With regard to the new projects, for the purpose of ensuring that:
 - They are researched,
 - The projects are in accordance with TÜRKONFED's mission and vision are evaluated,
 - Possible partnerships are developed,
 - Project applications within and outside the organization are prepared and followed up,
 - New projects are taken up in line with TÜRKONFED project standards.

-

Project Unit evaluates,

- Through Weekly Meetings;
 - Current and potential collaborations,
 - New project opportunities,
 - Ongoing project application processes.
-
- At Quarterly Periods
 - Collects progress reports of all ongoing projects within the organization,
 - Evaluates them,
 - Identifies recommendations and examples of good practice,
 - Reports all the abovementioned issues to the Executive Board,
 - Notifies the employees of the organization about recommendations and examples of good practice in line with the approval of the Executive Board and follows up their implementation.

TÜRKONFED Commissions Working Principles*

2021-2024

Definition:

Commissions are structures established to direct the activities of the confederation by benefiting from the knowledge and experience of the members in order to realize the mission and objectives of TÜRKONFED specified in the statute. Commissions are accountable to the board of directors.

Duty:

Each commission is obliged to contribute as stated below to the activities which are included in its area of responsibility and which will serve the focuses specified in the strategic action plan.

Establishment and Structure:

Commissions are established by the decision of the board of directors. A vice chairperson or member of the board of directors is responsible for each commission and that member serves as the president of the commission. Commissions consist of at least three members from the board of directors, other than the chairperson, and at least two members to be determined from outside the board. There is no upper limit on the number of commission members. One person from the general secretariat team serves as the commission rapporteur. Rapporteurs primarily report to the respective General Secretariat department.

Authorities:

Commission presidents have the authority to represent TÜRKONFED on matters within their field of study. Commission persons may not delegate these authorities to another commission member. Commissions may hold meetings and develop collaborations and projects with other individuals, entities and organizations in accordance with their fields of study, as specified in the relevant directive. Commissions may establish maximum three working groups on the matters falling within their fields of activity.

Commission studies are a confederation activity. Commission president and members may not direct commission activities for their own specific areas of study.

The authority to represent the commission's studies with the public and communicate with the press rests with the President of TÜRKONFED. The president may delegate this duty to the commission vice presidents when necessary.

Meeting Procedures:

Commissions meet at least once every two months, with the agenda determined by the chairman upon evaluations of the suggestions from the members. Members who fail to attend three consecutive meetings or more than half of the annual meetings lose their commission membership.

Budget:

It is essential that the commission's studies are carried out through projects or sponsorships, following the relevant directive. When commissions wish to carry out a project, they share the project idea discussed in the commission with the project unit as an information note; the project unit turns this into a concept document. In that document, the draft schedule, budget, employee job description, target audience, and performance indicators are added and the project concept is submitted for approval of the chairperson of the board of directors and the executive board.

* *Commission Working Principles are regulated by the attached "TÜRKONFED Commission Work Directive".*

Principles regarding Determination, Scheduling, Communication and Implementation of Commission Activities and Projects

STEP 1

Means and Principles to be pursued for Determining the Activities and Projects

- It is essential that the commission's studies are determined on an annual basis as theme, format and schedule and are decided upon with the approval of the board of directors.
- All studies to be carried out outside the annual work schedule are submitted for approval of the executive board as a result of the evaluation made by the General Secretariat and the Chairperson of the Board of Directors. Activities that undergo all these processes are added to the Strategic Action Plan. This revision in the Plan is made before the semi-annual monitoring meeting.
- The activities of the sub-working groups established by the commissions are also subject to the same approval process, and the studies/activities/projects to be carried out are outside the support of the General Secretariat and the Commission Rapporteur.

STEP 2

Means and Principles to be pursued for the Scheduling and Regional Distribution of Activities and Projects

- Commission studies planned annually are scheduled in accordance with the TÜRKONFED Annual Schedule. In this phase, federation/province selection and date issues are determined according to the principles of suitability through the study to be carried out according to the guidance of the relevant units of the General Secretariat.
- The studies contemplated to be carried out outside the annual schedule are submitted for approval of the executive board as a result of the evaluation made by the General Secretariat and the Chairperson of the Board of Directors.
- Suitability of the schedule to be given by the General Secretariat for the activities of the working groups is sufficient.

STEP 3

Means and Principles to be pursued for Communication of the Activities and Projects (Brand and Communication Spokespersonship?)

- Communication of commission studies planned annually or outside the annual schedule is carried out within the scope of the issues included in the General Secretariat Communication Processes Document.
- The scope of communication of activities and projects that have a communication budget will be determined according to the size of the budget. Communication studies of activities and projects that do not have a communication budget will be limited to internal communication (WhatsApp groups and member e-mail).
- Communication of activities organized by working groups is limited to internal communication (WhatsApp groups and member e-mail).
- Spokespersonship in communication studies is carried out with the assignment by the Chairperson of the Board of Directors and the guidance by the Corporate Communication Department, within the scope of the activities and projects determined in the annual schedule of the commissions.

STEP 4

Means and Principles to be pursued If Activities and Projects are carried out through Collaborations and Sponsorships

- Studies to be carried out jointly with TÜSİAD are subject to the evaluation and approval of the TÜRKONFED-TÜSİAD Coordination Committee and/or the Vice President Responsible for Coordination.
- Other collaborations and sponsorships are subject to the opinion and approval of the Project Unit and the Chairperson of the Board of Directors. (Bank example, etc.)

* It is essential that the studies executed by TÜRKONFED and intended to be shared with the public are first submitted to the Board of Directors?