

## **HR COMMITTEE**

### **TERMS OF REFERENCE**

#### **1.0 Objectives of the Committee**

To assist and advise the Board on the Fund's Human Resources Policies and Strategies.

#### **1.1 Terms of Reference**

- To review, propose and oversee the implementation of Human Resources strategies (HR planning, succession planning, employees' engagement, performance management, reward and recognition, employee relations, training, talent management, HR service delivery, and organizational productivity improvement).
- To advise the EWF Board on the Fund's general policy on staff remuneration and conditions of service in line with the PRB Recommendations.
- To review and propose changes in the organizational structure and staffing structure requirements as proposed by Management for the efficient operation of the Fund.
- To review and propose any relevant criteria to measure the performance of staff in fulfilling their functions and responsibilities.
- To propose changes to the HR Action Plan (if any) and in the HR Budget and ensure the modernization of the HR section as Human Capital.
- To examine and advise on any other relevant HR issues.
- To review and come up with suggestions regarding the HR Manual, HR Policies and Procedures.
- To advise the EWF Board on recruitment and retention of staff.

#### **1.2 Meetings**

Meetings of the Committee are held every 2 months, or as and when the Committee deems appropriate. However, the Committee should meet at least thrice each year.

#### **1.3 Composition of the Committee**

The HR Committee comprises of any four members (including a Chairperson) as nominated by the Board.

In attendance

- General Manager
- Project Manager (in the absence of Administrative Manager)
- Human Resource Management Officer (HRMO)
- Administrative Secretary (Secretary to the Committee)

At least 3 Members shall constitute a quorum.

The Board should ensure that the HR Committee has access to professional in order for it to perform its duties efficiently.

Approved by Board on 26 September 2024



Secretary to Board