

# RULES AND PROCEDURE FOR CONTINUOUS PROFESSIONAL DEVELOPMENT OF TOWN PLANNERS-2020

## Background

Pakistan Council of Architects and Town Planners (PCATP) is deeply motivated for the development of Town Planning profession in the country. In a rapidly changing world where legislative, social, economic and spatial developments directly affect the environment in which we live and work, and where technological advancements provide different ways of working and moving within the towns and cities. According to Section 8 (g) of the PCATP Ordinance, the Council is responsible for promotion of reforms in the Town Planning profession. **Continuing Professional Development (CPD)** provides a means whereby we can keep abreast of these changes, broaden our skills and be more effective in our professional work.

The CPD activity is a distinct part of professional growth of Town Planning professionals in the country. PCATP framework for **Continuing Professional Development (AGM-2016)** stipulates continuing professional development needs of a "Registered Town Planner" in Pakistan. **In order to inculcate a culture of professional development, initially the CPD activities and requirements shall be NON-MANDATORY. These shall only become mandatory if approved during Annual General Meeting of the PCATP.**

## Definitions.

In this document unless there is anything repugnant in the subject or context:

- a. "Council" means Pakistan Council of Architects and Town Planners constituted under Ordinance No. IX of 1983.
- b. "Continued Professional Development (CPD)" means the systematic maintenance, improvement and broadening of knowledge, understanding and skill, and the development of personal qualities necessary for the execution of professional and technical duties throughout the individual's working life.
- c. "Accredited Qualification" means City & Regional Planning and Urban & Regional Planning programs that are included in first Schedule or Second Schedule of the Ordinance.
- d. "Professional Town Planning Bodies" means professional City & Regional Planning/Urban & Regional Planning institutes, institutions, associations, professional bodies, consultants/firms etc. registered as such by the Council as well as the Institute of Planners Pakistan.
- e. "Formal Education" means higher education/qualification recognized by PCATP/HEC.
- f. "Work Based Learning" means city urban & regional planning /urban & regional planning related work including management.
- g. "Individual Activities" means participation in training and development programmes.
- h. "Developmental Activities" means attending programmes to update knowledge.

## **Purpose of Rules:**

These rules are aimed at regulating matters related to conduct of professional development of Town Planners and thus ensuring the following levels of competence for a Town Planner registered with PCATP.

- a. Application of theoretical knowledge to practical situations and to evolve innovative solutions of real-life problems.
- b. Application of concepts and ingredients of management to professional works including relevant aspects of law and finance.
- c. Acquisition and application of necessary communication skills.
- d. Knowledge of latest developments in various fields of Town Planning.
- e. Adherence to professional ethics and acquisition of a broader understanding of obligations of Town Planners to society.

## **Categories of CPD.**

The CPD programme include additional qualifications, professional skills, relevant management and communication skills acquired through additional training and experience. These aspects are grouped into four different categories of training:

### **(1) Formal Education.**

Acquiring knowledge through formal technical education i.e. Masters' and Ph.D. in City/Urban & Regional Planning and related education in Disaster Management, Housing, Community Development and Environmental Management, etc. Such activity includes face-to-face education, distance education, and short courses etc. A diploma course is defined as a face-to-face course of a minimum four months duration involving specialist presenters/resource persons who are external to the workplace.

### **(2) Work-based Learning.**

It includes on-job learning that takes place because of the workplace requirements such as: planning and design of housing schemes, community development project, initial environmental examination or environmental impact assessment of a development project, preparation of transportation plan, master plan, peri-urban structure plan, tourism development plan, regional plan, strategic environmental assessment of a policy, plan or programme, preparation of building regulations and land use rules etc.

Planners working with Development Organizations and NGO/INGOs; Monitoring & Evaluation, Program Management; land management, traffic engineering and planning, project management, GIS and planning related works, Infrastructure planning and design related works, urban design, rehabilitation/regeneration related works

(3) **Developmental Activities.**

Attendance of international level professional development/educational meetings over a period like conferences, workshops, seminars and refresher courses from PCATP approved or internationally recognized bodies.

(4) **Individual Activities.**

Publications of technical articles in reputed journals, part time lecturing in an approved technical institution, evaluation of dissertation at post-graduate level as external examiner, and other participatory activities in PCATP recognized or international technical associations/ institutions etc. shall be covered under this form of activity.

**Accumulation of CPD.**

CPD shall be accumulated in the four categories described in Annex-A.

**Conduct of CPD.**

Professional institutions and associations, CPD academies, Town planning universities/colleges and private institutions, public sector training organizations may impart CPD. All these institutions shall be known as professional Town Planning bodies.

The Governing Body of PCATP shall ensure the professional development of Town Planners in terms of its obligation under the Act. However, the Town Planning Professional Development Board (TP-PDB) shall decide the validity of CPD points claimed by a registered Town Planner.

**Recording of CPD.**

- (1) Unless exempted in terms of these rules, all registered Town Planners may record their CPD activities with TP-PDB in the following manner:
  - (a) Either manually by posting an authenticated copy of certificate received from a Professional Body to TP-PDB, or electronically on PCATP website: [www.pcatp.org.pk](http://www.pcatp.org.pk).
  - (b) Registered persons may record individual CPD activities with TP-PDB on continuous basis as they occur, provided that all CPD activities undertaken are recorded within 30 days after completion of each activity.
  - (c) All CPD activities shall be backed by authenticated certificate/document issued by a Professional Body and shall be produced on demand.
- (2) CPD records will be verified by TP-PDB. as per CPD policy and supporting documents provided. The verification may take the form of a certificate/result. False claims shall be treated as

serious breach of ethics and invite disciplinary actions as per PCATP byelaws.

### **Role of Employers.**

The employers are responsible for creating a suitable working environment and encouraging promotion and participation of Town Planners in activities that maintain their competence/professional development.

## **Establishment of Town Planning Professional Development Board (TP-PDB)**

### **Town Planning Professional Development Board (TP-PDB).**

It shall be a body working under overall directions of the PCATP Executive Committee. The Board shall take all measures and perform all functions that may be necessary or helpful for professional development of all Town Planners registered with PCATP. The office of the Board shall be located within head office of the Council and may extend its branch offices in other locations.

### **Purpose and Establishment of TP-PDB**

To maintain and develop the professional knowledge, skills and competence of Town Planners in Pakistan, to improve their opportunities for employment inland and abroad and to derive the best out of their talent for betterment of national development and social well being.

### **Powers and Functions of the Board**

1. To prescribe and review standards of professional development in coordination with PCATP such that these are in line with internationally recognized standards.
2. To coordinate with professional bodies imparting CPD, if deemed necessary.
- 3.
4. To record and quantify the CPD for each registered person. The Board shall issue a certificate regarding present position of CPD to any registered person on demand against a prescribed Fee.
5. To perform any other function related to professional development of Town Planners.

### **Composition of the Board.**

The Board consists of following members:

- a. **Chair.** Vice Chairman (Town Planning), PCATP shall be the Chair of TP-PDB. Executive Committee of the Council shall nominate him three months before nominations/elections of members. The Chair shall cause to complete formalities for nomination/election as indicated above within three months of his date of nomination.

**b. Members.**

1. Two Members nominated by PCATP from within the Town Planning Members of PCATP Executive Committee and One member shall be a practicing Town Planner with at least 10 years' experience.
2. One Member will be from academia. Each City/Urban & Regional Planning education institution shall nominate one member for the Board. The PCATP executive committee will finally elect one member from the nominations sent by the education institutions.
3. Registrar, PCATP

**Period of Membership.**

Board members shall hold office for a period not exceeding two years. A board member may not serve for more than two consecutive terms. At least one of present members will be re-appointed to maintain continuity. A member must immediately vacate office, if he or she:

- a. Is convicted of any offence under PPC/PCATP Act.
- b. Has been removed from an office because of misconduct.

**Disclosure of Interest**

If a member has a direct or indirect interest in any matter to be dealt with at any meeting of the Board, that member may declare such matter to the Chair in writing and may not attend a meeting or a relevant portion thereof or may not influence any other member in any way related to the interest matter.

**Meetings**

- a. The Board must meet at least once in a year or as and when required.
- b. The Chair of the Board or, in his or her absence, the person presiding over the meeting, must give each member of the Board one month written notice of the time, date and place of the meeting and the matters to be discussed.
- c. In the absence of the Chair, a member of the Board elected by the members present presides over meetings of the Board.
- d. The Chair may call an additional meeting of the Board.
- e. The Board must keep a register of attendance and minutes of its meetings and must circulate copies thereof to the members of the Board within two weeks after the meeting to which it relates. The agenda items will be issued two weeks before the meeting.
- f. The minutes, when confirmed at the next meeting and signed by the person who chairs that meeting, are true and correct record of the proceedings.
- g. The quorum for a meeting of the Board is fifty percent of its members.
- h. A decision of the majority of the members of the Board present, at any meeting, constitutes a decision of the Board.
- i. In the event of an equal number of votes, the person presiding over the meeting has a casting vote in addition to that person's deliberative vote.

1. **Keeping of Records and Register**

- a. The Board shall maintain record of quantification of CPD in respect of all Town Planners registered with PCATP. For this purpose, the Board shall keep and maintain a register of prescribed particulars of registered Town Planners.
- b. The registered Town Planner on attaining CPD shall inform the Board.
- c. The Board shall provide to every applicant verified and certified record of CPD about his/her person, against a prescribed fee.

**Funding of Board**

- a. The funds of the Board shall consist of-
  1. Income derived by virtue of the exercise and performance of its powers, functions and duties.
  2. Any other income, including interest earned on any investment made in terms of this section.
- b. The Board must use its funds to defray expenses incurred by it in exercise of its powers and the performance of its functions and duties.
- c. The Registrar PCATP must open an account in the name of the Board with a scheduled Bank of Pakistan.
- d. The Board may invest any unspent part of the Board's funds and use interest accrued on such investments to defray expenses in connection with the exercise of its powers and the performance of its functions and duties.
- e. The Board must in each financial year, submit a statement of the Board's estimated income and expenditure for the following year to the Council for approval.

**Secrecy**

- a. The Staff and all members of the Board may not disclose to any source, outside of the Board, information that may be considered confidential.
- b. Any person who breaches section (a) is subject to disciplinary action conducted in the prescribed manner.

CATEGORIES OF CPD	APPLICABLE CPD PROGRAM	DURATION OF PROGRAM	DURATION OF ACTIVITY	CREDIT POINTS
<b>CATEGORY A</b>				
FORMAL EDUCATION RECOGNIZED BY HEC/PCATP	Post-Graduate certification	6-9 months		2
	Post-Graduate certification	9-12 months		3
	Post graduate degree in relevant subject	course work only		4
	Post graduate degree in relevant subject	course work & research work		6
	Ph.D degree in relevant subject			12
<b>CATEGORY B</b>				
WORK BASE ACTIVITIES	Town Planning related professional work		400 Hours	1
	Town Planning professional work related Internship		400 Hours	0.5
<b>CATEGORY C</b>				
DEVELOPMENT ACTIVITIES	Member of recognized local bodies		One year	1
	Member of international recognized bodies		One year	2
	Participation in training and development program		One day	1
	Participation in conference		One day	0.5
	Participation in seminar		One day	0.5
	Participation in lecture		One day	0.5
	Participation in workshop		One day	1.5
	Refresher course/short course		One day	1.5

CATEGORIES OF CPD	APPLICABLE CPD PROGRAM	DURATION OF PROGRAM	DURATION OF ACTIVITY	CREDIT POINTS
<b>CATEGORY D</b>				
INDIVIDUAL ACTIVITIES	Symposium panelist		2 Hours	0.5
	Invited lecturer		2 Hours	1.5
	Writing and publishing paper at national level			1.5
	writing and publishing paper at international level			3
	writing conference paper at national level			0.5
	writing conference paper at international level			1.5
	Authoring a book			5
	part of any emergency/social activity			1
	Statuary participation technical or non-technical committees			1
	Managing Technical events at national level			1
	Managing Technical events at international level			2
	Conducting a professional training/CPD workshop			1.5
	Offering Refresher course/short course			1.5