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SUZLON FOUNDATION
Working with Business

Implementation through External Agency

Formation of CSR Councils

In each state, CSR Councils have been formed to make transparent decisions on relevance of the proposed project and assessing the credibility of the agency. There are separate CSR Councils for three SEZs. The Council has representatives from different verticals of Suzlon Group. The purpose behind forming the CSR Council is twofold – a) to engage the Suzlonians in CSR activities, and b) to make the decision making process transparent and rational. The Council meetings are held once in a quarter to share the progress of CSR programs. Extra meetings are arranged whenever there are new proposals to be considered. Along with the Council members and CSR State Head, a representative from the Central Team will also be present in the meetings.

CSR Council Member Panel – Terms of Reference

The Council is a cross - functional panel of experts with skills and experience in planning and planning - related fields in Suzlon Business Units and Suzlon Foundations and must be at least at the level of the senior manager

The Council is an advisory body, not a decision maker providing independent advice to the Suzlon Foundation for planning on matters referred to it.

The council has been established to:

- (1) Identify ways to provide faster approval processes for CSR sustainable development project of State and regional significance.
- (2) Work closely with Suzlon Foundation proponents to speed up decision making processes.
- (3) Provide expert planning and multi - disciplinary advice.

The Council provides a comprehensive assessment of projects with a view to identifying and resolving relevant issues, reducing delays in decision making and achieving desired strategic planning outcomes.

The focus of the council is on Priority Sustainable Development projects that meet a majority of the following criteria:

- (1) Are of State or regional significance;
- (2) Relate to the planning or development of key strategic Suzlon sites,
- (3) Involve funds of more than Rs. 100,000;
- (4) Are of a substantial geographical scale;
- (5) Raise complex issues.

Scope of advice

When the Suzlon Foundation refers a Priority Sustainable Development Project, the council will provide advice as required, in relation to:

- (1) Represent the business unit in making decisions. It is acknowledged that in some instances, representatives may need to consult with senior managers or management of their agencies for decisions.
- (2) The strategic context of the Project, including the consistency of proposed developments or plans with local need.
- (3) The planning and design merits or otherwise of proposals, including desired outcomes for strategic locations, and the appropriate type and scale of development.
- (4) Other matters that will assist in achieving faster approvals processes such as special management arrangements or coordination across business units to facilitate outcomes.
- (5) Promote and adopt the recommendations arising from this group in engagement with the implementing partner.
- (6) Any other matters that the council considers appropriate having regard to the particular Project.

Composition of the Council

The council should be composed of representatives from Suzlon business units nominated by the head of the Business Unit. Suzlon Foundation members can be council members as well as facilitators. A member from the Suzlon Foundation central team must be present in the council meeting as far as possible.

The council must have a good balance of men and women and participation of members from all departments of the business units should be encouraged. This balance aims at ensuring a broad range of expertise and perspectives.

The minimum quorum is the presence of 60% of council members. A delegation of authority to a competent person due to absence of a council member is permissible only in exceptional circumstances and with prior written communication with meeting facilitator.

This composition can be revised in consultation and mutual agreement with Suzlon Foundation by the 31st of March every year.

The Council meeting should be jointly chaired by the Suzlon Foundation central team member and the senior- most designee council member from business unit.

The council can split in sub-councils to address specific technical issues, as recommended by the council.

These terms of reference will be reviewed after 12 months or earlier at the discretion of the head Suzlon Foundation.

Map Potential External Agencies

For projects to be implemented by external agencies there is again a series of steps that need to be followed. First step is to map the agencies which are working in that local area with their thematic focus of operations. A matrix of this information is to be prepared by the CSR Manager for ready reference using the given format. This is a continuous process and has to be updated once a quarter. The desk study of these agencies will provide information regarding the credibility of the agency, their experience and achievements.

Desk Study of NGOs

The *Desk Review Format* document is a guideline to gather and present relevant information of the agencies. The information can be gathered from various documents published by the agency. Or, it may also be gathered through websites of the agencies if any.

Short-listing of Agencies

From the information gathered and compiled in the form of matrix, the agencies with which it would be possible to partner will be short-listed. The criteria as per the following Appendix should be applied for selection. The profile of the NGO should match with the needs identified for the area.

Invite Expression of Interest from Short-listed Agency

Once the NGOs are short-listed, they will be asked to send expression of interest to carry out project in specific areas which have already been identified. If the agency expresses interest it has to send a letter to Suzlon Foundation agreeing to participate in the selection process.

Visit Eligible Agency

CSR Manager may if she/he thinks it appropriate, visit the offices of the agencies which have been short-listed and also make field visits to see their achievements to get a perspective on their work. The NGO Visit Guideline Format will be referred to at the time of making such visits. These formats will be filled up after the visit and sent to the Central Team within 10 days of the visit.

Council Review

Organizing the Council Meeting

The objective of the meeting is to review and recommend action on CSR project proposal for implementation based on relevance of issues, suitability of implementation plan and effectiveness of the expected outcomes.

Agency is selected

If the Council decides to select the agency, a letter of acceptance is sent to the agency to inform them of the decision.



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