WOMEN'S EMPOWERMENT GROUP (WEG)

ANNUAL MANAGEMENT REPORT

For the Year Ended 2023–2024

Management Report

1. Introduction

The Board of Trustees and Management of Women's Empowerment Group (WEG) are pleased to present the Annual Management Report for the financial year 2023–2024.

During the year, management remained focused on strengthening institutional governance, expanding healthcare infrastructure, enhancing operational systems, ensuring regulatory compliance, and progressing towards the operational readiness of the Pink Ribbon Breast Cancer Hospital. Significant emphasis was placed on construction management, procurement of medical equipment, financial oversight, human resource development, fundraising, and awareness initiatives.

2. Governance

The Board of Trustees continued to provide strategic direction through regular Board meetings and oversight of organizational activities.

Management presented quarterly operational reports covering:

- Infrastructure development
- Financial performance
- Budget implementation
- Human resource requirements
- Regulatory compliance
- Risk management
- Construction progress
- Hospital operational readiness

The Board reviewed organizational performance and approved management recommendations to ensure timely implementation of strategic objectives.

3. Operational Performance

During FY 2023–2024, management focused on establishing systems required for the commencement of hospital operations.

Major operational achievements included:

- Continuous monitoring of hospital construction
- Preparation of radiology facilities
- Procurement planning for medical equipment
- Installation of Mammography services
- Operational planning for Ultrasound services
- Development of departmental infrastructure
- Procurement planning for hospital furniture and equipment

These initiatives significantly improved organizational preparedness for commencing clinical services.

4. Hospital Infrastructure Development

Construction activities remained one of management's highest priorities throughout the year.

Building 2/11

Management supervised the successful completion of major civil works including:

- Completion of brickwork and grey structure
- Progress in electrical piping and wiring
- Plumbing installations
- Staircase construction
- HVAC installation
- Waterproofing works
- Finishing works
- Paint works
- Resolution of construction discrepancies identified by consulting engineers

Continuous monitoring ensured that contractor performance remained aligned with approved specifications and construction timelines.

Building 2/12

Substantial progress was achieved in hospital infrastructure, including:

- Basement alterations
- Electrical installations
- Plumbing works

- False ceiling completion
- HVAC ducting
- Paint works
- Mammography room preparation
- Ultrasound room preparation
- Door installation and polishing
- Basement readiness for operational use

Management continued supervising construction quality through regular inspections and contractor coordination.

5. Medical Equipment & Clinical Readiness

Significant progress was achieved towards establishing diagnostic services.

Key developments included:

- Mammography machine inspection by Fujifilm engineers
- Safe handling and storage before installation
- Installation and programming activities
- Staff training for machine operations
- Procurement planning for radiology furniture and accessories

Preparations were also initiated for Ultrasound services, ensuring infrastructure and equipment readiness.

6. Financial Management

Management continued strengthening financial governance through:

- Quarterly budget reviews
- Monitoring expenditures
- Committee review of financial performance
- Budget amendments based on committee recommendations
- Financial planning for hospital operational requirements

Budgetary controls remained effective throughout the reporting period and management ensured expenditures remained aligned with organizational priorities.

7. Audit & Internal Controls

Management successfully facilitated the external audit process for FY 2022–2023.
Key achievements included:

- Coordination with Crowe Hussain Chaudhry
- Submission of required audit documentation
- Completion of statutory audit

- Receipt of audit report
- Strengthening financial controls following audit observations

Management remains committed to maintaining transparent financial reporting and compliance with statutory audit requirements.

8. Regulatory Compliance

During the year, management continued pursuing statutory registrations and regulatory compliance.

Major activities included:

- Preparation of revised Trust Deed
- Registration process under Punjab Trust Act 2020
- Follow-up with Assistant Commissioner's Office
- Liaison with the DLR Department
- Coordination with legal counsel
- Follow-up on organizational documentation

Management remained committed to ensuring compliance with all applicable legal and regulatory requirements.

9. Banking & Financial Administration

During FY 2023–2024, management strengthened banking relationships through:

- Regularization of UBL accounts
- Regularization of Habib Metro accounts
- Opening of National Bank account
- Completion of KYC requirements with financial institutions

These initiatives strengthened financial governance and improved banking operations.

10. Human Resource Development

Management expanded organizational capacity by recruiting personnel across operational, fundraising, marketing, administrative and healthcare functions.

Recruitments included:

- Fundraising Coordinator
- Fundraising and Marketing Officer
- Content Writer
- Video Editor

- Medical Imaging Technologist (MIT)
- Doctors for OPD
- Sales and Marketing Coordinator
- Call Centre Supervisor
- Call Centre Agents
- Radiology support staff
- Cleaning staff

These appointments strengthened organizational readiness for hospital operations and public awareness activities.

11. Awareness & Fundraising

Management continued implementing awareness and fundraising initiatives under the **Pinktober Campaign**.

Activities included:

- Stock verification of campaign materials
- Procurement of promotional items
- Coordination with universities and colleges
- Distribution of IEC materials
- Staff assignment
- Courier service negotiations
- Campaign logistics planning

These initiatives strengthened community outreach and enhanced public awareness regarding breast cancer prevention and early detection.

12. Risk Management

Management continued monitoring key organizational risks including:

- Construction delays
- Regulatory approvals
- Budgetary pressures
- Operational readiness
- Equipment installation timelines
- Procurement risks
- Human resource requirements

Corrective measures and continuous monitoring were implemented through regular management reviews and Board oversight.

13. Key Achievements

During FY 2023–2024, the organization achieved:

- Significant progress in hospital construction
- Completion of major basement infrastructure
- Advancement in hospital finishing works
- Mammography installation activities
- Successful completion of statutory audit
- Timely tax return submission
- Continued Trust Act registration process
- Strengthened banking operations
- Expanded workforce
- Continued Pinktober awareness initiatives
- Improved financial monitoring
- Enhanced governance practices

14. Outlook for FY 2024–2025

Management will continue focusing on:

- Completion of hospital construction
- Commissioning of diagnostic services
- Procurement of remaining medical equipment
- Regulatory approvals
- Punjab Healthcare Commission registration
- Expansion of fundraising activities
- Strengthening financial sustainability
- Operational launch of Pink Ribbon Breast Cancer Hospital
- Enhancement of governance and internal control systems

15. Management Responsibility Statement

The management of Women's Empowerment Group is responsible for maintaining adequate accounting records, safeguarding organizational assets, ensuring compliance with applicable laws and regulations, and establishing effective internal controls. Management believes that the information contained in this report fairly presents the operational performance, governance activities, and strategic progress of the organization for the financial year 2023–2024 based on the Board-approved minutes and management updates.

Prepared by
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Capt Muhammad Iqbal Shahid

CEO________________