

Statement of Governance

Papua New Guinea Human Resource Institute Inc.

By Francis Danny

This statement reflects to PNGHRI's current progress and standing since its inception. It aims to explain the major targets of the organization and its work progress to achieve it in compliance with its vision and mission statement. Members and corporate members form the core of its stakeholders and it is so essential to be provided with a statement of governance that reflects the operations and functional obligations of the organization. PNGHRI employs a variety of policies and practices enacted by governing bodies to govern its operations and to be in compliance with the local laws in the country. The following is a brief compilation.

PNG Human Resource Institute

The Papua New Guinea Human Resource Institute (PNGHRI) was incorporated formally in 1999 after being informally established as a society since the early 1970's. PNGHRI is committed to integral people development and professional excellence for national development. It is a non-profit, voluntary, independent and peak HRM professional body promoting professional networking, advocacy, international alliance, professional accreditation and undergraduate and graduate development and placements in Papua New Guinea. PNGHRI provides annual Best Performance Awards to individual and corporate members. PNGHRI has annual AGMs, and all its books are audited against international accounting standards.

Council Member

Council member is a voluntary obligation and the council members commit part of their time to the Institution and assist in its operations. The council members are elected by the members of the Institution during its Annual General Meetings and presentation of the Audit report. The council is made up of 10 professionally accredited members of the institute of which 4 are the office bearers and headed by a President. The office bearers are the president, vice-president, treasurer and the secretary.

The Institution basically has 4 main functional operational areas (Membership, Training, Seminars, and Finance & Administration) and each of the council are assigned each specific areas to work on. The Institution is managed by administrative staff who report to the council on a monthly bases council meetings. The council works with the administrative staff to ensure that targets are met well ahead of deadline. The council members are not on any payroll apart from the admin staff that comprises mainly of HR graduates from our student chapters. These graduates are taken in as casuals and provided the opportunity to attend free trainings, seminars and conferences to build up confidence, professionalism and networking opportunities. They rarely continue work over six months because they are usually taken up by various organizations.

Membership

PNGHRI has membership from both the private & public sectors and the membership is still growing – with the largest most significant growth experienced in 2012. More than 1000 professional members registered. More than 100 corporate members are now active members and supporters. The country has about 5000 HR practitioners. PNGHRI has

on average a turnover of about K1, 200,000 per annum (US\$400,000). Strong support from the business community is growing. HR as a profession is gaining momentum. There is significant growth in the number of members across all sectors of the country and including active student membership accreditations.

Professional Affiliations

The membership accreditation by PNGHRI is in line with the Asia Pacific Federation of Human Resource Managers (APFHRM), which PNGHRI is affiliated to. APFHRM is a regional body that independently governs the practices of human resource management in the Asia-Pacific region under the World Federation of People Management Association (WFPMA) guidelines and standards. WFPMA was founded in 1979 to aid the development and improve the effectiveness of professional people management all over the world. WFPMA is an international NGO network that set the standards for every regional body like APFHRM to adapt and accredit HR practitioners in each member country with the latest development in HR practices and world's best HR practice. PNGHRI is comparatively very small compared to all our other colleagues in the region. We have a long way to go and look forward to learning from the experiences from our neighbors.

Continuing Professional Development Programs

PNGHRI has now got seven professional development programs running. Interest is high and seeing good return to the institute. PNGHRI has strategic alliances with other third parties to provide training and other services to its members. The courses offered ranges from; HRM practices and principles to Laws on HRM practices in PNG, occupational health & safety, train the trainer and executive development courses. There are varieties of soft-skill courses that are tailored to meet specific request from members of the institute.

Monthly Professional Development Seminars

The recently introduced monthly seminars on topical subjects and core HR competency areas have proven successful. These are short 4 to 8 hour sessions. Outreach activities out of the capital has commenced with some programs running out of Lae, our industrial capital and second biggest city in the country.

Student Chapter

PNGHRI has three active student chapters in the country now associated with all major universities and college in the country (UPNG, Unitech, DWU, UOG, ITI and IBS). With over 300 plus student

membership, the future development of the HR professionals in the country is now guaranteed. The national body provides annual prize awards and financial grants for student chapter activities from time to time.

Langley Graduate Development Program

In partnership with Air Energi Pacifica Limited (AEPL), PNGHRI is providing training and mentoring for graduates in HR from UPNG. The graduates are given various assignments to work on and engage in real work experience with different firms on secondment basis. They are fully funded and sponsored by AEPL with strict condition. The program has a success rate of 90% plus and benefits both firms – PNGHRI & AEPL

Annual National HR Conferences

PNGHRI traditionally holds an annual national conference. Last year's conference had record in excess of 450 attendances. We had over 30 speakers over three day sessions. We are hosting another conference this coming May and hope to have over 600 attendees. This is the pinnacle of all our programs during the year and usually ends.

Governance

2014 audited financial statements have been audited successfully by independent auditors without any qualifications. PNGHRI is proud to be one of the few professional bodies in the country that has its books audited by independent professional accounting firms annually.

Also over the last couple of years up until now, the Institute has been having regular monthly council meeting with monthly financial reports. Shortfalls in its progress are quickly identified through and are attended to. The Institute is duly registered with IPA (5-834) as an association and NTC (098) to provide professional trainings and seminars. It is in compliance with the local employment law and has been faithfully remitting GST and other tax liabilities to IRC.

PNGHRI Constitutional Changes

At the recent AGM the member have resolved to review the constitution and is now preparing votes by members to changes some parts of the constitution. Some changes anticipated including changing the name from Papua New Guinea HR Institute to Papua New Guinea HR Development and Management Institute (However this change was not endorsed by members). Other changes include ex-officio membership from Government stakeholders and national employers and union bodies.

HR Degree Program

The University of Papua New Guinea (UPNG) through the support of PNGHRI has introduce the first ever degree program in the country since independence 43 years ago. Over 190 HR Degree students have graduated so far since 2008 and is still increasing. The HR Course is proving to be very popular.

In partnership with the country's premier university, PNGHRI is now offering HR degree programs under the professional studies mode. Intensive two year professional degree program has been introduced for experienced professionals and the demand is very high with interest from all sectors of employment in PNG.

Since its inception in 2012, the institute has already seen 30 plus candidates graduating out from UPNG and the number are increasing every year.

Masters in Human Resource Management

PNGHRI in partnership with UPNG again is offering Masters in Human Resource Management (MHRM) for Senior Professionals and Managers. The requirements for the entry includes, a first degree from a recognized accredited University with 5 years of senior professional management work experiences in the field of HRM, Management, Education, Social Service, Corporate services and etc. The minimum duration is 12 months and maximum period of 24 months. The first batch started in 2014 with 18 candidates currently undertaking it and will graduate in 2015.

Declaration of Compliance by BBM professional studies students

The conduct and requirements of BBM professional studies;

- I will observe the professional and ethical standards of the University of Papua New Guinea bylaws and Papua New Guinea Human Resource Institute code of ethics at all times.
- I will observe the laws of the country and all necessary authorities and regulators as and when necessary and applicable in any given situations.
- I will observe the requirement for advance payment of my course fees and any failure to pay may result in immediate suspension of my studies.
- I will undertake to meet all assessment requirements of the course and understand that failure to complete and submit on time may result in suspension of my studies.
- Failure to attend classes without notice is a breach and may subject me to suspension of my studies.
- I understand that all fees paid to PNGHRI are non-refundable if I do not withdraw within the first month of course commencement.
- I undertake to be sober and will not consume illicit drugs nor alcohol during classes or consume beetle-nut while in class or while on transit or while or travel related to studies
- I undertake not to be involved in illicit and amorous relationships with other students or PNGHRI staff or lecturers during study or within the UPNG and PNGHRI premises.
- I will attire in a decent, professional and respectable manner at all times while attached with PNGHRI.
- Must not engage in thievery nor any illegal or illicit behaviors at any time while on related course activities

PNGHRI Best Performance Awards

PNGHRI proposes to institute the following awards with effect from 2012 in order to recognize the growing significant role of human resource profession in all kinds of organizations like business, industry, public service, Non-Profit and Non-Government Organizations. PNGHRI has been successfully awarding these awards since its inception. It is believed that these efforts would enhance the efforts of PNGHRI to strengthen the human resource profession as a 'Strategic Business Partner'. Currently it is working on 6 different awardees for the previous year's performance and that also include student member from each student chapters that PNGHRI has with the tertiary institutes.

PNGHRI is committed to integral people development and professional excellence and sustainable national development through organizational excellence since 1973



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