

WOMEN'S EMPOWERMENT GROUP (WEG)

ANNUAL MANAGEMENT REPORT

For the Year Ended 2024–2025

Management Report

1. Introduction

The Board of Trustees of Women's Empowerment Group (WEG) is pleased to present the Annual Management Report for the financial year 2024–2025.

The year marked a significant milestone in the organization's institutional development. Management successfully transitioned the Pink Ribbon Breast Cancer Hospital from the construction phase towards operational readiness through completion of major civil works, installation of critical healthcare infrastructure, regulatory approvals, strengthening governance systems, and expansion of operational capacity.

Throughout the year, management remained committed to transparency, accountability, regulatory compliance, prudent financial management, and the long-term sustainability of the organization.

2. Governance and Board Oversight

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

During the year, the Board reviewed and approved management reports covering:

- Construction progress
- Operational readiness
- Budget implementation
- Internal controls
- Risk management
- Human resource development
- Regulatory compliance
- Hospital commissioning activities

Management ensured that Board resolutions were implemented effectively and progress was monitored through periodic reporting.

3. Organizational Performance

FY 2024–2025 represented one of the most productive years in WEG's history.

Management concentrated on:

- Completing hospital infrastructure
- Establishing clinical facilities
- Strengthening governance
- Improving administrative systems
- Advancing regulatory approvals
- Preparing departments for operational launch
- Expanding fundraising and awareness activities

The organization demonstrated consistent progress against its strategic objectives while maintaining effective financial and operational controls.

4. Infrastructure Development

Infrastructure development remained the primary focus throughout the reporting period.

Building 2/11

Management successfully completed the remaining construction activities, including:

- Completion of plumbing works
- Completion of staircase works
- Completion of finishing works
- Completion of waterproofing treatment
- Completion of painting works
- Resolution of construction observations identified by consulting engineers
- Formal handover of Building 2/11 to WEG

The completion and handover of Building 2/11 represented a major achievement toward operational readiness.

Building 2/12

Significant progress was achieved on Building 2/12, including:

- Alteration works on the first floor
- Waterproofing treatment
- Civil works for Pre-Operation and Post-Operation areas
- Completion of Surgeon Room

- Continuous minor repair works
- Structural improvements in preparation for clinical services

Management maintained close supervision to ensure construction quality and compliance with approved engineering standards.

5. Hospital Engineering Systems

During FY 2024–2025, considerable progress was achieved in installation of critical healthcare engineering systems.

Major developments included:

- Installation of Medical Gas System
- Completion of Medical Gas System installation
- Installation and monitoring of HVAC system
- Progress monitoring of HVAC contractors
- Engineering inspections
- Mechanical system integration

These developments significantly enhanced hospital preparedness for clinical operations.

6. Diagnostic Services

Management continued strengthening diagnostic capacity.

Key achievements included:

- Routine inspection of Mammography equipment by Fujifilm engineers
- Scheduled maintenance of Ultrasound equipment by GE engineers
- Preventive maintenance programme implemented
- Continuous monitoring of equipment functionality

Management ensured that all diagnostic equipment remained in operational condition and compliant with manufacturer recommendations.

7. Operation Theatre Development

Significant progress was made towards commissioning surgical services.

Major achievements included:

- Technical evaluation of Operation Theatre tenders
- Financial evaluation of bidders
- Vendor meetings
- Finalization of Modular Operation Theatre contract with Vertex
- Procurement planning for theatre equipment

These activities established the foundation for operational surgical services within the hospital.

8. Regulatory Compliance

Management continued strengthening regulatory compliance throughout the year.

Major milestones achieved included:

- Registration under Trust Act 2020
- Submission of trustee documentation to government authorities
- Registration granted by the Directorate of Local Government (DLR)
- Receipt of Provisional Licence from the Punjab Healthcare Commission for the Diagnostic Centre
- Progress on Punjab Charity Commission registration

These achievements significantly strengthened the legal and regulatory standing of the organization and supported preparations for hospital operations.

9. Financial Management

Management maintained sound financial governance during FY 2024–2025.

Key activities included:

- Quarterly budget reviews
- Monitoring departmental expenditures
- Financial oversight by the Board
- Review of budget variances
- Recommendations for improved budget management
- Strengthening financial reporting

The Board continued reviewing expenditure trends to ensure effective utilization of organizational resources.

10. Banking and Financial Administration

Management continued improving banking operations through:

- Regularization of bank accounts
- Follow-up with MCB
- Bank of Punjab
- Habib Metro Bank
- Telenor Bank

These initiatives supported improved financial administration and strengthened institutional banking relationships.

11. Human Resource Development

During FY 2024–2025, management continued expanding organizational capacity through strategic recruitment.

Recruitment focused on strengthening:

- Hospital operations
- Administration
- Marketing
- Fundraising
- Clinical support
- Call Centre
- Operational staff

Management also monitored employee turnover and workforce planning to ensure continuity of organizational operations.

12. Awareness and Community Outreach

The organization continued its flagship breast cancer awareness initiatives through **PINKTOBER 2024**.

Major activities included:

- Strategic planning and Board presentations
- Inventory verification
- Procurement of campaign materials
- Assignment of campaign responsibilities
- Collaboration with universities and colleges
- Distribution of awareness materials
- Coordination with courier services
- Review of campaign outcomes for future improvement

Management also initiated preparations for the **Ramzan Campaign**, including logistics, procurement, and distribution planning.

13. Risk Management

Throughout the year, management monitored organizational risks including:

- Construction completion

- Engineering installations
- Regulatory approvals
- Financial sustainability
- Procurement processes
- Human resource capacity
- Operational readiness
- Hospital commissioning

Appropriate mitigation measures were implemented through regular monitoring and Board oversight.

14. Key Achievements

During FY 2024–2025, WEG achieved several strategic milestones:

- Successful handover of Building 2/11
- Significant progress on Building 2/12
- Installation and completion of Medical Gas System
- Progress on HVAC installation
- Finalization of Modular Operation Theatre contract
- Receipt of Punjab Healthcare Commission Provisional Licence
- Registration under the Trust Act 2020
- Continued progress on Charity Commission registration
- Strengthened diagnostic services
- Completion of scheduled maintenance of medical equipment
- Continued financial governance and budget monitoring
- Expansion of organizational workforce
- Successful implementation of Pinktober 2024
- Preparation and execution of Ramzan Campaign activities

15. Outlook for FY 2025–2026

Management will continue to focus on:

- Completion of Building 2/12
- Commissioning of Operation Theatres
- Hospital licensing and accreditation
- Expansion of diagnostic and clinical services
- Strengthening fundraising and donor engagement
- Enhancing digital systems and operational efficiency
- Continuous improvement of governance and internal controls
- Sustainable financial management
- Expansion of community outreach and breast cancer awareness programmes
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16. Management Responsibility Statement

Management is responsible for maintaining appropriate accounting records, safeguarding the assets of Women's Empowerment Group, ensuring compliance with applicable laws and regulations, and establishing effective internal control systems.

The management believes that this report fairly presents the operational performance, governance activities, infrastructure development, financial oversight, regulatory compliance, and strategic achievements of the organization for the financial year 2024–2025 based on the Board of Trustees' records and management reports.

Prepared by

Head of Operations

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