

<b>Original Date</b>	09/08/2024
<b>Subject</b>	Policy and Procedures for Quality and Performance Committee
<b>Reference Number</b>	S3-24

## 1. Statement of Purpose

This document outlines the policy and procedures for the Quality and Performance Committee (QPC) within Saudi Society for Multidisciplinary Research Development and Education (SCAPE Society), established to monitor and oversee the progress of the strategic plan implementation within SCAPE Society across the Society's tracks and committees.

## 2. Goals

- Ensuring that the organization's goals and objectives are met effectively and efficiently.
- Monitoring the compliance with regulatory standards, and policy and procedures.
- Monitoring the performance with regulatory standards, and policy and procedures.

## 3. Committee Structure

- Chairman (appointed by the CEO)
- Deputy Chairman (appointed by the CEO)
- Members and volunteers (appointed by the Chairman)

## 4. Committee's Responsibilities:

### 4.1 Monitoring Progress and Quality:

- Regularly review the strategic plan to assess progress towards society's strategic objectives, and goals.
- Overseeing and monitor the overall progress against society's strategic objectives, and goals and adjust plans as necessary.
- Review and analyse quality and progress data and develop action plans based on data analysis.
- Identify opportunities for quality and performance improvement across the Society's tracks and committees.
- Report findings and recommendations to the CEO and Board of Directors.



## 4.2 Performance Evaluation:

- Establish a comprehensive evaluating, key metrics and reporting framework to track the performance and measure effectiveness and efficiency of strategic plan implementation.
- Overseeing and monitor the overall performance against society's strategic objectives, and goals and define conditions and action plans for low-performing tracks or members.
- Offer constructive feedback to the tracks and committees, highlighting areas of strength and opportunities for improvement.
- Provide recommendations for improvements and corrective actions to the tracks and committees with low performance.
- Report findings and recommendations to the CEO and Board of Directors.

## 5. Procedure

### 5.1 Data Collection and Analysis

- Identify key performance indicators (KPIs) relevant to quality and performance.
- Collect data from various sources (e.g., leaders, members).
- Analyze data to identify progress and areas for improvement.
- Assign responsibilities for implementing initiatives.

### 5.2 Reporting

- The quarterly report for tracks and committees progress is due within 15 days after the end of each quarter. Report findings to the CEO and recommend corrective actions
- The committee will utilize an agreed-upon template for the quarterly report. This template includes sections for: 1) Summary of achievements and milestones reached 2) Metrics and KPIs progress against targets.
- The committee will prepare an annual report summarizing activities, findings, and recommendations, which will be submitted to the CEO and Board of Directors.
- Regular updates and reports will be provided to track leaders and chairmans on quality improvement initiatives and outcomes.



### 5.3 Meeting Frequency

- The Quality and Performance Committee will convene monthly to ensure ongoing monitoring and oversight. Meeting agendas will typically include:
  - Review of quarterly reports and progress updates from each track.
  - Discussion on performance evaluations and recommendations.
  - Planning for improvement initiatives and corrective actions.
  - Any other business pertinent to the committee's responsibilities.

### 5.4 Corrective and Disciplinary actions

- Situations or circumstances that may lead to corrective or disciplinary actions include, but are not limited to:
  - Poor performance or failure to meet established KPIs for two consecutive quarters.
  - Violation of SCAPE Society policies or procedures.
  - Insubordination or refusal to follow reasonable instructions.
- If a track consistently demonstrates slow progress or fails to meet established KPIs for two consecutive quarters:
  - The Quality and Performance Committee will initiate a performance review.
  - The track representative will be required to present an improvement plan outlining corrective action. The member will be notified in writing of the decision, including the reasons for the action and any next steps.
  - Continued failure to improve may result in escalated actions, including but not limiting to Performance Improvement Plan (PIP), additional oversight or restructuring of responsibilities after the approval of CEO and reporting the corrective action to the board of directors.
  - When significant challenges arise that cannot be resolved at the committee level, a detailed report will be prepared for presentation to the SCAPE Society Board of Directors. This report includes: description of the challenge, impact assessment on strategic goals and recommendations for board-level intervention or decision-making.
  - Other disciplinary actions may be taken after the approval of CEO for more serious violations or if corrective actions do not lead to improvement.




## 7. Confidentiality

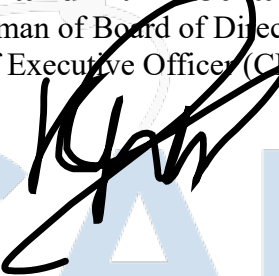
All discussions and documents related to the committee's activities are confidential and should not be disclosed without proper authorization.

## 6. Review and Amendments

This policy will be reviewed every two years by the Board of Directors and updated as necessary to ensure it remains effective and relevant to the organization's needs.



**Dr. Khalid A. Al Sulaiman**  
Chairman of Board of Directors  
Chief Executive Officer (CEO)



SCAPE