**MONTHLY PRODUCT PROGRESS REPORT – (January -2021)**

**PART-I**

Name and Designation of Officer: Nazar jan, Assistant Director, TDAP, Peshawar



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| **Sr.****No.** | **Main Activities** | **Expected Outcome** | **Progress (January 2021)** | **Way Forward (Next month)** |
| **Product (Minerals and Salts)** |
| 1 | Product Detailed Report on Minerals | The main purpose of the report was to have a general view of the minerals in Pakistan and their potential export. | The report was proceeded by physical visits to different areas producing minerals in order to build knowledge in order to take pragmatic stepsfor the way forward to make minerals a one of the biggest source of foreign exchange reserve. | Meeting and visits to different stakeholders of salt and minerals for future courseaction to be followed in order to increase exports of minerals. |

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| **Carry over Activities** | **Reason for Non- Execution** | **Progress (\*month of the report\*)** | **Way Forward (for \*Next month\*)** |
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| Prepared a detailed report on handicrafts | Previously undersigned was given handicrafts as product so when the latter was replaced with minerals and salts to provided detail of allactivities until now regarding handicrafts. |  |  |

**Officer’s take away for \*Month of the report\*:** \_

( Nazar jan)

Assistant Director

TDAP, Peshawar

**PART-II**

**MONTHLY ACTIVITY REPORT – (January\_ 2021)**

**Name and Designation of Officer:**

**Nazar Jan, Assistant Director**

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| **1** | **WORK ASSIGNED BY TDAP, ISLAMABAD DIRECTORATE/ PESHAWAR :** | **Activities Executed**Attended webinar on different products and their potential exports arranged by TDAP Islambad |
| **2** | **WORK ASSIGNED BY TDAP, HEADQUATERS KARACHI :** | **Activities Executed**Wrote a detailed report on minerals and now working on salt |
| **3** | **WORK ASSIGNED BY MOC,****ISLAMABAD :** | **Activities Executed**Provided a detailed report on Sudan and Pakistan bilateral trade of iron and steel and also circulated the 175 million euro investment opportunity in Iron from Italyamong the concerned stake holders |

(Nazar jan) Assistant Director TDAP, Peshawar

**MONTHLY PRODUCT PROGRESS REPORT – (January, 2021)**

**PART-I**

**Name and Designation of Officer: Zahid Mohammad, Assistant Director, TDAP, Peshawar**

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| **Sr. No.** | **Main Activities** | **Expected Outcome** | **Progress(Jan, 2021)** | **Way Forward(Next month)** |
| **Product (Furniture)** |
| **1.** | Established contacts with Furniture sector stake-holders  |  | Assignment given by TDAP HQs.  | - |
| **2.** | Drafted Brochure and forwarded to the designer for designing  |  | Forwarded to the Designer for designing. |  |
| **3.** | Shared survey form with the furniture sector stakeholders for compiling necessary data.  |  | Telephonically pursued/being pursued  |  |

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| **Carry over Activities(last month)** | **Reason for Non- Execution****( If any )** | **Progress(\*month of the report\*)** | **Way Forward(for \*Next month\*)** |
| **Product # 01 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |
| ------None | -None | - | - |
| None | - | - | - |

**Officer’s take away for \*Month of the report\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Zahid Mohammad )

Assistant Director (TDAP, Peshawar)

**MONTHLY ACTIVITY REPORT – (January -2021)**

**Name and Designation of Officer: Zahid Muhammad, Assistant Director**

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| **1** | **WORK ASSIGNED BY TDAP, ISLAMABAD DIRECTORATE/ PESHAWAR :** | **Activities Executed*** As per directives of the EDF Secretariat, Ministry of Commerce to have feedback from management of the Gems & Gemmological Institute of Pakistan (GGIP) whether the institute can afford to develop the institute as a common facility centre as well as utilize the raw material (being used for training) for revenue generation, meeting was arranged/conducted in the office of the Director General, Non-Agro Product, MoC.
* Forwarded MCC, Peshawar Request for Provision of Record for the Period 2012-2013 to TDAP, Islamabad for approval.
* Provided data to TDAP, Hqrs regarding Impact Analysis of SRO 760(I)/2013 dated 02-09-2013
* Attended Meeting of the Executive Committee – GGIP at MoC Islamabad
* Forwarded Contact details of dry fruits dealers furnished by Sarhad Chamber of Commerce and Industry, Peshawar to TDAP Hqrs for onward submission to the Embassy of Pakistan Jordan.
* Reply sent to the TDAP Isb. in the Complaint case lodged by Afghan Citizen against GGIP.
* Letter to MCC for Opening of Joint Account Between MCC (Appraisement & Facilitation), Peshawar and Trade Development Authority of Pakistan, Peshawar
* Meeting with the Founder President/Focal Person, Chitral Chamber of Commerce and Industry, Chitral at TDAP, Peshawar office.
* Submitted Activity plan of TDAP, Peshawar for six months (Jan-Jun-2021)
* Dealt routine matters of the FTI and GGIP (EDF funded projects).
* Facilitated/ensured participation of the gemstone sector stakeholders in the webinar on Gemstone and jewellery Sector: Obstacles in Export and Way forward and ensured participation of 08 stakeholders of KP Region.
* Attended meeting of the financial bid opening – Committee at KP-TEVTA - Construction of Boundary Wall on TDAP/EDF Plot at Charsadda
* Convened meeting on Pak-Afghan bilateral trade with the Afghanistan Commercial Attaché in Peshawar.
* Furnished contact details of top exporters of furniture sector to the TDAP, Hqrs. required to the Bahrain Chamber.
 |
| **2** | **WORK ASSIGNED BY TDAP, HEADQUATERS KARACHI :** | **Activities Executed** |
| **3** | **WORK ASSIGNED BY MOC,****ISLAMABAD :** | **Activities Executed** |

(Zahid Muhammad)

Assistant Director

TDAP, Peshawar

**MONTHLY PRODUCT PROGRESS REPORT – (Jan 2021)**

**PART-I**

**Name and Designation of Officer: M. Amir Khan, Assistant Manager**

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| Sr. No. | Main Activities | Expected Outcome | Progress(Jan, 2021) | Way Forward(Next month) |
| Product (Transport & Logistic) |
| 1 | Formation of Transport & Logistic Council as per directives of Hqrs | Creation Transport & Logistic Council  | * Meeting with the Director Services TDAP, H.O, introductory and future of the sector.
* Sent email to the freight forward association and invite if they like to take part in the e-commerce logistics.
* Collecting the nominations from organization for the transport council.
* Sent short videos of the sectors to H.O.
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| Carry over Activities(last month) | Reason for Non- Execution( If any ) | Progress(\*month of the report\*) | Way Forward(for \*Next month\*) |
| Product # 01 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
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**Officer’s take away for \*Month of the report\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(M Amir Khan)

Assistant Manager

(TDAP, Peshawar)

**MONTHLY ACTIVITY REPORT – (Jan 2021)**

**PART-II**

**Name and Designation of Officer: M. Amir Khan, Assistant Manager**

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| 1 | WORK ASSIGNED BY TDAP, ISLAMABAD DIRECTORATE/PESHAWAR: | Activities Executed1. Issued GSP and FTA to the exporters.
2. Attended Webinar on Gemstones and Jewellery.
3. Prepare the six-month activities for the product honey.
4. Provide information to the M/s. National Foods regarding Honey setup.
5. Facilitated M/s. Pak International Honey Exporters regarding attestation of their documents from MoFA.
6. Provide information to the M/s. Abu Talha Honey Exporters, regarding honey exports.
 |
| 2 | WORK ASSIGNED BY TDAP, HEADQUATERS KARACHI: | Activities Executed1. Working on USFDA Seminars on Pesticides usages.
2. Sent letter to the Agriculture Extensions Dept. to propose seminars in the rice growing areas. Pursuing with dept. and waiting for their response
3. Provide monthly report of GSP, FTA, to H.O.
 |
| 3 | WORK ASSIGNED BY MOC,ISLAMABAD: | Activities Executed |

(M Amir Khan)

Assistant Manager

(TDAP, Peshawar)

**MONTHLY PRODUCT PROGRESS REPORT – (January, 2021)**

**PART-I**

**Name and Designation of Officer: FAKEHA FAIZ, ASSISTANT DIRECTOR, TDAP, PESHAWAR**

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| **Sr. No.** | **Main Activities** | **Expected Outcome** | **Progress(Jan, 2021)** | **Way Forward(Next month)** |
| **Product (Marble)** |
| **1** | Submission of views on Marble for “Draft MoU on Economic and Technical Cooperation between Pakistan and Nigeria” as tasked by the Headquarters and MoC | **-** | Submitted before deadline | . |
| **2** | Meeting with leading marble exporter, Mr. Iftikhar of “Marble City” at his display center in Karkhano Market, Peshawar. Issues related to marble sector were discussed. The exporter was of the view that TDAP should hold regular international exhibitions of marble, as the country has a lot of potential to export all varieties of marble. | **Will create better liaison between marble exporters and TDAP** | - | TDAP might consider participation in exhibitions of marble & stone in future, as was the past practice |
| **3.** | Provision of list of melamine exporters to TIO, Amman, Jorden | **Will help in B2B contacts** | Assignment completed on time |  |
| **4.** | Working on “Mapping Initiative Of Light Engineering Sectors as tasked by the HQs. Survey forms are circulated to marble exporters to evaluate and record production capacity and competency of the firm to answer critical questions like if the firm could expand beyond its existing markets and develop African Market.  | **Will help in the evaluation of production capacity and competency of the firm to answer critical questions like if the firm could expand beyond its existing markets and develop African Market** | Assignment to be completed till 5th February. | - |

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| **Carry over Activities(last month)** | **Reason for Non- Execution****( If any )** | **Progress(\*month of the report\*)** | **Way Forward(for \*Next month\*)** |
| **Product # 01 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |
| ------None | -None | - | - |
| None | - | - | - |

**Officer’s take away for \*Month of the report\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Fakeha Faiz)

Assistant Director (TDAP, Peshawar)

**PART-II**

**MONTHLY ACTIVITY REPORT – (Jan, 2021)**

**Name and Designation of Officer: Fakeha Faiz, Assistant Director, TDAP, Peshawar**

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| **1** | **WORK ASSIGNED BY TDAP, ISLAMABAD DIRECTORATE/PESHAWAR :** | **Activities Executed**The undersigned is looking after the charge of Admin and Finance & Accounts sections of TDAP Peshawar. Dispensed off the daily administrative and finance related matters of the office as directed. |
| **2** | **WORK ASSIGNED BY TDAP, HEADQUATERS KARACHI :** | **Activities Executed**1. Submission of views on Marble for “Draft MoU on Economic and Technical Cooperation between Pakistan and Nigeria” as tasked by the Headquarters and MoC
2. Meeting with leading marble exporter, Mr. Iftikhar of “Marble City” at his display center in Karkhano Market, Peshawar. Issues related to marble sector were discussed. The exporter was of the view that TDAP should hold regular international exhibitions of marble, as the country has a lot of potential to export all varieties of marble.
3. Provision of list of melamine exporters to TIO, Amman, Jorden
4. Working on “Mapping Initiative Of Light Engineering Sectors as tasked by the HQs. Survey forms are circulated to marble exporters to evaluate and record production capacity and competency of the firm to answer critical questions like if the firm could expand beyond its existing markets and develop African Market.
 |
| **3** | **WORK ASSIGNED BY MOC,****ISLAMABAD :** | **Activities Executed**Submission of views on Marble for “Draft MoU on Economic and Technical Cooperation between Pakistan and Nigeria” as tasked by the Headquarters and MoC  |

(Fakeha Faiz)

Assistant Director

(TDAP, Peshawar)