



CHALLENGES,
ADVERSITY
& RESILIENCE

CIPM
Sri Lanka

**ANNUAL
REPORT
2020**

CHALLENGES, ADVERSITY & RESILIENCE

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In the wake of the COVID 19 pandemic, CIPM has been able to face the challenges and adversities impacting on progress and growth by being resilient during the lockdown. Change of business strategy and the use of state of the art technology enabled CIPM to reach many milestones. We applaud the Governing Council and the staff for the resilience in 'Bouncing Forward'.

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VISION

To be a Guiding Force and Global Leader in Developing and Managing Human Capital

MISSION

Developing Innovative Practices for Unleashing Human Potential



VALUES

- COURAGE** Being Different, Creative, Innovative
- INTEGRITY** Ethical, Honest and sincere in all dealings
- PASSION** Inner drive for world-class service excellence
- MASTERY** Being proficient in what we do

OBJECTIVES

- To promote and develop the principles, techniques and practice of personnel management in Sri Lanka;
- To help in the acquisition and interchange of knowledge by reading of communications and discussions thereon, by establishing and maintaining libraries, publications on matters of professional interest and any such other means;
- To promote the study of personnel management and to encourage research into the best means and methods of applying the principles and techniques of personnel management in the interests of the industrial and economic development of Sri Lanka;
- To conduct examinations qualifying for membership of the Corporation to test the competence of persons engaged in personnel management and to grant certificates of competence;
- To assess the eligibility of candidates for admission to the various grades of membership;
- To regulate the professional activities and to assist in maintaining high standards in the general conduct of its members;
- To give the Government and other institutions both in the public and private sectors the facilities for conference with and ascertaining the views of personnel managers as regards matters directly or indirectly affecting personnel management;
- To encourage and assist in the settlement of disputes between the Institute and its members by arbitration and to nominate arbitrators and umpires;
- To foster coordination with similar professional institutes in Sri Lanka and other countries in furthering the objects of the Corporation; and
- To do all such other acts and things as are incidental or conducive to the attainment of above objects or any of them.

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MILESTONES

1959

The Institute of Personnel Management (IPM) is founded with the objective of nurturing and developing the profession of Personnel Management.

1960

A committee comprising 14 'Subscriber Members' and headed by eminent personality Sir Cyril De Zoysa, adopts the IPM Constitution.

1962

The 'Handbook of Personnel Management' is compiled by Dr. D.S. Bandarage. This was considered as the premier guide to Personnel Management in Sri Lanka for many years.

1976

IPM is incorporated as a professional educational institution by Parliamentary Act No. 24 of 1976.

1985

The First-ever National HR Conference is organised by IPM in order to share and gain industry knowledge, exchange views, share best practices and to build professional connections. Over the next three decades, the event would become Sri Lanka's flagship HR learning conference and South Asia's largest HR event.

1992

IPM is registered with the Tertiary and Vocational Education Commission (TVEC) of Sri Lanka as an Institute authorised to conduct courses and examinations in Personnel Management.

2000

The official foundation stone laying ceremony of 'IPM House', Colombo 5 is held under the auspices of our Executive Council Members and other dignitaries.

2001

'IPM House' is officially opened by the then IPM President Mr. U.A.C. Obeyesekere on 31st July 2001 realising a long cherished dream of the IPM Membership and HR fraternity of Sri Lanka.

2002

Introduced the first ever HR Service Providers Exhibition (Presently known as National HR Exhibition) along with the National HR Conference.

2003

IPM Learning Centre and Library was officially launched. The library would later grow to be Sri Lanka's biggest collection of books and publications with regard to Human Resource Management.

IPM Sri Lanka was elected as the President, Asia Pacific Federation of Human Resource Management (APFHRM) and as Board Member of the World Federation of People Management Associations.

Initiated the first ever Exchange Programme with a foreign professional body by teaming up with the National Institute of Personnel Management, India.

2004

The first IPM Study Centre was commenced in Kandy to offer FCHRM and CCHRM study programmes in collaboration with Central Province Women's Chamber of Small Industries and Commerce, Kandy.

2005

The Professional Qualification in Human Resource Management (PQHRM) was officially launched meeting a timely need for an advanced qualification in HRM in Sri Lanka.

2006

The IPM Kurunegala Study Centre was opened to cater to the Human Resource Management educational needs of the North Western (Wayamba) region in collaboration with ISB, Kurunegala.

2007

IPM Sri Lanka was appointed as the Vice President, Asia Pacific Federation of Human Resources Management representing the Indian Sub-Continent.

2008

Signed an MOU with the Open University of Sri Lanka (OUSL) to design and implement the MBA in HRM.

IPM Sri Lanka was elected as the Secretary General, Asia Pacific Federation of Human Resource Management.

Signed an MOU with Australian Human Resources Institute (AHRI) and PMSM Indonesia to enhance professional development activities.

IPM Sri Lanka successfully completed the second phase of the 'headquarters building expansion project' with the addition of its new wing, equipped with state-of-the-art lecture halls, office infrastructure, and amenities. The ceremonial opening of the new wing took place on 01st June 2008.

2009

The IPM Members' Lounge was launched offering an array of exclusive benefits for IPM Members.

A Memorandum of Understanding (MoU) was signed with the Australian Human Resource Institute (AHRI) for mutual collaboration.

The IPM Gampaha Regional Study Centre was opened to cater to the Human Resource Management educational needs of the Gampaha area in collaboration with FCCISL.

2010

IPM commences HRM courses in Jaffna through its Jaffna Regional Study Centre, meeting a timely need for HRM education in Sri Lanka's war-torn Northern Province.

2012

IPM received ISO 9001:2008 Certification from the Sri Lanka Standards Institution (SLSI) recognising the Institute's capacity for the design, development and conducting of professional educational programmes on Human Resource Management and for the undertaking of HRM Consultancies. IPM was the first professional Institute to receive ISO Certification.

2013

IPM won Gold Award for its Annual Report under the 'Small and Medium sized Entities Category' at the 49th Annual Report Competition organised by the Institute of Chartered Accountants of Sri Lanka (ICASL).

IPM won Silver Award at SLIM Brand Excellence Awards 2013.

IPM won the 'Taiki Akimoto 5S Merit Award' from the Japan Sri Lanka Technical and Cultural Association (JASTECA). IPM Sri Lanka thus became the first professional HRM Institute to be honoured with this prestigious award.

The IPM Kandy Regional Centre is opened at William Gopallawa Mawatha, Kandy, employing our own staff, to cater to the

Human Resource Management educational needs of the Central Province.

The IPM Negombo Regional Study Centre opened to cater to the Human Resource Management educational needs of the Negombo area.

2014

IPM launched its very own definition for Human Resource Management. The new definition is considered to be a significant milestone in IPM's journey and clarifies a number of aspects critical to HRM, especially in the Sri Lankan context.

The IPM Galle Regional Centre was opened to cater to the Human Resource Management educational needs of Sri Lanka's Southern province.

A Memorandum of Understanding (MoU) was signed with CA Sri Lanka for mutual collaboration.

A Memorandum of Understanding (MoU) was signed between IPM Sri Lanka, NIPM India and BSHRM Bangladesh for the formation of the South Asian Association of Human Resources (SAAHR).

IPM Sri Lanka was categorised as "Human Resource Development" under the 'Schedule of Professions' of the Organisation of Professional Associations (OPA) of Sri Lanka. Accordingly, IPM Sri Lanka will be entitled to nominate a "Representative Member" to serve on the Executive Council and Forum meetings of the OPA.

2015

Purchased a property in extent of 40 perches, located almost adjacent to the IPM Building.

Won the 'Certificate of Merit' at the SAFA (South Asian Federation of Accountants) Best Presented Annual Report Awards 2013 for the year 2013 in the 'Non-Governmental Organisations Category' (including NPOs).

Awarded the prestigious Special Commendation Award for the Service Sector under the small scale category at the National Productivity Awards.

Established our own Regional Centre in Kurunegala with better facilities in the heart of the town.

Introduced the first ever Certified HR Auditor Programme in Sri Lanka in collaboration with TV Rao Learning Systems (TVRLS) India.

2016

Upgraded PQHRM syllabus was relaunched.

The revamped Kandy Regional Centre was opened.

Fellow Member and Past President, IPM Sri Lanka, Mr. U.A.C. Obeyesekere, bestowed 'APFHRM Professional of the Year 2015 Award'

at the APFHRM Regional HR Conference held in Singapore in November 2015.

Accreditation obtained for the PQHRM programme from Asia Pacific Federation of Human Resource Management (APFHRM).

Signed an MOU with Salford University, UK for conducting MSc. and BSc. programmes at IPM Sri Lanka.

2017

IPM Sri Lanka President was elected as the Vice President of Asia Pacific Federation of Human Resource Management.

2018

IPM Sri Lanka became the Winner of the National Business Excellence Awards (NBEA) 2017 in the Educational Services Sector.

IPM Sri Lanka, upon a rigorous bidding process was successful in winning the bid for hosting the World HR Congress 2020 - the most prestigious global event in the field of Human Resource Management (HRM).

IPM Sri Lanka entered into an MOU with the Malaysian Institute for Human Resource Management for an exchange programme of two staff members per year, for educational purposes.

2019

IPM Sri Lanka was awarded the Charter Status by the Parliament Act (Amended) No.31 of 2018.

A new centralised study centre with modern state of the art facilities was setup at Colombo 05.

Opening of the modern knowledge centre to go with the digitisation strategy of the strategic plan.

Expansion and relocation of the Kurunegala regional centre providing state of the art facilities for the students and stakeholders.

Introduced the first ever HR Glossary with 7000+ words.

Merit Award winner at the Sri Lanka National Quality Award (SLNQA) under the Education Sector - medium category.

2020

CIPM President appointed as President APFHRM

Launch Chartered Qualification in HRM (CQHRM)

Online study programmes for the first time in CIPM history

Signing of 06 MoUs with Universities and Educational Organizations

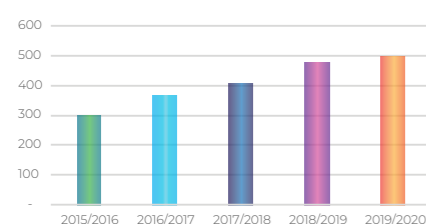
Introducing in-house paper marking system

ISO 14001:2015 Environmental Management Certification

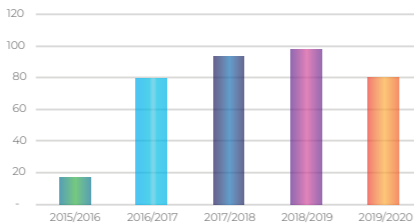
FINANCIAL HIGHLIGHTS

	2019/2020	2018/2019
Productivity		
Revenue - Rs. Mn	496.76	475.51
Net Revenue/Gross Margin - Rs. Mn	298.15	295.51
Gross Margin Ratio (%)	60.02	62.15
Head Count-No of Staff	69	65
Revenue per employee - Rs. Mn	7.20	7.32
Year End Data		
Total Assets - Rs. Mn	789.90	764.79
Total Equity - Rs. Mn	610.48	542.33
Bottom Line Performance		
Surplus Before Tax - Rs. Mn	80.02	98.36
Surplus After Tax - Rs. Mn	68.28	85.26

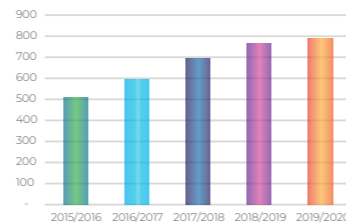
Revenue Growth - Rs. Mn



Surplus Before Tax - Rs. Mn



Assets Growth - Rs. Mn



OPERATIONAL HIGHLIGHTS



OUR CROWNING ACHIEVEMENTS



2012

Merit Award Winner at the JASTECA SS Awards Ceremony, Taiki Akimoto SS Awards 2012.

IPM receives ISO 9001:2008 Certification from the Sri Lanka Standards Institution (SLSI) and IPM was the first professional Institute to receive ISO Certification.

2013

Winner of the Gold Award under the Small and Medium Sized Entities at the Annual Report Awards, organised by the Institute of Chartered Accountants of Sri Lanka.

Winner of a Commendation Award under the Service Sector - Small Scale at the National Productivity Awards 2013, organised by the National Productivity Secretariat of Ministry of Productivity Promotions.

Silver Award Winner under the SME Brand of the Year, at the SLIM Brand Excellence Awards, organised by the Sri Lanka Institute of Marketing.

2014

Awarded a Certificate of Compliance under the Small and Medium Sized Entities at the

Annual Report Awards organised by the Institute of Chartered Accountants of Sri Lanka.

Received a Special Commendation Award under the Service Sector - Small Scale Category, at the awards programme organised by the National Productivity Secretariat.

2015

Awarded Silver Award under the Small and Medium Sized Entities at the Annual Report Awards organised by the Institute of Chartered Accountants of Sri Lanka.

Received a Commendation Award at the Sri Lanka National Quality Awards Programme, organised by the Sri Lanka Standards Institution (SLSI).

2016

Winner of the Bronze Award under the Small and Medium Sized Entities at the Annual Report Awards, organised by the Institute of Chartered Accountants of Sri Lanka.

2017

Winner of the Certificate of Compliance under the Small and Medium Sized Entities at the Annual Report Awards organised by the Institute of Chartered Accountants of Sri Lanka.

Winner of the Business Excellence Award under the Educational Services Category at the National Business Excellence Awards 2017.

Awarded the Certificate of Conformity in ISO 9001:2015 for the IPM Head Office and its branches by the Sri Lanka Standards Institution (SLSI).

2018

Winner of the Certificate of Compliance under the Small and Medium Sized Entities at the Annual Report Awards organised by the Institute of Chartered Accountants of Sri Lanka.

Merit Award Winner at the Sri Lanka National Quality Award (SLNQA) under the Education Sector - medium category.



2019

Winner of the Certificate of Compliance under the Small and Medium Sized Entities at the Annual Report Awards organized by the Institute of Chartered Accountants of Sri Lanka.

Awarded under the category of SME Local Brand of the Year at the SLIM Brand Excellence Award ceremony organized by Sri Lanka Institute of Marketing.

Awarded with ISO 14001:2015 Environmental Management Certification from Sri Lanka Standards Institution.

PRESIDENT'S MESSAGE

State of the Institute (2019-20)

The Legacy lingers on.....

College of Past Presidents It has been two years of continual progress, the journey forward continued climbing greater heights. As President of your great Institute, I am a relieved person for I could complete a very successful two years at the helm and now I can pass the baton on to the next, as an organization of better shape at an elevated strength from the day I took over the reins two years ago.

It was in just less than two years that we achieved that proverbial phrase "Chartered" and we never looked back but forged ahead with vigour and valour. Even though we had to face severe hardships due to an unprecedented and unfortunate predicament as a result of the global pandemic which engrossed all the nations of the world where Sri Lanka was no exception. Starting mid-March, the country's economy was severely affected as the economy came to a standstill. Even while I am penning down this report, the situation has not improved much. However, we, as an organization with a sizable payroll of around seventy employees, running a business, had to think of the business continuity, employee well-being and uphold the reputation and goodwill of the institution at the same time, and it was quite challenging. Nevertheless, the Council, together with the staff, managed to pull it through this difficult period so far and your institute, I would say, not only could stay afloat but moreover could perform remarkably well beyond expectations.

It was in just less than two years that we achieved that proverbial phrase "Chartered" and we never looked back but forged ahead with vigour and valour. Even though we had to face severe hardships due to an unprecedented and unfortunate predicament as a result of the global pandemic which engrossed all the nations of the world where Sri Lanka was no exception.

The Council, during the pandemic slowdown, met regularly but virtually, through online platforms, and has taken few important decisions to safeguard the institute from the economic fallout of the pandemic and we stood up to the challenge. Some of the measures taken are, the Council has appointed an ad-hoc committee headed by the Honorary Treasurer to roll out a set of austerity measures through which we could reduce the costs drastically and also we have implemented a moratorium on certain payments including staff allowances and increments with the understanding and acceptance of the staff. Further, we could quickly set up and start working from home for the staff. As you may all know, thankful to the futuristic and strategic measures that we have already put in place to develop a robust ICT infrastructure, paid dividends during this pandemic. I have discussed this area in my last year's report under the heading of "building effective communication and digital infrastructure". Because the necessary ICT pieces were in the offing we could even quickly turnaround our Business School, the main revenue arm, to convert all courses to the online virtual mode and start delivery of lectures from late April onwards.

This gave us a distinct competitive advantage over the others, ahead starts and thereby we could recruit many new batches of learners with the promise of total online delivery. Of course, with the relentless efforts of the Management and staff, we could bring our revenue in May a couple of millions closer to our original budgeted figures which is a remarkable achievement by any measure. The trend continued through June and the July revenue figures also are encouraging.

All these were made possible because of the wisdom and courage shown by the Council members in making decisions together with an agile, resilient and determined Management who executed such and the courageous staff who implemented those, so that you as members can be proud of our institute.

Further, I would like to highlight some of the significant achievements this year through the Standing Committees as well as by the Management.

We are happy to note that your institute has now become a step closer to a Billion-rupee asset-based organization. the cash

RESILIENT LEADERSHIP



1,300+
MEMBERS

flow, fund situation as well as the reserves are quite healthy. Through the pandemic, we could so far survive without resorting to extreme measures such as depleting our deposits or obtaining loans or additional overdraft facilities due to a healthy cash flow that we could maintain. We are proud to announce that during the pursuing fiscal year, we paid 11.6 million rupees of revenue tax to the national coffers as a responsible taxpayer. However, though there is a YOY revenue increase of about 4.5% since the direct cost and committee activities were increased by a total of 8% due to the increase of lecture payments this year, the increase of committee activities and also the poor net income and doubtful receivables from the NHRC 2019 in comparison to last year, contributed to the YOY bottom-line decline of about 18%. Some of the reasons also being that the expected business growth from the Consultancies, seminars and workshops was not achieved and the debacle faced due to pandemic during the latter half of March 2020 plus the 4/21 Easter Sunday disaster in 2019.

Nevertheless, we still could produce top results by earning the highest-ever revenue and gross income beating the previous year, a revenue record and an achievement. Finance and Admin affairs were diligently overlooked by the team led by Honorary Treasurer Mr Ken Wijeyakumar with the finance team of the staff. I must thank Chairman Mr Wijeyakumar and the committee and the staff for the wonderful job in managing and reporting the most important finances of the institute.

Business School, is the main revenue arm of the Institute

There are many quality improvements which have taken place during the year in increasing the student base and revenue. We could expand business by establishing franchise centres in Ratnapura and the BCI institute in Negombo. However due to the eruption of the pandemic the operations of these two centres

were only just started. We will soon be exploring the central province also for business expansion. Through this, we hope we could expand our learner base to a significant level in the future through these franchise operations.

Further, I am happy to note that our members are now benefiting more by becoming visiting faculty members, invigilators, supervisors etc. at our business school and the consultancies arm. The annual earnings by the members resource personnel and by way of lecturing and allied activities have increased significantly to around 100 million rupees with the Council's decision to increase the lecture fees during last year. I gather this as a significant way of support to the members of the Institute. Further, we are providing them with education and skill development on digital delivery of their work through LMS and other modern education tools as a continual endeavour. The CIPM Lecturer Competency Framework (LCF) was formulated and paid training sessions were conducted to all the visiting faculty people to educate them on the required competencies. During the Pandemic this training helped the faculty members to easily deliver the lectures and study material. Further, we have given them concessionary broadband facilities and an allowance for data usage. We have streamlined the payment process for the study courses through establishing additional online payment gateways after the implementation of Finance ERP system. Online delivery of courses we could gather about 400+ new learners including participants from other countries and the total registration for the ensuing year was 7,700+. We could provide opportunities for another 29 new people as resource personnel. Another significant achievement this year was the launch of "Executive Certificate in HR Analytics". I must place on record my gratitude to the business school staff led by Mr Obeysekere and especially my council colleague Mr Hewapattini and his team for the wonderful job done.

In the area of Learner Life Activities, the institute could carry out significant activities during the year. Namely, The Graduation Ball, The Blood Donation Campaign- an event which was conducted annually as a CSR initiative, The Students Night is staged in a grandiose manner at the head Office premises. Further, Kandy and Galle Centres too did conduct Student Nights at the regional level. Some events planned by the Committee AVRUDU UDANA could not be conducted due to obvious reasons. My Special Thanks go to Chairperson Ms Wasanthi Vithanage and her team for the wonderful job performed under the circumstances. She also had to perform the job of Assistant Secretary in addition to Chairing the committee while pursuing her academic studies, reading for a law degree.

Consultancies and Corporate Training is the other important revenue arm of the Institute. Delivery of none-HR subjects also was started this year as a business expansion strategy. Further, as a measure facilitating rapid growth, the Council has taken measures to move this unit to the Trillium Building so that they could improve business quite autonomously. We hope that we will be able to reap the benefits of this measure significantly during the coming years which will help achieve one of our strategic objectives of balancing our revenue baskets. Nevertheless, the unit has achieved significant progress during the year in meeting up the increase of 40% YOY revenue targets. We are very much happy to see that the unit could penetrate to some of the big State and private sector businesses in securing Consultancy opportunities. This unit has a huge potential to grow beyond, in becoming the main revenue arm of the institute. Thank you Committee Chair Mr Sarath Jayasinghe for the great efforts taken by you in improving the unit in stature and its revenue.

Membership services and development is one of the significant responsibilities of the council as they are the lifeblood of

CIPM, and the Council is responsible for promoting the member-centric character of the institute. This year too there are many activities conducted for members including CPD related Management Movies and Webinars etc. Further, as you know we have introduced some By-law changes aiming at increasing the membership by liberalizing the rules. However, it was felt that expected results were not produced and hence the Council has proposed further measures through another By-Law change, but due to Pandemic disruption, the scheduled Special General Meeting could not be conducted to facilitate this. I wish the next Council will take this up seriously and complete it making more practitioners become members in the future.

Annual Paduru Party too was conducted with the participation of a significant number of members at the CIPM premises.

Insurance scheme (Life and Critical illness) which was provided to members through a company, resulted in quite a hassle, therefore, it was decided that to provide this member-facility directly by the institute and it worked well.

Despite the pandemic setbacks, we could complete a well-attended Members' Day and I am thankful to the Chairman and the committee for organizing the members day amidst restrictive environment with the highest ever registered number of participants. The committee also achieved the objective of publishing the online member directory and at the same time we could introduce the Membership card to all the members and the plan is to develop it into an affinity card.

The Pandemic restriction paved us the way to achieve another first, i.e. conducting of Membership offering discussions successfully. Unfortunately, we could not conduct the "Great HR Quiz" and the "Great HR Charity Walk" as planned during the year, again due to pandemic restrictions.

This year too we have had a significant number of enrollments as you can see in the Standing Committee report there are 172 enrolled as members during the year. My gratitude goes to Mr Jayantha Abeyratne for his excellent performance as the appointed committee chair.

There are many achievements on the digitalization front launched by the ICT committee this year. As you know at the beginning of my tenure, it was a dream and desire I shared with you that we launch digital delivery of our courses since it would enable Distance, Open and Digital learning opportunities for the people who would like to become people professionals from outstations and regional countries as an outreach method to improve the revenue of our business school which will open new vistas in Globalizing CIPM. However, the committee appointed last year could not deliver this end. This was one of many reasons that I took this very important committee unto self, moreover, there are many areas that we had to complete to elevate ourselves to that envisaged digital future. As a result, we rolled out the CIPM Digital road map running for three years to the future but completed almost two-thirds of it by now. Main areas are the Identifying new and immersing technologies suitable for us, providing facilities for digital delivery of products, streamlining the intranet -hard and soft infrastructure, implementing redundancy measures, enabling fast and adequate communication backbone and finally, disaster recovery measures. Ironically, the measures we have implemented envisaging digital delivery paid dividends during the pandemic lockdown by enabling us to quickly shift gears and start online live classes faster than any other institution and universities. If not, we would have suffered dearly during the pandemic with no revenue at all and the rest will be history.

You can see further details on the committee report as to the ongoing projects and future projects. I must thank the ICT staff

of CIPM for their dedication. Further, the ICT was handling the responsibility of website management, social media management and the content creation. However, we felt that this part really should not be in the scope of ICT unit and therefore for the efficient and up-to-date operation of this area we have created the sperate area under the Marketing unit recruiting a Digital and social media executive with a future aim of creating a fully-fledged CIPM media unit. As a result, we could achieve significant social media presence on Facebook, LinkedIn, Twitter, Instagram etc. in addition to our website and direct mailers. We have now almost completely stopped paid advertisement on print media as a result of direct mailer campaigns and social media usage through which we could save considerable expenditure on print media advertisements.

Another significant achievement of the ICT committee this year is the CIPM ICT policy and procedure manual which is quite comprehensive. I must place on record my sincere gratitude to My ICT team especially Ms Shivanthi Wijesuriya Deputy Chairperson for the great efforts.

Staff is the most precious of all resources that any organization could have. Accordingly, as a true organization of people profession during this tenure also, we have implemented many measures to develop and retain talent. Many training opportunities were provided and implemented a new performance management and reward system. The staff Outing and the Staff Felicitation Night (which was started last year) was continued this year too. We now have a total of around 70 staff members consisting of Permanent, Contract and Casual categories. During this year with their performance and following the promotions criteria, we could effect nearly 24 promotions. Significant departures are that of CEO Mr Tennakoon, who worked for 16 years with an extension of two years after the retirement age, retired in April and we are thankful

for his many years of service in different capacities starting at the position of Assistant Accountant up. Further, Mr Gopinath Subramaniam whose position was the Director Shared Service who worked for a few years in the business school, too departed for greener pastures. We are also thankful to him for the services rendered. The Assistant Manager HR Ms Wasana, who worked for about a year too departed during the year. With the recommendation of the remuneration committee, an average upward salary revision of 9% was done. According to the staff bonus scheme a maximum of up to one and a half month's bonus was paid and in fact increments and bonuses in comparison to last year are reduced amounts.

In place of the retired CEO, Director- Business School Mr Chris Obeyesekere was appointed as the Acting CEO. His appointment was timely since during the unexpected pandemic lockdown he, together with Director P&AA Mr Weerathunge thankfully performed a wonderful job of work rallying around the staff in staging that dramatic turnaround of the business.

Self-regulation is an important and integral part of good governance and transparency. In line with that principle, I have added the due diligence area also to the audit and legal subjects of the standing committee for these reasons and more. Averting conflict of interests and Moral Hazards are some of the key features the council expected. To achieve these ends working with the appointed Internal Audit company and the Law firm, I am very much satisfied with the work performed by the Chairman and the committee. Unfortunately, though, the By-Law changes were done after the committee had fervently worked hard to develop same this could not bear fruit as we could not hold the special general meeting called for the purpose once again due to the pandemic restrictions.

Further, this committee has carried out a landmark project in

Self-regulation is an important and integral part of good governance and transparency. In line with that principle, I have added the due diligence area also to the audit and legal subjects of the standing committee

devising and implementing organization-wide SOPs together with the Quality Assurance and Certification. Mr Priyankara Seneviratne, my gratitude goes to you and your team for performing this unloved task by many, but you took it over and delivered superbly.

Professional and Academic Affairs Division is the important pillar as far as the business development, quality of our products and the standard of examinations are concerned. The responsibilities of this division encompass many areas of business. This year was quite productive in the areas of collaborations, as collaborations are the future of our business when looking at the future of the business. We could complete collaborative agreements with The University of Jaffna Vavuniya Campus, SLIIT- Sri Lanka Institute of Information Technology, Open University of Sri Lanka-OUSL, PIM-Post Graduate Institute of Management of Sri Jayawardenepura University and FITIS- Federation of Information Technology Institutes, Sri Lanka. These collaborative agreements will create a huge impact in bridging the gap between the profession and the academia and pave way for our practitioners to pursue academic paths and vice versa. There are many more collaborations in the pipeline and if not for the recent disruption we could easily have completed the most.

Further improvements have taken place at the knowledge centre by upgrading the study material and online library facilities.

On the part of accreditation, the PQHRM re-accreditation from the APFHRM is already filed but in the future, we may have to revise that application with our new qualification framework. Qualification matching exercise

with the CIPD is still underway due to long delays in syllabus development by the CIPD along with their new professional map. Currently, we are exploring ways of initiating a mapping process with AHRI Australia if a reciprocal membership program can be implemented. Further, we are helping the National Vocational Training Authority for the development of national standards for HR and a collaborative committee was appointed and most of the work has been completed. At the same time, the effort of including CIPM qualification and the Membership titles to the State sector Scheme of Recruitment is being proposed to the government and the progress is keenly followed. Introducing Human Resource Management as a Subject in GCE A/L is also being keenly pursued by us and we have commenced the discussions with the Ministry of Higher Education. The matter was referred to the National Institute of Education (NIE). Officers of the CIPM attended a series of discussions with officers of NIE and the matter is now at the stakeholder survey stage.

There are many other fruitful initiatives afloat. For the first time, we have introduced, examination re-scrutiny process after the appointment of the Examination Board. To make the paper marking efficient, cost-effective and speedier we have initiated an in-house paper marking process which proved worthwhile. Development of question banks is another important step towards digitalization of the examination process which is vigorously pursued as mentioned earlier.

The CIPM graduation under theme "Scaling Dizzy Heights" was conducted with the participation of Professor. Lalith Gamage Vice-Chancellor of SLIIT as the

chief guest where more than 500 were graduated with PQHRM, BSc and MSc degrees. It was a solemn ceremony with glamour held at BMICH.

I must profusely thank Chairman Dr. Neil Bogahalanda, his team and the Staff of P&AA division led by Mr Weerathunge for the numerous projects completed and in progress.

Inculcating a research culture not only in academia but also among the practitioners is very much important. Researches are the cradle of creating new knowledge to the industry and profession, Specially more than any other profession it is required for the People professionals in the digital future and in fact that will be their competitive advantage along with top analytics skills if one is to survive in the profession. With this aim, we wanted to develop our Applied research centre. In fact, we managed to get the approval of the APFHRM to have the Regional Center of HR excellence to be located at CIPM. However, this area the progress made was a little slow. However, the applied research centre registration work is underway as the application is filed with the authorities. All arrangements were made to conduct the 4th Applied Research Symposium but due to the pandemic, we have converted the Symposium to an online symposium and will be held towards the end of July.

A couple of local and international webinars were conducted by the Chairman of the Committee with the participation of internationally reputed set of researchers from the regional countries. The Seminars were well attended. Dr Jayewardene has conducted a series of very important webinars on research methodology during the lockdown period and again were well attended. We were able to publish two research publication i.e. HRM perspective journal, a peer-reviewed journal of CIPM with new and noteworthy researches selected from the submissions of the Members and graduate students. We could take part as a partner to the

International survey conducted under the Aegis of WFPM - the world federation during February and March 2020 titled 'WFPMA Global Profession survey. This survey is collaborated by CIPD-UK, AHRI- Australia, HRNZ and SHRM - USA. The PhD grant of rupees two million and newly introduced research annual grant of rupees one and a half million is being continued to offer to members.

My gratitude goes to Dr Chandana Jayewardene for his continued enthusiasm in pursuing the applied research work at CIPM by adding colour to this very important area and also keeping up to the promise when you were co-opted by attending to meetings and the committee work coming from Kandy.

People Power Magazine has been the main mode of news distribution of the institute in the past and was popular among the members and the corporates, but when the printed mode has become expensive, by the way we have converted it to a classy electronic magazine. However during the last few months to distribute information among members fast and regular, we have started a fortnight E-Newsletter that I hope you all are receiving by email. Further now we have many other popular modes in keeping our members and the public informed, such as social media and our state-of-the-art website.

Kudos to Wing Commander Manoaj Keppetipola for handling this important task for long years, you also have evolved along with the magazine and I have learned that you are expecting to change rolls in the next Council, I wish you all the best.

External Affairs and National HR Initiatives is the committee where we reach out to the world and the corporate world. This committee was chaired by my predecessor Professor Ajantha Dharmasiri. I must say that CIPM international and global outreach, influence and connectivity commencing from last council year up to now, has been at an all-time high. CIPM was

assigned to handle the APFHRM website, APFHRM Secretariat handled by Australia is transferred to Sri Lanka and we are now the official address for all APFHRM correspondence. CIPM President was made one of its three Directors (official signatories) unanimously by the APFHRM Board many months before he was appointed as the APFHRM President and also a board member of WFPMA. Sri Lanka is given the opportunity of establishing the Asia Pacific Center for HR Excellence. We could organize an all-important APFHRM webinar during the height of Pandemic moderated by Prof. Dharmasiri. I was invited to become a panellist of the WFPMA webinar titled "After the Great Lockdown" on the status of the profession where the other world leaders of five continental federations and the WFPMA President were the fellow panellists.

The members were awarded more opportunities in taking part in the member exchange programmes. In fact, I suggest that we must give more and more international exposure not only through member exchange programmes but also for those who matter, who has the strength, capability and connections in connecting with the important world bodies of People Management. Without such exposure, all our efforts in becoming a global force will not become a reality.

On the National initiatives area, organizing of the "HR for Public Sector" seminar is commendable. This webinar was oversubscribed beyond expectations. Unfortunately, the prospect of repeating this seminar became impossible during the pandemic period but, I think we must carry this to the future and escalate it to a higher stratum of the public sector. Thank you, Professor Ajantha and the team for your top-notch approach in this area.

Infrastructure development and facilities management are not an easy task. This committee has to look after five important facilities of CIPM namely, The Head Office building, People hub Colombo,

People hub Kandy, People hub Kurunegala and the People hub Galle. Few important achievements of the committee are the relocation of Kurunegala hub to higher capacity building, relocating the Consultancy unit to Colombo people hub. Installing an advance AV system to head office lecture rooms. Drawn plans to refurbish the head office building entrance, Cafeteria and the members' lounge. Conversion of a classroom of Colombo People hub as a seminar room suitable for banquet style place. This move was to save costs, otherwise we are spending for hotels and halls when the corporate unit conducts seminars.

We have drawn the architectural plans for a new multi-storey commercially viable building in the vacant car park land with 10 storeys, 100 parking slots, 30 lecture rooms for 1430 student capacity with modern facilities such as office areas, board rooms, members lounge, 4 rooms for member accommodation, auditorium, rooftop garden. However, the implementation of this will have to be a task for the next council.

Further negotiations are continued with the support of law firm on the purchase of adjoining land after a series of negotiations but still, the purchase could not be finalized as there are few more legal hurdles to overcome.

My gratitude to Chairman Mr Priyantha Ranasinghe and the team for performing such a wonderful job amidst your hectic day job as the Country Director of the international beverage giant Coca Cola International. My words of appreciation go to one of the top taskmasters of the council Deputy Chairman of the Committee Colonel Saman Jayawikrama for the assistance.

Our current three-year strategic plan (2019-2021) is now in its mid-term. Therefore, the council and the relevant staff have revisited it to look for any mid-course corrections through an offsite retreat. This was organized by the standing committee for strategic plan

implementation and administration, some important deficiencies were identified and addressed to and the required course corrections were done. Further, it is monitored continually by the committee and the necessary recommendations are proposed.

I must express my gratitude to Mr Namal Jayaweera for undertaking this very important task as the Chairman of the Committee and the staff supported.

Continuous and relentless marketing efforts have been the forte and part of our success. This year too we have continued the efforts but with a strategy to reduce the heavy cost in print media and electronic media advertisements. Instead, we have embraced the low-cost print media publications in the form of PR articles the more plus a big way into the social media and direct mailers where comparatively the cost is quite low and more effective among the target markets. Viewership, subscription and likes on social media are extensive where we even could capture the regional and international attention. Further, the School quiz programmes were continued during the year where the school leavers are enticed to pursue an HR career. This is also another CSR initiative. Traditional low-cost methods of leaflet campaigns during the participation of educational exhibitions etc. are still used. Nevertheless, the future is digital, and we too will have to embrace it early and the establishment of our own digital media unit is a sine qua non for the future. I must place on record the efforts of the Chairman of the Committee Mr Jayantha Amarasinghe, who is a veteran for this area at CIPM as the Chairman of the first Marketing committee of our Institute long years ago.

Quality Assurance is the only way to keep our standards high and conform to the international benchmarks. Towards this end the Standing committee for Standardization, Quality Assurance and Certification achieved many milestones during the year.

Obtaining the ISO 14001 environment quality standard can be considered as the pinnacle of achievements by the unit. Completing the organization-wide SOPs together with the Audit, legal and due diligence team is in my view is one of the landmarks for the future progression and governance success of the institute. Further, the unit was able to win a merit award at the National Quality awards ceremony in August 2019 which was organized by SLSI. The efforts of Chairman of the committee Mr Solomon Sumanasuriya and his team together with the staff concerned are laudable.

Quite discouraging though we had to put forward the World HR Congress to the next year twice. At the beginning of the pandemic, together with the WFPMA and the Paragon International it was shifted to March 2021 and at the last WFPMA board meeting held on the 8th July we realistically have decided to push it once more to early June but we are still waiting to make a public announcement until we gauge many other areas of concern. We hope and pray that this all-important event for Sri Lanka and CIPM could be held finally next year in Colombo without a problem. I must thank Professor. Ajantha Dharmasiri for his efforts as the Deputy Chairman and the Technical Committee Chairman in developing the technical agenda, creating formats and sphere heading the job of finding foreign resource people for the event.

College of Past Presidents is made very much active by Professor Ajantha Dharmasiri his capacity as the Immediate Past President once in every two months and for the last few meetings, some of the Past Presidents living abroad showed their virtual presence via video conferencing. The task of compiling the CIPM history books is undertaken by the Past Presidents and the work is in progress. Further, the advice is sought on important issues and reported to the council. For many of the meetings I also could take part. I must place on record that during the last two years Professor Ajantha could rejuvenate the

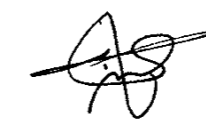
College of Past Presidents which was rendered dormant.

Last four months of this year were challenging due to the global pandemic affecting all aspects of livelihood and it is not over yet. Therefore, nobody could still fathom the devastating effects expected. However, your institute was in safe hands to sail through turbulence without any damage and as a member who loves my beloved institute, I would like it stays the same even after I hand over the helm completing two years of service as your leader. I must say that it was two years of fulfilling achievements. I enjoyed every bit of it. I had the full support of the members, staff and the council team. I had the full solidarity of the council during the 2018/19 and I must tell you that I had 94.4% support of the council during the 2019/20 too.

These are my parting words. This organization has progressed from strength to strength because our forefathers have built it upon a good foundation and my predecessors have continued that legacy. I too followed their footsteps which proves that success is a journey but not a destination to stop and begin anew in another direction, which will at times negate years of progress and we are calling for trouble. Therefore, as members, we always must be conscious of looming danger and threats. When an organization successfully grows to flourish the external and internal threats also grow. Therefore, we need to be cautious and vigilant and take the right decisions at the right time. It takes years to build and only a minute to destroy.

In many internal forums, I talked about cyber threats to our computer systems and tried to take as many actions as possible during the last two years as a preemptive measure. But I still feel we must take further steps in this area also and at the same time, there are deadlier viruses than the current pandemic or cyber viruses but, in the shape, and form of a human, highly infectious and highly contagious. Therefore, let's observe the utmost precautions.

I express my profound gratitude to all those who were there during the last two council years of mine as friends and colleagues in the council, you all were the wind beneath my wings, Acting CEO Mr Obeyesekere and the staff of CIPM for their untiring efforts, especially during the past four months of pandemic disruption for without them we had to face severe hardships during this period. The Members worked in the Standing Committees who have made enormous contributions this year in performing so much of work for the institute, visiting faculty attached to CIPM Business School, consultancies and Corporate Training arm, the Research arm for their services, our most important customers, the learners and corporates clients, support and advice of the respected past leaders and stalwarts. The Board Members of the World Federation WFPMA and the Asia Pacific Federations APFHRM for all their support in letting us grow, the Government institutes who supported us in getting necessary approvals and authorizations etc. The most important stakeholders and rightful owners of CIPM the contributing members and finally, my wife and family for their tolerance and time and the Grace of God!



Dhammika Fernando
President - CIPM Sri Lanka

HONY. SECRETARY'S MESSAGE

During the period of my tenure as the Hony. Secretary, I have had many persons, too numerous to mention here, to say "Thank You" for all the contributions they made towards the organization, its strategic direction and internalisation of the excellent processes. Let me express my gratitude to one and all for making this period a memorable one for all stakeholders.

At the beginning of the financial year, a catastrophic situation arose in April 2019, with the Easter Sunday bomb attacks, but the resilience of our people made it possible for CIPM to recover in no time and be at service to our stakeholders, mainly the students and members. Then again, we were greatly disrupted by the COVID-19 pandemic and the country-wide lockdown in March 2020. Though the above-mentioned incidents disrupted our activities to a greater extent, the silver lining in the dark cloud was that the CIPM was pitched into the digitalization

It is worthy to mention with appreciation, the performance of Business School of the CIPM as it was able to endure the greatest of challenges posed by the economic turmoil created after the Easter Sunday terrorist attack and the March 2020 COVID-19 pandemic, and relaunch the business activities after a very brief period and, was able to bounce back to normal performance

of learning programmes which we had been planning for some time. As at end June, we had 21 dedicated online study programmes with 979 students.

The People Development Committee has introduced many useful initiatives, with the leadership of the undersigned, as mentioned in our report under the Standing Committee on People Development. The disruptions faced by the CIPM and its people caused great challenges to our mission of planning, organizing and recommending appropriate

measures to recruit, retain, motivate and develop the most valuable asset at CIPM, the staff.

At the outset of the Council Year, as per the by-laws, the Council invited Mr C. Hewapattini, Dr Chandana Jayawardena, Col (Rtd) Saman Jayawickrama and Mr Solomon Sumanasooriya as the co-opted members for the Council Year 2019-20. Furthermore, the President has appointed eighteen (18) Standing Committees with the Chairmanship of following Council Members.

To avoid duplication of information, let me invite the readers to please refer the individual committee reports in this Annual Report for the tasks, progress and achievements they have made during the period under review.

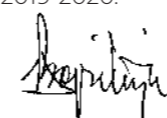
However, it is worthy to mention with appreciation, the performance of Business School of the CIPM as it was able to endure the greatest of challenges posed by the economic turmoil created after the Easter Sunday terrorist attack and the March 2020 COVID-19 pandemic, and relaunch the business activities after a very brief period and, was able to bounce back to normal

performance. A special mention is in order of the teamwork displayed by the Business School team and widely collaborated by other divisions, a move initiated by Director - Business School Mr Chris Obeyesekere and Chief Manager Mr Anushka Earskin together with Chief Managers Ms Himali Dassanayake, Indika Wijayasriwardana and Ms Wathsala Nadeeshani. Corporate Consultancy and Training Division too contributed towards the financial results through many online training programmes under the leadership of Mr G Weeratunga, Director in charge and Chief Manager Chandima Pinsiri.

Your council has had eleven (11) regular and six (06) Special Council meetings during the Council Year up to end June 2020. The attendance report of the Council members can be viewed under section "Corporate Governance Report."

As the period under review is nearing the end, I wish to extend my sincere appreciation to the Council members who supported me and former CEO Mr PG Tennakoon who relinquished his position in April 2020, and new Acting CEO Past President Mr Chris Obeyesekere, Director-Professional & Academic Affairs Mr G Weeratunga, the Chief Managers and their dedicated team for their unstinted support and contribution. A special note of appreciation to the secretariat team Ms Chapa Muwanwella, Ms Harshya Senaratne, and Mr Vishan Weebedde led by Chief Manager Ms Himali Dassanayake.

I offer my very special gratitude to the members of all Standing Committees who have dedicated their time and expertise in supporting the CIPM and its progressive activities. With all of you working together for the upliftment of our institute – CIPM - it was a joy to dedicate long hours and many days as its Secretary for the Council Year 2019-2020.



Ajith P. Bopitiya
Hony. Secretary- CIPM Sri Lanka

1. World HR Congress 2020	President Mr Dhammika Fernando
2. ICT Infrastructure	President Mr Dhammika Fernando
3. College Of Past Presidents	Imm. Past President, Prof. Ajantha Dharmasiri
4. External Relations & National HR Affairs	Imm. Past President, Prof. Ajantha Dharmasiri
5. Consultancies & Training	Vice President, Mr Sarath Jayasinghe
6. People Development	Hony. Secretary, Mr Ajith Bopitiya
7. Finance & Administration	Hony. Treasurer, Mr Ken Vijayakumar
8. Student Life Activities	Hony. Asst. Secretary, Ms Wasanthi Vithanage
9. Editorial	Hony. Editor, Grp. Capt. Manoj Keppetipola
10. Audit Legal & Due Diligence	Council Member, Mr Priyankara Seneviratne
11. Professional & Academic Affairs	Council Member, Dr Neil Bogahalande
12. Marketing	Council Member, Mr Jayantha Amarasinghe
13. Infrastructure Development	Council Member, Mr Priyantha Ranasinghe
14. Business School	Council Member Mr C Hewapattini
15. Member Services & Events	Council Member, Mr Jayantha Abeyratne
16. Strategic Plan	Council Member, Mr Namal Jayaweera
17. HR Symposium & HR Publications	Council Member, Dr Chandana Jayawardena
18. Quality Assurance	Council Member, Mr Solomon Sumanasooriya

7,700+
STUDENTS

HONY. TREASURER'S MESSAGE

Financial Reporting 2019/20

I am elated to present this year's financial report, which was audited by Messrs BDO Partners, Chartered Accountants. Due to the exemplary leadership and teamwork displayed by the President and Council Members, CIPM was able to produce extraordinary results strictly adhering to the accepted accounting standards and internal controls which were well noted and duly reported by the auditors in the report with their clear endorsement.

Revenue

The main contributor to the 2019/20 revenue has been the CIPM Business School which amounted to Rs. 496.8Mn, the highest ever, recording a 4.5% increase over the same period last year. Further, the income from Consultancy and Training Division Management Unit has grown from Rs.21.9 Mn in 2018/19 to Rs. 24.9 Mn in 2019/20.

Surplus of Income

CIPM has recorded a net surplus of Rs. 80.0 Mn for the FY 2019/20 before tax, despite effects of the VUCA world.

Total Expenses

Through close supervision and monitoring of cost elements with the support of Standing Committee Chairpersons, expenses were well managed, and the FY 2019/20 recorded the total expenses at Rs 196.3Mn which include administrative, promotional, cost of finance and other expenses.

Due to exemplary leadership and team work displayed by the President and council members CIPM was able to produce an extraordinary results strictly adhering to the accepted accounting standards and internal controls.

Total Assets

Our Asset value as of 31st March 2019 has increased to Rs 790.3Mn which includes both Fixed and Current Assets and I'm happy to state that CIPM is steadily moving forward to be a Rupees One Billion Organization in the near future.

Financial Discipline and Governance

Throughout the Financial Year, CIPM has adhered to the requirements of Finance Procedure Manual of CIPM in all the operational areas, such as Budgeting & Reporting, Revenue & Collection, Authorizations, Payment Process, Inventory Management, Procurement, Insurance, Taxation, Foreign Travel and Event Management, etc. ensuring the effectiveness of internal control system within the institute.

Capital Projects and Funds Allocation

During the last quarter of the previous financial year, we commenced some of our major infrastructure development and expansion projects involving a material amount of funds with a view to enhancing the overall quality standards, image and convenience of the most important stakeholder - the student population of CIPM.

- Centralizing classrooms to Trillium Building;
- Relocation and Expansion of Kurunegala Centre;
- Upgrading the CIPM library to a Knowledge Centre;
- Establishing the Membership Services and Academic Affairs Unit;
- ICT infrastructure;
- Brand Value.

During this financial year, we have financed these projects using our operational cash flows and investment cash flows expecting both qualitative and quantitative returns in future.

I wish to place on record my sincere appreciation to the President, Council Members and Standing Committee Chairpersons, Management and Staff of CIPM and Service Providers who have contributed towards this year's success. The Committee Chairpersons' support in managing the expenses was immense as every project undertaken with proper feasibility and control mechanisms.

A special note of appreciation is extended to our Auditors for their professional guidance and recommendations which helped us throughout to maintain a high level of professionalism, compliance with standards and best practices, that vastly

supported our financial management processes and practices.

A special word of appreciation is extended to the Former CEO, the Acting CEO, Chief Manager- Finance and Finance Department, and Director/Chief Officer - Professional & Academic Affairs, all Chief Managers and the staff for their cooperation and continued support during this period, in which, especially it is pertinent to mention, that the country has faced two major setbacks due to the 21/4 Easter Sunday bomb attack and Covid -19 pandemic. The teamwork and the commitment shown by the CIPM staff is exemplary under the Acting CEO who has driven the institute to the maximum satisfaction of all stakeholders against all odds.

Further, I introduced the quarterly update of financial highlights of CIPM via "from the honorary treasurer's desk" in order to keep the members updated on the financial performance and financial position of the institute as a transparent mechanism. I'm sure the incoming Honorary Treasurer will continue this best practice.

Last but not least, I wish to thank the membership for placing their trust in me to carry out the important functions as Treasurer of CIPM for a second term, in addition to my first stint during the Council Year 2011/12.



Ken Vijayakumar
Hony. Treasurer - CIPM Sri Lanka



80 MN
PBT

CHIEF EXECUTIVE OFFICER'S REVIEW

On looking back at the performance during the council year 2019/2020, we see a positive trend in the development of our organization in many spheres. During the period under review, the revenue generation has been appreciably good. The Business School recorded a revenue of Rs. 348M between 1st August 2019 and 29th February 2020. The sudden emergence of the COVID 19 Pandemic had an adverse impact on the March 2020 revenue. However, the Business School commenced online classes from 31st March 2020. Incidentally this is a historical achievement where for the 1st time CIPM introduced online teaching for its students. Since the launching of online classes, the Business School had done immensely well by positively attracting students and achieving a revenue of Rs. 114M between April and July 2020. Thereby the revenue during the financial year from 1st April 2019 to 31st March 2020 was Rs. 497M. The revenue during the council year was Rs. 465M.

Apart from the above, the Business School was able to enhance technology initiatives by launching the Learning Management System (LMS) which has benefitted lecturers and students. This incidentally is the first step in creating a green environment of teaching. The reduction of paper work particularly in the form of printing tutorials and other documents has been brought down to a minimum. The other revenue earning arm of CIPM, the Consultancy, Corporate Training and HR Services Division had also shown progress by recording a revenue of Rs. 28.4M for the financial year. This division has aggressively marketed various workshops, seminars and consultancies to become more

On looking back at the performance during the council year we see a positive trend in the development of our organization in many spheres. During the period under review, the revenue generation has been appreciably good. The Business School had done immensely well by positively attracting students and achieving revenue.

competitive in the market.

The Professional and Academic Affairs Division, strategically created professional links with several Universities and educational organizations where memorandums of understanding were signed to enhance professional education through the joint efforts of CIPM and the Universities as well as Educational Institutions. Memorandums of understanding were signed with the Vavuniya Campus, the Open University of Sri Lanka (OUSL), the Sri Lanka Institute of Information Technology (SLIIT), St. Benedict Catholic Institute (BCI) in Negombo, Sabaragamuwa Chamber of Commerce (SCC) in Ratnapura and the Federation of Information Technology and Information Security Sri Lanka (FITIS). Many more links have been established for the signing of MOUs with other Universities in the country.

The Trillium Building in Kirulapone, which was taken on a lease in order to set up teaching facilities for students under one roof was a successful project. It is significant that the investment on developing the Trillium Building for teaching purposes was recovered by virtue of revenue generated during the relevant period. The Trillium facility combined with the facilities of

CIPM Head Office has provided students comfortable locations for their professional studies. Moreover, we have been able to provide students with free Wi-Fi to improve the digitalization process which is important in the current technology driven era.

It is noteworthy that the CIPM Kurunegala Centre shifted to a new building with modern teaching facilities to enhance the facilities of the Business School.

On the technology side, a comprehensive information technology policy and procedure has been introduced, which is in line with ISO 27001 Standards. The institute has introduced a comprehensive Information Technology Policy and Procedure Manual which provides a broad scope of information technology usage, information security and other core areas of importance. The following procedures which have been developed are noteworthy:

- Acceptable Usage Policy
- Physical & Environmental Security Procedure
- Information Asset Management Procedure
- Vulnerability Assessment and Management Procedure
- Log Management Procedure

- Information Security Incident Management Procedure
- Backup and Recovery Procedure
- Service Level Management Procedure
- Virus & Malicious Software Prevention Procedure
- Human Resource Security Procedure
- Information Security Roles & Responsibilities
- ISSC Terms of Reference
- Media Handling Disposal Procedure
- CRM Procedure for IT Infrastructure
- CRM Procedure for Software Development
- Procurement management procedure
- Risk Assessment and Treatment Procedure
- System Access Control Procedure

This strategic initiative was a long felt need and CIPM will be richer in information technology driven processes which importantly is the way forward in the digital era.

Another initiative during the period under review was the state of the art CIPM Knowledge Centre, which was opened on 10th April 2019. This initiative and achievement stands out as very special as it is a value creation for students, lecturers, CIPM members and all other stakeholders, who can benefit immensely from the facilities provided in the modernized Knowledge Centre.

The strategic plan of 2019/2021 was re-visited by the CIPM council, the CEO, directors and senior staff members in a strategic retreat in November 2019. This was a fruitful exercise where a comprehensive workshop was conducted resulting in the existing strategic plan being appropriately revised to suit the emerging needs amidst internal and external changes.



497 MN
Revenue

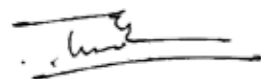
The most significant landmark during the council year was the launching of the Chartered Qualification in Human Resources Management (CQHRM) on 17th July 2020 at the Water's Edge. This strategic initiative was of great importance in driving Professional Human Resource Management Education in Sri Lanka to greater heights. The CQHRM is a composite model comprising of the Advanced Certificate in Human Resources Management, Diploma in Professional Human Resource Management, Chartered Intermediate in Human Resources Management and the Chartered Final in Human Resources Management which culminates with the Chartered Qualification in HRM. The CQHRM is built on ten competencies to which core behaviors have been aligned while subjects and the curriculum are closely map to the competencies. Subjects under each level of the syllabus are clearly explained in course descriptors while the learning outcomes and assessment modes are specifically mentioned.

Significantly we have aligned the learning hours and the number of credits to each subject and at each level to be in line with the Sri Lanka Qualification Framework (SLQF). Thus, CIPM will obtain SLQF accreditation for the CQHRM to be locally and globally acceptable. The CQHRM is poised to be a great trend setter in a value addition to the HR fraternity locally and globally.

CIPM is proud that its President, Mr. Dhammika Fernando has been appointed as the President of the Asia Pacific Federation of Human Resources Management (APFHRM) and a Board Member of the World Federation of Personnel Management Associations (WFPMA) in July 2020 which has brought great honor to our country, CIPM and the HR fraternity. It is also significant that Mr. Fernando with his able team succeeded in winning the rights to host the World HRD Congress

2020 in Sri Lanka. Although this event was scheduled to take place on 6th, 7th and 8th July 2020, the COVID 19 Pandemic denied CIPM the opportunity of staging this prestigious event. Despite this set back, CIPM has been successful in retaining the rights of staging the World HRD Congress which has now been scheduled to be held in March 2021.

In conclusion, I wish to thank the President and the executive council of CIPM, standing committee chairpersons and committee members and the staff of CIPM for the great enthusiasm and commitment in achieving the milestones in 2019/2020.



Acting CEO - CIPM Sri Lanka

U. A. C. Obeyesekere



STUDENTS

THE NEXT GENERATION OF THE
HR LEADERS



“Education is the
most powerful weapon
which you can use to
change the world

”

Nelson Mandela

EXECUTIVE COUNCIL

STANDING FROM LEFT TO RIGHT

Mr. Namal Jayaweera - Council Member, Chartered MCIPM
Mr. W A Soloman Sumanasooriya - Council Member, Chartered MCIPM
Mr. Priyantha Ranasinghe - Council Member, Chartered MCIPM
Dr. Neil Bogahalande - Council Member, Chartered MCIPM
Mr. Sarath Jayasinghe - Vice President, Chartered FCIPM
Prof. Ajantha Dharmasiri - Immediate Past President, Chartered FCIPM
Mr. Priyankara Senaviratne - Council Member, Chartered MCIPM
Mr. Jayantha Abeyratne - Council Member, Chartered MCIPM
Col. Saman Jayawickrama (Retired) - Council Member, Chartered MCIPM
Dr. Chandana Jayawardena - Council Member, Chartered MCIPM
Ms. Shiwanthie Wijesuriya - Hony. Assistant Treasurer, Chartered MCIPM

SEATED FROM LEFT TO RIGHT

Mr. Jayantha Amarasinghe - Council Member, Chartered FCIPM
Ms. Wasanthi Vithanage - Hony Asst. Secretary, Chartered MCIPM
Mr. Ajith Bopitiya - Hony. Secretary, Chartered MCIPM
Mr. Dhammika Fernando - President, Chartered MCIPM
Mr. Ken Vijayakumar - Hony. Treasurer, Chartered MCIPM
Gr. Capt. Manoj Keppetipola - Hony. Editor, Chartered FCIPM
Mr. C. Hewapattini - Council Member, Chartered FCIPM



EXECUTIVE COUNCIL REVIEW

MR DHAMMIKA FERNANDO - Chartered MCIPM President

Mr. Dhammika Fernando, the Incumbent President - Chartered Institute of Personnel Management Sri Lanka, is a lead HR consultant and a certified HR auditor. He is the Executive General Manager and the Local Chief Officer of Tropical Findings (Pvt) Limited, a Japanese multinational operating in FTZ Katunayake over 40 years. He counts more than 30 years of experience in the industry.

Mr. Fernando functioned as the Chairman, FTZ Manufacturers' Association for five (5) consecutive years and relinquished office in March 2015. He has served on the National Labour Advisory Council since 2010. He is also a member of the National Wages Board for the Apparel Trade. He served as the Vice President of Organization of Professional Association (OPA) as CIPM nominee in 2018 and is currently an Executive Committee Member of OPA. He is the Vice President of the Alumni of his Alma Mater and a member of the Alumni of the University of Moratuwa. He has vast experience in the TV broadcasting industry and Light Engineering/Switchgear industry as head of organization and an HR practitioner.

Dhammika was educated at Maris Stella College Negombo and graduated from the University of Moratuwa in Electronics/Telecom Engineering. He completed the NDHRM at IPM Sri Lanka and had his postgraduate qualification from the Open University. He holds an MBA, a research degree specialized in HRM from the Open University of Sri Lanka.

A corporate member from 2002 and Council Member since 2007, he demonstrated strong ability while serving in key committees such as YMF, NHRC and as Honorary Secretary and Vice President, during his illustrious career. He served in several standing committees and contributed immensely.

In 2012, he chaired the IPM HR Conference which was extremely successful. Mr Fernando partnered Mr Chandra Hewapattini, to introduce the Great HR Debate, which has since become a unique feature of the National HR Conference. Also, he chaired committees such as Audit, Finance & Administration, Premises & Maintenance etc. He set up a fully equipped kitchen with a music system at the members' lounge.

He represented CIPM at the CIPD international conference UK, Hong Kong international conference, Bangladesh HR conference, all India national HR conference, and HR conferences of Maldives and Fiji Islands. He has been a guest speaker in some of these conferences.

He was elected to the Board of the Asia Pacific Federation of Human Resources Management in 2019 and was instrumental in winning the hosting rights of World HR Congress 2020 to be hosted by CIPM in Sri Lanka. Currently, he is a Director of APFHRM. He helped the HR fraternity in the Maldives to establish Maldivian Association for Human Resource Professionals and introduced it to the APFHRM for appointment as a member. He was elected to the prestigious post of President of APFHRM and a board member of WFPMA from the 1st July 2020 till 2022.

Dhammika was awarded the "Global HR Excellence - HR Leadership Award" at the Asia Pacific HRD Congress in 2010.

As the incumbent President, Mr Fernando has initiated significant changes with innovative ideas to enhance value to all members and other stakeholders. He has successfully created a transparent culture across CIPM during his tenure as President. He expanded business to outstations, and started the Digitalization of CIPM, online delivery of courses, seminars and workshops during his tenure this year as the Chairman of ICT committee. His most significant achievements are the transformation from IPM to CIPM and rolling out the new CQHRM study programme and qualification by replacing programmes conducted by the Business School.



PROF. AJANTHA DHARMASIRI - Chartered FCIPM Immediate Past President

Prof. Ajantha Dharmasiri, Professor in Management, is the Director and the Chairman of the Board of Management of the Postgraduate Institute of Management, University of Sri Jayewardenepura. He is the Immediate Past President of the Chartered Institute of Personnel Management (CIPM), Sri Lanka and was a Vice President of the Asia Pacific Federation of Human Resource Management (APFHRM). He also serves as an Adjunct Professor at the Price College of Business, University of Oklahoma, USA. He has three decades of both private and public sector experience including Unilever and Nestle. He is engaged in consulting, lecturing, training and, addressing conferences in more than twenty countries around the globe.

He is a Commonwealth AMDISA Doctoral Fellow, Fulbright Postdoctoral Fellow and Commonwealth Postdoctoral Fellow. He holds a Ph.D. and an MBA from the Postgraduate Institute of Management and a B.Sc. in Electrical Engineering from the University of Moratuwa. He is a Chartered Electrical Engineer, a Fellow of the Chartered Institute of Management, UK and an independent director of several boards.

Being an author of seven books and editor of the longest publishing management journal in Sri Lanka, he has won many accolades including gold medals for Best Paper at two international management conferences, Emerald Best Paper award in 2014, and in 2010 the Platinum Award by the Alumni of the Postgraduate Institute of Management (PIMA) for outstanding academic contribution. He also won the prestigious IPM Lifetime Gold Award 2014, the highest honour for an HR professional in Sri Lanka. Prof. Dharmasiri prefers to identify himself as one who transitioned from being an "Engineer of Electrical" to an "Engineer of Hearts and Minds".



MR SARATH JAYASINGHE - Chartered FCIPM Vice President

Mr. Sarath Jayasinghe, currently a management consultant for DSI Samson Group and a freelance consultant after having worked for more than 3 years as the group HR Director for DSI Samson Group. He is a senior HR Professional who had a distinguished career spanning nearly four decades. He is a sought-after HR leader who has served large business organizations, including multinationals, both in Sri Lanka and overseas.

He is well known for the HR Leadership he provided for many MNCs such as the STS Group and Apollo Hospitals (Bangladesh), Coca-Cola, Nestle, Camso Loadstar, Coats Thread and also received exposure at the beginning of his career at Bata and Richard Peiris Company - two giants in the manufacturing industry then. He was also the DGM - HR at Sampath Bank PLC for a brief stint.

Having served as a Senior Vice President in 2008 & 2009 and then in 2018 as the Vice President, he continued to function as the Vice President in this Council Year as well. Furthermore, he also holds the Chairmanship of the Standing Committee on "Consultancy, Training & HR Services" at CIPM. He has been a lecturer at CIPM and many universities in Sri Lanka. He has an MBA (UK), Diploma in Personnel Management - NIBM, EDBA from University of Colombo and an Executive Diploma from the University of Pretoria in South Africa.

He is also an accredited Psychometrician in PPA, IRIS, LPCAT, In-Tray, NMG & VMG Batteries and Assessment & Development Center.



MR AJITH P. BOPITIYA - Chartered MCIPM
Hony. Secretary

Mr. Ajith Bopitiya is a highly rated HR & OD Consultant, Trainer, Keynote Speaker and thought leader on contemporary "People Leadership" concepts. He is the CEO of the HR Consulting firm TRIKONSULT and the Managing Director of the pioneering outbound adventure-based experiential learning provider TASK ADVENTURE; both established in the year 2000.

During his corporate career, he held senior management positions of Group General Manager - HR for the Browns Group and Group Training Manager - Carson Cumberbatch companies.

Mr. Bopitiya is a qualified and experienced HR practitioner with over 26 years of hands-on experience in all Key Results Areas (KRAs) of human resources management. He holds a Diploma in human resources with Merit from CIPM and is a Certified National Trainer of JCI University, USA. He has received specialised training in adult education and adventure-based training in India, Japan, the Netherlands and Singapore. He is also a Microsoft Certified Innovative Educator.

Mr. Ajith Bopitiya, Chartered Member of CIPM, is a senior lecturer at CIPM; a guest lecturer at few State universities and has been a corporate member of CIPM since 2007. An active Toastmaster, he is a Past President of The Colombo Toastmasters Club. He was also the Past National President of JCI Sri Lanka, Past President of Sri Lanka Institute of Training and Development.

He has held positions such as Council Member, Editor, Honorary Treasurer, Vice President and, is presently the Honorary Secretary of CIPM Sri Lanka. He also serves as the Chairman of the Standing Committees on Finance, Administration, and Information Technology and People Development of CIPM. Further, he was the Chairman of the CIPM National Human Resources Conference (NHRC) 2019.



MR KEN VIJAYAKUMAR - Chartered MCIPM
Hony. Treasurer

Mr. Ken Vijayakumar counts over 30 years of experience in the field of Human Resources Management. He is currently the Director, Human Resources of Waters Edge Ltd. and a Director of Talent Enrich Ltd. He has held managerial and senior managerial positions at Lankem (Ceylon) Ltd., Watawala Plantations, Keells Plantations, Lanka Equities, MAS Holdings, Brandix, WNS/AVIA, Delmege Forsyth and has held the position of Regional Head of HR at Good Hope Asia Holdings, in Malaysia.

Mr. Vijayakumar's management exposure is not restricted to one particular field; rather, he can be identified as a multifaceted professional who is familiar with numerous industries, having held key leadership positions within them with distinction. Further, he has previously held the position of the Hony. Secretary of CIPM for three consecutive years and in addition to that he has served as a senior faculty member of the Chartered Institute of Personnel Management since 2007.

Mr. Ken Vijayakumar possesses a Bachelor of Arts Degree from the University of Peradeniya and a Postgraduate Diploma in Management from the Postgraduate Institute of Management (PIM).

Mr. Ken Vijayakumar is a Member of several professional bodies including Chartered Institute of Personnel Management Sri Lanka, Malaysian Institute of Human Resources Management and Malaysian Institute of Certified Coaches.



GROUP CAPTAIN MANOAJ KEPPETIPOLA - Chartered FCIPM
Hony. Editor

Group Captain Manoaj Keppetipola is the Commanding Officer of Sri Lanka Air Force Base Weerawila. He counts more than 29 years of experience in the Sri Lanka Air Force as an administrative officer. He is a lecturer and a trainer in the SLAF. He is a Chartered Fellow of the Chartered Institute of Personnel Management and a visiting lecturer of the CIPM, University of Kelaniya and Colombo.

He hails from Kandy and has studied at Dharmaraja College. He has read for his first degree, BA Defence Studies (Hons) from Kotelawela Defence University, MBA from PIM - University of Sri Jayawardenepura, a Masters in Defence Studies from the University of Kelaniya and psc (passed staff college) from the Defence Services Command and Staff College Sri Lanka. He has completed his National Diploma in HRM, and Certified HR Auditor programs from IPM.



MS. WASANTHI VITHANAGE - Chartered MCIPM
Hony. Assistant Secretary

Ms. Wasanthi Vithanage is a Chartered Member of CIPM Sri Lanka. She holds a Bachelor's degree in Management Studies from the Open University, Sri Lanka and the Professional Qualification in Human Resources Management (PQHRM) from CIPM Sri Lanka.

Ms. Vithanage commenced her professional career in 1999 and has since served at several esteemed organisations including the Ceylinco Group and Sri Lanka Telecom and South Asia Gateway Terminals (Pvt) Ltd., (SAGT) operating within the Port of Colombo.

Currently she is heading Group Human Resources at People's Leasing & Finance PLC. She has more than thirteen years of extensive exposure and experience in Human Resources Management with hands-on experience in Industrial Relations.

Ms. Wasanthi Vithanage has served on several standing committees of CIPM Sri Lanka since 2003, including Marketing Committee, Strategic Planning & Plan Implementation Committee, and Member Services Committee and currently heading the Standing Committee for Students Affairs of the CIPM.



MS SHIWANTHIE WIJESURIYA - Chartered MCIPM
Hon. Assistant Treasurer

Ms. Shiwanthie counts 18 years of proven performance, having worked at different corporates. With a proven track record in Teaching & Customer Service which has given her a rare and a unique edge to pursue a compelling career in Human Resources Management and Development, with an exemplary approach and utmost dedication.

She is currently working as Senior HR Manager for Royal Ceramic Lanka PLC, a leading manufacturing conglomerate.

She headed HR at ikman (Pvt) Ltd; a subsidiary Company of Saltside Technologies Se, a Swedish conglomerate where she was responsible for end-to-end strategic and operational HR, Embla Software Innovation; a Norwegian owned software Company and BT Options (Pvt) Ltd., a market leading publishing House in Sri Lanka.

She held the position of Group Manager HR at WNS Global Services (2012/15), a NYSE listed Company with about 20+ subsidiary companies, which includes different clients across the globe handling different processes.

Shiwanthie's expertise also includes policy designing and formation, strategic planning and operational HR, building teams for effective performance, leading and managing change and strategic business process outsourcing together with Human Resource Information Systems.

She holds the PQHRM offered by Chartered Institute of Personnel Management and an MBA from Cardiff Metropolitan University, United Kingdom, and also a Certified Trainer from City & Guilds UK.

In addition, she is a Member of Chartered Institute of Management (CMI - UK) Chartered Institute of Personnel Management and Human Resource Professionals Association of Sri Lanka. Shiwanthie is resource personnel at Chartered Institute of Personnel Management & Human Resource Management Institute of Sri Lanka.



MR JAYANTHA ABEYRATNE - Chartered MCIPM
Council Member

Mr. Jayantha Abeyratne is a Chartered Member of the CIPM. He is a product of Maliyadeva College, Kurunegala and a retired Commissioned Officer of the Sri Lanka Army. He is an experienced HR Business Partner with a demonstrated work history with the Military, Ceramics, Rubber gloves manufacturing, Healthcare and Education sectors.

He served as the Deputy HR Manager attached to Jay Jay Children's Wear (Pvt) Ltd as a Cluster Manager in the apparel sector. He has also served as the Head of Human Resources and Administration at Dankotuwa Porcelain PLC. He was the Head of HR at Sri Jayewardenepura General Hospital and in the ATG Gloves Manufacturing Company. He served as the Group Head of HR at Esoft Metro Campus (Pvt) Ltd.

He holds an MBA from PIM and a Postgraduate Diploma from IHRA - University of Colombo. He has also obtained the National Diploma in Occupational Safety and Health from the National Institute of Occupational Safety and Health (NIOSH). He earned an Executive Diploma in Industrial Relations from Turin University- Italy in collaboration with EFC. He has also completed the NDTHRD from CIPM.

Mr. Abeyrathna is a Certified HR Auditor, and a Competency Mapper, a qualification which he obtained from TV Rao Learning Organization - India conducted in collaboration with CIPM Sri Lanka. He is a member of the OPA and Lions Club International.



MR PRIYANKARA SENEVIRATNE - Chartered MCIPM
Council Member

Priyankara holds a Master's Degree in Sociology (University of Colombo), Post Graduate Diploma in Applied Sociology (University of Colombo), Post Graduate Diploma in International Relations (BCIS), Bachelor's Degree in Social Sciences(BA) and Bachelor's Degree of Management Studies(BMS) from The Open University (OUSL) of Sri Lanka. He is a Diploma holder in Human Resource Management (NDHRM-IPM).

He started his career with The Finance Company Ltd and worked for many prestigious organizations such as MAS Holdings, and United Nations Development Programme (UNDP).

He was the Head of Human Resources and Administration at Softlogic Finance PLC, Commercial Leasing and Finance PLC (LOLC) and Millennium Development (PVT) Ltd (LOLC).

Priyankara held many positions in the supreme council of the Institute of Personnel Management (IPM)-Sri Lanka from the year 2008 and continues to serve the institute with honesty and dedication.



MR JAYANTHA AMARASINGHE - Chartered MCIPM
Council Member

Mr. Jayantha Amarasinghe, Deputy General Manager - Human Resources at Seylan Bank PLC counts over 27 years of experience in the field of Human Resources Management, Change Management and Business process re-engineering and has held key leadership positions in HR at leading local and international organisations during his illustrious career.

He is an Attorney-at-Law by profession and also holds a Bachelor's Degree in Law from the University of Colombo and a Master's in Business Administration from Buckinghamshire New University - UK.

He is a Postgraduate Diploma holder in Management from Sri Lanka Institute of Marketing and holds the National Diploma in Human Resources Management from Institute of Personnel Management. He also holds a Postgraduate Diploma in International Relations from the Bandaranaike Centre for International Studies (BCIS).



DR NEIL TERRENCE BOGAHALANDE - Chartered MCIPM
Council Member

Dr. Bogahalande counts over 30 years of Managerial experience in Plant Manufacturing, Trading, and Financial sectors.

He is a Certified Management Accountant of ICMA Australia, a Graduate Master of Business Administration from the University of Sunderland UK and a Doctor of Philosophy in Management from the Management and Science University of Malaysia. An Editorial Board Member of USA journal and, as a researcher published many articles in academic journals in addition to presenting academic papers at international conferences.

Dr. Bogahalande excelled in his professional career being appointed as the Group Head of Human Resources of Browns Group PLC, Sampath Bank PLC and Royal Ceramics Lanka PLC. He possesses vast exposure at strategic level being a Main Board Director in many large corporates including PLCs for over a decade. Dr. Bogahalande had the rare feature of serving the State sector as the Chairman of Elkaduwa Plantations Limited and the Actg. Chairman of Sri Lanka State Plantation Corporation under both regimes.



MR PRIYANTHA RANASINGHE - Chartered MCIPM
Council Member

Mr. Priyantha Ranasinghe serves as the Director Human Resources of Coca Cola Beverages Sri Lanka Limited and counts over 27 years of experience in the field of Human Resources Management having held senior HR positions in Sri Lanka, Indonesia, India and Malaysia.

He has a Master's in Business Administration from Ashbourn University, UK and a National Diploma in Human Resources Management from IPM Sri Lanka. He also possesses a postgraduate level certificate in HR management from the Postgraduate Institute of Management (PIM), University of Sri Jayewardenepura.

He is a licence holder for Psychometric Tests, trained by Thomas Group UK and also a certified practitioner by LUMA group USA on "Design Thinking". He has also been trained in the USA, China, Vietnam, Dubai, Malaysia, India, Nepal, Philippines, Indonesia and Singapore on various HR-related subjects such as Hay Grading System, Job Evaluation by Mercer, Compensation and Benefits Surveys, Performance Enablement and Employee Insights Surveys etc.

Mr. Priyantha Ranasinghe received the Global HR Excellence Award from India in 2013.



MR NAMAL JAYAWEERA - Chartered MCIPM
Council Member

Mr. Namal Jayaweera is presently employed as Manager, HR & Administration, Asia Leisure (Pvt.) Ltd. At Asia Capital Group PLC with companies namely, Asia Leisure Holdings, Asia Leisure Travels (Pvt) Ltd, Asia Technologies, and Asia Digital Entertainment (Pvt) Ltd.

He started his career in the development sector as an Administrator serving in several multinational NGOs in the Netherlands, Australia, Denmark, and the US. Here, he wound up as the Deputy Country Director of New York-based NGO serving in the South East Asia region.

Namal became an active member of IPM Sri Lanka in the year 2001 and as a student, he was a convener of the then HRD & Career Guidance Sub Committee of IPM. He was also the Secretary of the Membership Development Committee during the council year 2002/2003, and Member of the Council from 2004 to 2006, and 2009/2010. Held the position of Deputy Chairman of membership services committee 2015/2016. Deputy Chairman of Consultancy and HR services 2018/19. He has continued to serve as the Chairman of the Strategic Plan Administration and Implementation Committee 2019/2020.

He has been with a Young Members' Forum continuously for eleven years and held the position as Deputy Chairman and Chairman of YMF 2013/2014 and 2014/2015 consecutively. He has continuously and faithfully served in different committees for 17 years.

He attended Nalanda College, Colombo, and holds a National Diploma in HRM (NDHRM) MBA (HRM Special) from the University of Colombo. He is also a Certified HR Auditor and a Toastmaster.

He represented the NATCON conference in India in 2013 and 2018. He also participated in the Bangladesh National HR conference in 2015. He also attended the CIPD conference in the UK, Manchester in 2018 as a self-funded participant.



DR CHANDANA JAYAWARDENA - Chartered MCIPM
Council Member

Dr Chandana Jayawardena is a Council Member, and the Chair of the Research Committee of the Chartered Institute of Personnel Management (CIPM), Sri Lanka. He is the Head of the Department of Agricultural Extension, Faculty of Agriculture, University of Peradeniya, Sri Lanka. Prior to joining the University of Peradeniya in 2007, he served as an operational Director of MAS Holdings in Sri Lanka. Dr Jayawardena has nearly 10 years of managerial exposure in the corporate sector, mainly in banking. He obtained BSc (Agric) Hons from University of Peradeniya, MBA from University of Colombo, National Diploma in Human Resource Management from CIPM- Sri Lanka, Postgraduate Diploma in Marketing from the Chartered Institute of Marketing (UK), and PhD from Tomas Bata University in Zlin. Dr Jayawardena is also an Attorney-at-Law in the Supreme Court of Sri Lanka.

Dr Jayawardena's research interests lie mainly in the areas of Human Resources Management, Career Development, Organizational Management, and Emotional Intelligence. He has published and presented in many local and international forums and has won international awards. He has served as guest speaker in local and international programmes, and has chaired research academic forums locally and internationally. He also serves as a visiting scholar of the Edith Cowan University, Australia and Tomas Bata University in Zlin. Dr Jayawardena has been a sought-after trainer and a consultant to numerous work groups in the Public, Private, and the NGO sectors.

Dr Jayawardena has provided leadership to national level organizations such as the Sri Lanka Association for Advancement of Science and Sri Lanka Agricultural Extension Association (SLAEA). He served as the Chair of CIPM Research Symposium, 2019, and Editor in chief of HRM Perspectives Journal. He is a member of the Career Guidance Advisory Board and a Senior Student Counsellor of Peradeniya University. Dr Jayawardena is the President of SLAEA, Chairperson of the Board of Study in Agricultural Extension, and a member of the Board of Management of the Postgraduate Institute of Agriculture, University of Peradeniya. He also holds membership in many prestigious professional organizations locally and abroad.



MR C. HEWAPATTINI- Chartered FCIPM
Council Member

Mr. Chandra Hewapatttini is a Senior Human Resource Professional with over 35 years' experience having served at the highest level in several top level corporates. He served as Head of HRM at Hong Kong Bank Sri Lanka and Maldives from 1991 to August 2003. Thereafter he served Nation Trust Bank PLC as Head of HRM from 2004 to 2009. He then moved to Saudi Arabia where he severed as Senior Human Resources Specialist from 2009 to 2017. On his return from Saudi Arabia, he joined the National Development Bank PLC as Vice President Human Resources where he served from 2017 to 2019.

Mr. Hewapattini has served previously at well-known organizations such as Hotel Oberoi (now Cinnamon Grand), Unilever Ceylon Ltd, Nestle Lanka Ltd in the HR Management field.

He is a Chartered Fellow of CIPM, Diplomat in HRM, a member of the Association of Professional Bankers and a member of OPA Sri Lanka. He is also a guest lecturer at CIPM and several universities in Sri Lanka.

Mr. Hewapattini is the Chairman of the Standing Committee on Business School.

In recognition of his exceptional performance in HRM, he was awarded the Lifetime Gold Medal for Excellence in HRM, in the year 2006 by the Institute of Personnel Management Sri Lanka. He also won the National Silver Award for the Best HRM Practitioner 2008, sponsored by Hewitt Asia Pacific.



MR W.A. SOLAMAN SUMANASOORIYA - Chartered MCIPM
Council Member

Mr. W.A. Solaman Sumanasooriya, graduated in BBmgt-HRM (Special) from the University of Kelaniya and obtained a Post Graduate Diploma in Labour Studies and a Master's degree in business studies from the University of Colombo.

Mr. Sumanasooriya is presently working as the Deputy General Manager (Human Resources Management) at the National Water Supply and Drainage Board. He has over twenty years' experience in the Human Resource Management field having worked in both private and public sector organizations. He has also served as the Director, Human Resources Management & Development in Central Environmental Authority, and the Urban Development Authority, and held many senior managerial positions in several multinational and national organizations gaining extensive experience in manufacturing and the service sector.

He is a visiting lecturer in the Department of Commerce at the University of Kelaniya. He is a Certified HR Auditor, he engages in consulting, lecturing and training activities in many organizations as a resource person. He holds a National Diploma in Personnel Management from the Chartered Institute of Personnel Management (CIPM) Sri Lanka and is also a member of CIPM and Institute of Management Sri Lanka.



COL. SAMAN JAYAWICKRAMA (RETIRED) - Chartered MCIPM
Council Member

Col. Saman Jayawickrama is a Chartered HR Professional, currently a Member of the Executive Governing Council, Faculty Member and Associate Consultant of the Chartered Institute of Personnel Management - Sri Lanka (CIPM - SL). He is a retired Commissioned Officer of the Sri Lanka Army with 28 years of illustrious career to the Nation.

His academic & professional accomplishments span over Diplomas, National Diploma & Commonwealth International Diploma, Post-Graduate Diploma and Master's with areas of interests ranging from General Management, HRM, Conflict Resolution, Conflict & Peace Studies, Youth in Development Studies and International Relations & Diplomacy. Master's secured were on General Management - General Sir John Kothalawala Defence University, International Relations and Conflict & Peace Studies - University of Colombo. Diplomas on HRM (National Diploma) from the Institute of Personnel Management and Conflict Resolutions from Bandaranaike Centre for International Studies. An advanced qualification on GIS & Remote Sensing - University of Paradeniya - Sri Lanka and currently reading for M Phil/Phd from General Sir John Kotalawala Defence University - Sri Lanka.

He served at the Ministry of Defence Sri Lanka from 2009 to 2016 as the Coordinating Officer/Staff Officer (Operations and Administration) to the Office of Strategic Affairs for which he was able to practise his acquired synergy to the full force in a semi-military environment. Upon his retirement from the Army in 2016, he served as the DGM (Operations) at Lumier Apparel Company and then at Macksons Tiles Lanka Pvt Ltd as Head of HR & Administration.

He is a practitioner for changing attitudes, beliefs, perceptions and behavioural patterns of employees/ targeted people with a capability of identifying and introducing appropriate best practices of Modern Human Resources Management. He is also a trainer on Leadership Development, a Life Member of the Organization of Professional Associations and a Justice of Peace covering the whole Island.



MANAGEMENT TEAM

STANDING FROM LEFT TO RIGHT

Mr. Sivasuriyar Sunthareswaran, Manager - IT
Mr. Buddhika Perera, Accountant
Ms. Udani Ranawaka, Assistant Manager - Marketing
Mr. Sampath Rathwatta, Assistant Manager - Galle Regional Centre
Ms. Anjalika Kulathunga, Assistant Manager - Kandy Regional Centre
Ms. Erin Jesudasan, Manager - HR

SEATED FROM LEFT TO RIGHT

Mr. Anushka Earskin, Chief Manager - Business School
Mr. Chrisantha Obeyesekere, Acting CEO/ Chief Officer / Director - Business School
Ms. Wathsala Nadeeshani, Chief Manager - Finance



STANDING FROM LEFT TO RIGHT

Ms. Ruwani Senevirathne, Manager - Quality Assurance & Compliance
Ms. Upeksha Kodikara, Librarian
Ms. Chamika Amaratunga, Manager - Kurunegala Regional Centre
Mr. Chandima Pinsiri, Chief Manager - Consultancy, Corporate Training & HR Service
Mr. Lahiru Bandara, Manager - Premises Development & Administration

SEATED FROM LEFT TO RIGHT

Ms. Himali Dasanayake, Chief Manager - Membership Services & Corporate Affairs
Mr. G. Weerathunga, Chief Officer / Director - Professional & Academic Affairs
Mr. Indika Wijayasriwardana, Chief Manager - Shared Services





MEMBERS

MAKE A DIFFERENCE IN THE
HR LANDSCAPE

The future belongs
to those who believe
in the beauty of their
dreams.”



Eleanor Roosevelt

PICTORIAL REVIEW 2019/ 2020

National HR Conference – 17th & 18th September 2019

CIPM held its flagship annual event, The National Human Resource Conference (NHRC) on 17th and 18th September 2019 at the BMICH in Colombo under the theme, Radically Reinvented Reality.



Great HR Debate Grand Finale – 17th September 2019

The finals of the popular corporate debating championship “The Great HR Debate 2019” organized by CIPM held on the inaugural day of the NHRC 2019.



CIPM Appoints a Brand Ambassador 17th September 2019

CIPM appointed Sri Lanka Cricket Captain Dimuth Karunaratne as its Brand Ambassador to take CIPM's value proposition to the masses. The relevant MoU was signed at the media conference held to announce the World HR Congress 2020.



World HR Congress Media Briefing 17th September 2019

CIPM Sri Lanka in collaboration with the Asia Pacific Federation of Human Resource Management (APFHRM) and The World Federation of People Management Associations (WFPMA) will be hosting the world's largest HR conclave in Colombo and the media briefing was held at BMICH on 17th September 2019.



Graduation Ceremony at BMICH – 30th October 2019

CIPM Graduation 2019 – “Scaling Dizzy Heights – The Beginning of a Glorious Future” – CIPM Sri Lanka President, Dhammika Fernando emphasizing the world class nature of CIPM, its business school and the global opportunities available for CIPM graduates in HR.



Graduation Ball - 30th October 2019

CIPM hosted the Graduation Ball for the 2019 Graduates at the Banquet Hall of BMICH. This event was arranged to celebrate the well-earned success of all graduates.



Interschool Debating Championship 27th September 2019

The Grand Finale of the CIPM "Battle of the Brains" School Debating Championship was held at the Provincial Council Auditorium, Kurunegala in grand style.



Membership Induction – 6th December 2019

CIPM warmly welcomed the new members to the CIPM member community. The event was valued by the participants as it also served as a platform to liaise with each other while familiarizing with the culture, norms and values of the institute.



Opening of the children's park for differently abled children - 10th December 2019

By utilizing the funds collected at the Great HR Charity walk held in 26th of January 2019, the children's park at BRC Ground, Park Road, Colombo 05 has upgraded to be suitable for differently abled children and handed over to the public on 10th December 2019.



MoU with BCI – 10th February 2020

CIPM entered into a Memorandum of Understanding (MOU) with the Benedict XVI Catholic Institute of Higher Education (BCI) based in Negombo for facilitating academic cooperation, knowledge exchange and capacity building for developing competent human resource management professionals to serve the economy of Sri Lanka.



MoU with SCC – 14th February 2020

CIPM came into an understanding with the Sabaragamuwa Chamber of Commerce & Industry (SCCI) for academic cooperation to conduct CIPM's accredited recognized human resource management education courses and corporate training programmes at SCCI's premises in Ratnapura.



Paduru Sajje – 21st February 2020

CIPM Paduru Sajje was held at HR house with the participation of over 50 CIPM members. The participants enjoyed a sumptuous buffet dinner with music throughout along with the entertainment.



MoU with Vavuniya Campus – 6th March 2020

CIPM and the Department of Economics & Management of the Faculty of Business Studies, Vavuniya Campus of the University of Jaffna entered in to a Memorandum of Understanding for facilitating academic co-operation, knowledge exchange and capacity building to develop competent human resource professionals to serve the economy of Sri Lanka.



MoU with OUSL – 17th June 2020

CIPM entered into a Memorandum of Understanding (MOU) with the Faculty of Management Studies of the Open University of Sri Lanka (OUSL) leading to implementation of higher academic programmes of study in Human Resource Management (HRM) and other specific subject areas.



MoU with SLIIT – 03rd July 2020

CIPM and Sri Lanka Institute of Information Technology(SLIIT) entered into a historical Memorandum of Understanding (MOU) for institutional cooperation at the CIPM Head Office “HR House”. Under the terms of this MOU, students of CIPM and SLIIT following specific courses of study will receive exemptions from the other which will expand their horizons while adding values to their careers.



Launching of the CQHRM new syllabus – 17th July 2020

CIPM Sri Lanka launched the composite model of the CQHRM syllabus on 17th July 2020 at Waters Edge with the participation of Council members, 150+ invitees and CIPM staff



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CORPORATE GOVERNANCE REPORT

The Chartered Institute of Personnel Management Sri Lanka was founded in 1959 and was incorporated by the Parliamentary Act No. 24 of 1976 which was amended by the Parliamentary Act No. 31 of 2018 by which the Institute was renamed as Chartered Institute of Personnel Management Sri Lanka. The Institute consists of Chartered Fellows, Chartered Members and Associate Members, all of whom are collectively referred to as “Corporate Members”.

The Governing Council of the Institute comprises eighteen (18) members who are committed to maintaining a high standard of corporate governance practices within the Institute and devotes considerable effort in identifying and formalising best practices that are fundamental to the efficient, effective and transparent operation of the Institute.

The Governing Council

The primary role of the Council is to protect and enhance long-term relationship with the stakeholders thereby setting the overall strategy for the Institute. In this regard, the Council supervises the senior management while ensuring good corporate governance policies and practices are implemented within the Institution. This apex governing body of CIPM comprises fourteen (14) members elected by the Corporate Members of the Institute and four (4) individuals who are co-opted by the elected Council.

The members of the Executive Council are individually responsible for the overall management of the Institute’s activities and therefore, the daily operational activities of the Institute are delegated to the senior management team which is led by the Council. They are closely monitored and are accountable for the performance of the Institute as measured against the corporate goals and business targets set by the Council.

The Council consists of a mixed blend of members who are specialised in HRM. They are a diverse team in gender and age representation. The President is a Chartered Fellow Member or a Chartered Member of the Institute who is invited by the outgoing Council to assume duties and whose term of office is renewed annually. In the absence of the President, the Vice President is appointed under the provisions of the By-Law to act as the President.

Apart from the President, the Immediate Past President and the four (4) Co-opted members, the main Office-Bearers, namely: Vice President, Secretary, and Treasurer are Chartered Fellows/Chartered Members of the Institute and are elected at the Annual General Meeting. All other office-bearers namely: Assistant Secretary, Assistant Treasurer, Editor, and Six Council Members are Corporate Members of the Institute and are elected annually in accordance with the procedure stipulated in the By-Laws at the Annual General Meeting. The Annual General Meeting of the Institute is held on the last Saturday of the month of July, each year.

Upon appointment, all new members of the Council are provided with an induction to CIPM Sri Lanka’s governance structure, role, responsibilities, and the way in which the Council meetings are conducted.

Responsibilities of the Governing Council are as follows:

- The direction and management of the Institute are vested with the Council.
- Appointing of Standing Committees for a specific period which may consist of members of the Council and other members including non-corporate members and other appropriate or necessary persons from different professions to facilitate the achievement of objectives of the Institute.
- Implementing a defined, regulated system comprising of strict internal controls, procedures and processes regarding all expenditure incurred, on behalf of the Institute.
- Formulating the Annual Budget of the Institute including the expected income and forecasted

expenditure for the ensuing year and thereafter, closely monitoring any variations.

- Providing directions to prepare the statement of funds of the Institute, inclusive of receipts and payments during the past financial year and obtaining the verification and attestation of the Auditor, before it is presented at the Annual General Meeting.
- Drawing up a Yearly Performance Report on the state of the Institute, to be presented at the Annual General Meeting.
- Making, amending, and rescinding rules for the betterment, ordering of any matter referred to in the By-Laws for better governance of the Institute and its affairs and obtaining approval for same, from the general membership. This can only be carried out at a Special General Meeting of the Institute.
- Maintaining and publishing a register of members of the Institute.
- Ensuring maintenance of professional standards among the members of the Institute and other personnel practising or acting as personnel.
- Human Resource Managers or Consultants will take all action deemed necessary to see that the members adhere to the professional ethics and conduct.
- Making decisions on the selection of secretarial staff, remuneration and other terms of their employment.
- Ensuring proper financial administration procedures in keeping with the generally accepted Accounting principles which are to be strictly followed by those authorized to handle the finances of the Institute.

No	Name	Position	Present	Excuses	Total No of Regular Meetings	Total No of Special Meetings
1	Mr. Dhammika Fernando	President	17	0	11	6
2	Prof. Ajantha Dharmasiri	Immediate Past President	14	3	10	4
3	Mr. Sarath Jayasinghe	Vice President	14	3	10	4
4	Mr. Ajith Bopitiya	Hony. Secretary	17	0	11	6
5	Mr. Ken Vijayakumar	Hony. Treasurer	16	1	10	6
6	Gr. Capt. Manoaj Keppetipola	Hony Editor	12	5	8	4
7	Ms. Wasanthi Vithanage	Hony. Asst. Secretary	11	6	7	4
8	Ms. Shiwanthie Wijesuriya	Hony. Asst. Treasurer	13	4	9	4
9	Mr. Jayantha Abeyratne	Council Member	16	1	11	5
10	Mr. Priyankara Senaviratne	Council Member	12	5	8	4
11	Mr. Jayantha Amarasinghe	Council Member	15	2	9	6
12	Dr. Neil Bogahalande	Council Member	15	2	10	5
13	Mr. Priyantha Ranasinghe	Council Member	16	1	10	6
14	Mr. Namal Jayaweera	Council Member	16	1	11	5
15	Dr. Chandana Jayawardena	Council Member	12	4	10	2
16	Mr. C. Hewapattini	Council Member	15	1	11	4
17	Mr. W A Soloman Sumanasooriya	Council Member	7	9	5	2
18	Col. Saman Jayawickrama (Retired)	Council Member	14	2	10	4

REPORT ON RISK MANAGEMENT

CIPM Sri Lanka has to navigate a number of potential risks stemming from its internal and external environments and recognizes the importance of identifying, measuring and managing these risks in a structured and proactive manner. In recent years, we have sought to formalize our risk management framework with the objective of nurturing a culture of risk awareness across the organization. As such, a comprehensive risk management which articulates the governance structures, tools and techniques for risk management and risk monitoring/reporting requirements

Risk Management Process of the Institute

Objective of the Institute's Risk Management is to assure uncertainty does not deviate the results, from the goals of the Institute.

Institute's Governing Council holds the ultimate responsibility and oversight for risk management. The Governing Council is supported by a dedicated "Audit, Legal and Due Diligence Committee" in discharging its duties and responsibilities on overall risk

management process within the Institute while securing the interest of its stakeholders.

The Committee, is therefore, responsible for regularly reviewing and updating the Risk Management Framework in place as well as monitoring the Institute's risk profile on a regular basis. The Committee has appointed a reputed Chartered Accountants firm to conduct internal audits of the Institute on continuous basis which covers all the material risk arrears of the Institute and the internal audit findings are reviewed and discussed in front of the Audit, Legal and Due Diligences Committee on a quarterly basis

Risk Management Levels of the Institute



Risks with respect to the CIPM have been identified and classified under five broad risk categories as Operational & Reputational Risk, Financial Risk, Compliance Risk, Competitive Risk and Information Technology Risk, which are monitored controlled and managed through the Risk Management Process of CIPM.

OUR APPROACH TO RISK MANAGEMENT

All key divisions are engaged in the assessment of key risks including the Business School, Professional and Academic Affairs, Finance and Administration, Human Resources etc. Brainstorming sessions serve to identify and prioritize risks that could potentially impact the Institute's ability to create value. Performance is monitored against a set of pre-defined criteria which is reported to the Governing Council on an ongoing basis.



The Way We Manage Risk

Monitoring risk management and control standards of all the activities/affairs through internal audit and timely communication with Governing Council.



Report on Risk Management Contd.

Types of Potential Risks & Approach of the IPM to Mitigate the Key Risks.

In general Institute has identified Operational & Reputational Risk, Financial Risk, Compliance Risk and Competitive Risk as the main types of potential risks to the Institute.

RISK TYPE	APPROACH TO MITIGATE THE RISK
OPERATIONAL & REPUTATIONAL RISK- (The risk of loss resulting from inadequate or failed internal processes, people and systems or from external events and as a result possibility of losing the reputation gained over the period of time.)	<ul style="list-style-type: none">Continuous review and revision to the content of the study courses.Monitoring the discipline of conducting lectures and examinations.Ensure continuous follow ups on customer complaints which will turn into customer satisfaction.Evaluating the effectiveness of the IT and other related support services.Conducting internal audits on continues basis and reviewing the findings on quarterly basis.Conducting external audits on an annual basis and closely review the points highlighted in Management Letter.Comprehensive insurance cover on all the properties including the assets of the regional centers.Insurance cover for Hospitalization and Critical illnesses for all the employees.Maintaining the ISO Certification of the Institute.
FINANCIAL RISK- (The risk of cash flow of the Institute appears inadequate to meet its financial obligations. Financial risk also refers to the possibility of Institute defaulting on its liabilities, which would cause those creditors to lose money. Liquidity risk & credit risk are the integral part of the financial risk)	<ul style="list-style-type: none">Continuously maintain sufficient liquidity to meet its obligations to minimize the liquidity riskThe investment portfolio of the Institute is maintained in several licensed banks to mitigate the Credit riskUsing the budgetary controls and periodically monitor the deviations.Continuous monitoring the institute's fund position while assuring the adequacy of the liquid funds to run the operationVarious investment appraisal techniques are used to analyze in detail before finalizing investment decisions.
COMPLIANCE RISK- (The risk of the operations of the Institute not to be conducted in accordance with the Institute's By -Laws, code of conducts and other regulatory requirements)	<ul style="list-style-type: none">All Council members, top management and all the staff are well educated that the zero tolerance for the breaches on the By-Laws is mandatory.Dedicated secretariat & membership division is established in supporting the Council & the members to be complied with the requirementsContinuous monitoring of statutory payments, to the relevant regulatory bodies together with required documents to be filed.
COMPETITIVE RISK- (Probability of loss from a decline in a Institute's competitiveness)	<ul style="list-style-type: none">Focusing more on effective brand awareness among the target marketsAction plans to compete with the other competitive institutions to be the nation's leader in HRM.Approaching to new regions of the country to expand the marketApproaching academic market by taking initial steps on obtaining the status for degree awarding.Obtaining foreign university affiliations to attract new market segments.
HR RELATED RISK- (Difficulties in attracting and retaining employees of high caliber and specialized knowledge, will impact our ability to achieve institute's strategic goals)	<ul style="list-style-type: none">Ongoing efforts to strengthen our employee value propositionContinuous Investment in training and developmentOffer opportunities for career progressionMaintain a high level of employee engagement
INFORMATION TECHNOLOGY RISK- (Risk of disruption to IT systems, teaching and supporting services)	<ul style="list-style-type: none">Establishing a Disaster Recovery Center cloud – ensuring data securityImplementing a System and network security and day to day monitoring and automation alert/ Notification system of the Institute's system and network.Introducing and Implementing Acceptable Usage IT Policy and Procedure Link with Employee, Student & Member Handbooks.Implemented a centralized storage onsite backup management system and offsite cloud storage backup management system.Introducing & Implementing IT Security Audits – Annually from Outsourced ISO/IEC 27001 ISM Standards Certified IT auditor.IT Security Risk assessments allow to update and enhance our existing security and risk management strategy with the staff, process, and technologies necessary to elevate its information protection posture to the level necessary to mitigate current risks.

REPORT ON SUSTAINABILITY

Institute's Contribution Towards A Sustainable Nation

From its inception in 1959, the Institute of Personnel Management has been the guiding force and the leader in developing best people management practices in the region. Having attained the “Chartered” status, it is considered as the premier professional body in the sphere of Human Resources Management in the country and signifies the beginning of a sustainable path that will continue value addition to all its valued stakeholders and the Nation at large.

In pursuing our sustainable path, we have focused on the following key objectives:

- Developing and promoting principles, techniques and innovative practices for unleashing human potential and managing human capital;
- Upholding the highest global standards of competence, ethics, values and professionalism among our members;
- Encouraging research in human capital for organizational success and national development;
- Promoting public image of the Institute, its members and the HR profession as the drivers of organizational success;
- Influencing national policy formulation for the integration of HRM into all strategic and operational initiatives;
- Facilitate networking among HR professionals at national and international levels for knowledge sharing;
- Strengthening our position as the leading HR authority in Sri Lanka and aspiring to become a global leader.

Being a responsible professional Institution, CIPM continuously monitors the effectiveness of its current activities and practices by monitoring the responses from its stakeholders, who are at the forefront of the sustainable journey.

Institute's focus and commitment towards sustainability was evident throughout the year, with its wide range of achievements, events, and activities that attained high recognition from the society.

Developing Leaders to Ensure Business Growth

CIPM Sri Lanka believes that best practices in HR has a strong impact on leadership and the growth of the state and its inhabitants.

Therefore, the foremost motive of CIPM Sri Lanka had been to inculcate those best practices within the business entities, state Institutions, and the fraternity, through organizing events and forums. While such events were expected to contribute to enhancing

national prosperity, good governance and productivity in several initiatives such as the National HR Conference, The Great HR Quiz and the Great HR Debate were also carried out in contributing towards this broader objective.

Developing Human Capital

Developing human capital is another integral part of the sustainability strategy of CIPM Sri Lanka. As we believe that “people drive business”, we have ensured that all our stakeholders are provided with a plethora of activities to enrich their lives. Further, in order to create a culture of sustainability among our stakeholders, our Institute has embraced several best practices which includes competency building and training, motivating through effective communication, creating opportunities, providing resources, ensuring recognition and finally, measuring our employee sustainability factor.

Having attained the “Chartered” status, it is considered as the premier professional body in the sphere of Human Resources Management in the country and signifies the beginning of a sustainable path that will continue value addition to all its valued stakeholders and the Nation at large.

A Helping Hand to Future Leaders

Guided by the goal of developing a productive workforce, CIPM Sri Lanka organized career guidance programmes at schools in Colombo region and in other regional study centres. These programmes were conducted by renowned industry specialists with the aim of assisting individuals through inculcating self-knowledge in them, thereby allowing them to make informed decisions regarding their educational and career options.

A Way Forward

CIPM Sri Lanka looks forward to ensuring a learning environment to its stakeholders, especially for its student community through offering them sponsorships. Further, we aim to reach greater heights by engaging and delivering outstanding value to our populace of over 9,000 students and 60+ staff members, keeping in line with our greater vision of creating an empowered knowledge economy.

CORPORATE SOCIAL RESPONSIBILITY

Corporate Social Responsibility (CSR) plays a critical part in corporate governance which comes under the broader context of sustainable development and entails the ethical behaviour of organizations towards society. Whether commercial or charitable, the major challenges for the institutions are, to develop responsible and ethical practices in all activities they do and not consider as a 'window dressing' or a publicity exercise, but 'etched' into the business strategy and practices of an organization. In view of this, CIPM Sri Lanka continued to embrace sustainable and socially responsible practices across all its operations during the year under review. Accordingly, a conscious effort was made to deliver sustainable solutions to the Institute's key stakeholders by working with a mission to deliver long-term value for its stakeholders, thus promoting social and economic well-being of the society at large. The Governing Council of the Institute has taken the initiative and responsibility of integrating the principles of sustainable management within the Institute's business strategy and practice. Reflecting its firm

commitment to sustainable business management, the following key objectives have been given due consideration when developing the strategic plan of the Institute:

- To ensure a high level of professional standards and competence among the membership and those aspiring to become members.
- To promote the study of Human Resource Management and to encourage research into the best means and methods of applying the principles and techniques of Human Resource Management.
- To promote the image of the Institute and its membership, and to provide leadership to the Human Resource Management profession in Sri Lanka.
- To influence national policy formulation in areas related to the Human Resource Management profession.
- To facilitate networking among HR professionals, to share and develop knowledge exchange views at national as well as international level.
- To maintain our status as the leading HR authority in Sri Lanka by upholding high standards of competence, ethics, values and professionalism among the Membership.

As the leader in Human Resource Management (HRM) or "people management", CIPM Sri Lanka has focused its attention on maintaining its stature over the years not only in Sri Lanka but also in the South Asian region. In this endeavour, the Institute has identified that, it has a unique role to play, in embedding ethical employment practices into the business process as a key corporate social responsibility initiative. While gaining the recognition as the country's premier professional body in the sphere of HRM and, also the accolades received as the "Most Respected Education Entity in Sri Lanka", it has provided CIPM Sri Lanka with the credence and the opportunity to add further value to all aspects of a business through its contribution in people management. CIPM Sri Lanka conducts its business operations in a manner that it has created cohesion amongst its communities, by taking the responsibility as an accountable professional body. The Institute is firmly committed to positioning itself as a responsible institution that promotes socio-economic well-being of its stakeholders. To this end, the Institute has collaborated with a multitude of partners to create a positive difference in the lives of its key stakeholders: the students, members, employers and the general public, through a variety of CSR activities. During the year under review, a range of initiatives was undertaken towards sustainably engaging the stakeholders of the Institute across different 'operational clusters', such as the education arm,

programmes, research and publications, membership development, marketing and communication, etc. whereby the Institute was able to envelope wider communities with its operations. CIPM also strongly recognizes the importance of its own employees and continued to support their development and professional advancement as an investor in people. To this end, the Institute implemented an extensive array of programmes covering employee satisfaction, learning and development, and performance management whilst enhancing rewards and benefits to commensurate with their performance.

The Governing Council of the Institute has taken the initiative and responsibility of integrating the principles of sustainable management within the Institute's business strategy and practice.

Corporate Social Responsibility *Contd.*

Development of key HR skills to drive sustainability and growth

Taking due cognizance of the role played by HR in driving sustainable business practices, CIPM continued to involve itself in the development of human capital across diverse organizations and industries during the year through varied activities targeting a multitude of stakeholders. The National HR Conference, The Great HR Debate, National HR Exhibition and other quality assurance initiatives within the CIPM Business School have contributed significantly to this endeavour and supported towards the broader cause of sustainable growth in business entities.

Development of Human Capital

The creation of an agile organization, which is able to learn and adapt to changes triggered by the internal and external environment involves a change in the mindset of its human resources. Hence developing the human resources is an integral part of the sustainability initiatives of CIPM Sri Lanka and its principal focus has thus been on offering industry specific, relevant and timely education and training that would help employees to learn, adapt, manage change and be resourceful, in serving their organizations and the communities.

“Battle of the Brains 2019”

Developing the future generation has always been a key focus area of CIPM Sri Lanka through the years and engaging schoolchildren through knowledge-building initiatives has assumed great significance in this endeavour. With the aim of developing knowledge, leadership, oratory skills and personality amongst schoolchildren, CIPM Sri Lanka organized “Battle of the Brains 2019”- An Annual Inter-School Debating Championship followed by the success of previous year. This unique sustainability initiative helps nurture the country's future leaders hence this time, it focused on 22 schools in the Kurunegala Education Division, with the participation of 110 students in the contest.

Meeting Career Aspirations

Often, career goals are the end towards which an individual's effort is directed and these goals articulate what individuals want to achieve within their careers and, in turn, they impact their retention and engagement with their jobs and the commitment towards their organization. Assisting and providing guidance to aspiring individuals to be gainfully employed is hence a key aspect which is supported by CIPM Sri Lanka as a part of its efforts towards driving sustainable living. Career guidance and knowledge-sharing sessions targeting G.C.E. O/L and A/L students across the nation have been held to motivate these aspiring individuals to take up HRM as a future career option.

Furthermore, CIPM has also extended its support to the schools by way of sponsoring various educational as well as charitable events with the intention of helping these students to improve their leadership, organizing skills and teamwork. Moving ahead beyond the school limits, CIPM became the Platinum Sponsor for BESA Award (Employability Skills Awards 2019 at J'Pura University) conducted by Career Skills Development Society of University of Sri Jayewardenepura.

To continue with supporting the well-performed students, CIPM has sponsored the Best Student of the Department of HRM in the University of Kelaniya, for the 5th consecutive year at the Convocation held in 2019.

Donations for Worthy Causes

With the determination not to cease the Institute's CSR programme towards supporting the education sector, CIPM has donated funds to non-educational sector as well. With the purpose of giving and receiving positive values to and from each other and set the trend for imparting social justice, CIPM organized the “Great HR Charity Walk” while seeking the opportunity to network, foster, fellowship and camaraderie. The purpose of the Walk was to upgrade the existing children's parks to include play equipment that would also cater to children with disabilities converting them to ‘inclusive parks’. An inclusive playground would be one platform where children are taught from their very young days that persons with disabilities need and should be integrated into mainstream society and not be treated differently – resulting in an inclusive society. The children's park at BRC grounds was, therefore, upgraded with inclusive equipment and built an ‘inclusive park’ from the net proceeds of the “Great HR Charity Walk” with the theme of “Play For All” and handed over to public on December 2019.

Blood Donation

As a part of its CSR initiatives, CIPM Sri Lanka conducted a blood donation campaign at the head office premises with more than 80 donors representing the CIPM members, employees and the students in February 2020. With the assistance of the National Blood Centre, the programme turned out to be very successful and the Institute is determined to carry forward the same event on yearly basis.

Timely Conferences

As a part of its CSR activities, CIPM Sri Lanka conducted timely conferences free of charge to educate not only the HR fraternity, but also the people in need of the knowledge. Hence, CIPM has organized a conference on “HR for Public Sector” free-of-charge to provide adequate knowledge, understanding about the HR arena, and opened a platform to discuss the issues related to the organizations of the participants.

Moving Forward

Helping Sri Lankan organizations, HR professionals and aspiring individuals to gain knowledge, skills, experience and career opportunities in the sphere of HR, are some of the activities initiated by CIPM Sri Lanka in integrating sustainability into its core business. As the nation's leading professional body in HR, the Institute will continue to engage with its key stakeholders and contribute towards the betterment of the society through its role in promoting sustainable learning and development within the people-management framework in organizations.

“The achievements of Standing Committees as set out in this Management Discussion and Analysis have a deep correlation to the Objectives of the Institute. Thereby, it is pleasing to notify that CIPM, during the year under review, achieved its Objectives.”








3

MANAGEMENT DISCUSSION & ANALYSIS

Standing Committees to the Council 78
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LIST OF THE STANDING COMMITTEES TO THE COUNCIL

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 Pg. 100 STANDING COMMITTEE ON Member Services and Related Events	 Pg. 104 STANDING COMMITTEE ON Audit, Legal and Due Diligence	 Pg. 106 STANDING COMMITTEE ON Professional & Academic Services Division and Knowledge Center Management	 Pg. 113 STANDING COMMITTEE ON Applied Research, Great HR Symposium and HR Publications	 Pg. 117 STANDING COMMITTEE ON Editorial	 Pg. 137 STANDING COMMITTEE ON Standardisation, Quality Assurance and Certification	 Pg. 142 STANDING COMMITTEE ON World HR Congress 2020	 Pg. 144 STANDING COMMITTEE ON College of Past Presidents	 Pg. 145 STANDING COMMITTEE ON National HR Conference 2019	

STANDING COMMITTEE ON FINANCE AND ADMINISTRATION

In its role as the custodian of the financial resources of the Institute, the Subcommittee on Finance and Administration is entrusted with the responsibility of ensuring 'financial prudence' across all activities and dealings within CIPM Sri Lanka. In keeping with its mission of providing sound financial oversight to the governing council by establishing necessary checks and balances across all key operations of the Institute, the Subcommittee on Finance and Administration is required to ensure that all stakeholders of the Institute, particularly the employees, adhere to laid down policies and practices in the course of execution of their responsibilities, whilst complying with best practices in budgeting, procurement, taxation, accounting, reporting, auditing, risk management, marketing and all key operations across the Institute. The Finance and Administration Committee is also mandated with the task of ensuring that finance and administration practices of the Institute are in line with established principles of Corporate Governance whilst meeting all Statutory Regulations in a transparent and timely manner. The scope and coverage of the Committee also includes timely dissemination of accurate and relevant financial information to appropriate stakeholders of CIPM Sri Lanka and the preparation of annual financial statements in keeping with established accounting standards applicable to Sri Lankan corporates.

Objectives of the Committee

Finance

- Ensuring the financial sustainability of the Institute by monitoring and evaluating all the activities and reporting to the Council promptly.
- Ensuring compliance with the applicable Financial Guidelines, Financial Management Processes, applicable Laws and Statutes and maintain Good Governance.
- Ensuring the preparation of the Annual Budget through the process of Standing Committee budgets, to monitor financial performance accordingly and update the Council.
- Ensuring the maintenance of proper accounting system and prepare financial statements and other management information for the Committee/Council.
- Ensuring proper systems and procedures are followed in terms of procurements and all other operational matters of the Institute and introduce a Procurement Policy Manual.
- Reviewing and assess the financial position of the Institute and to prepare accurate Statements of Accounts on a monthly basis and provide required advice to the Council in terms of all financial matters.
- Introducing and implement cost reduction initiatives to reduce the operational cost by 5%.
- Ensuring all assets are adequately covered by Insurance Policy.
- Submitting a post-financial evaluation of relevant project for the monthly Council meeting.

- Ensuring a proper annual supplier registration exercise is carried out.
- Meeting all Statutory compliance.
- Implementing Risk Mitigation Strategies and always maintain a healthy cash flow.
- Increasing transparency and be accountable to the Council for all finance-related matters.
- Developing budgets & forecasts and monitor the same.

Administration

Provisioning of best facilities to all the main stakeholders patronizing: CIPM premises by managing,

- Canteen contractors
- Cleaning contractors
- Security contractors

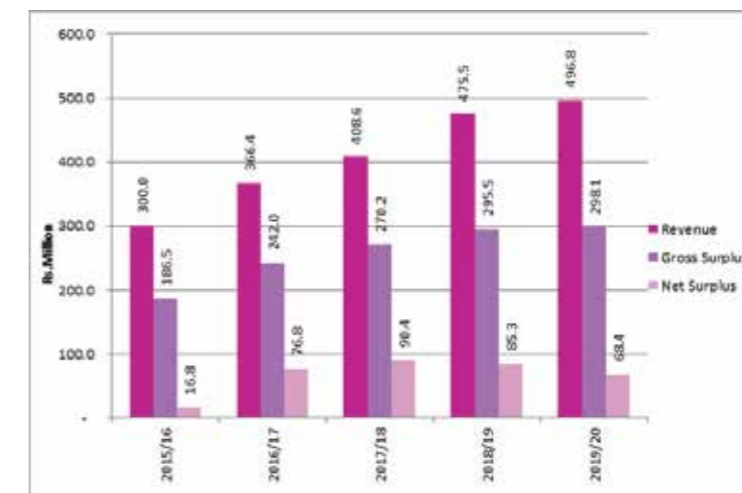
The financial year under review was one of the most challenging periods we faced during the recent past due to two major setbacks taken place. Despite the impact from the Easter attack at the beginning and the COVID-19 Pandemic at the end of the financial year, it is significant that we have still maintained a revenue growth of 4.5% compared to the previous financial year with the highest ever revenue of Rs. 496.8 Mn in the history of CIPM.

Financial Performance & Position

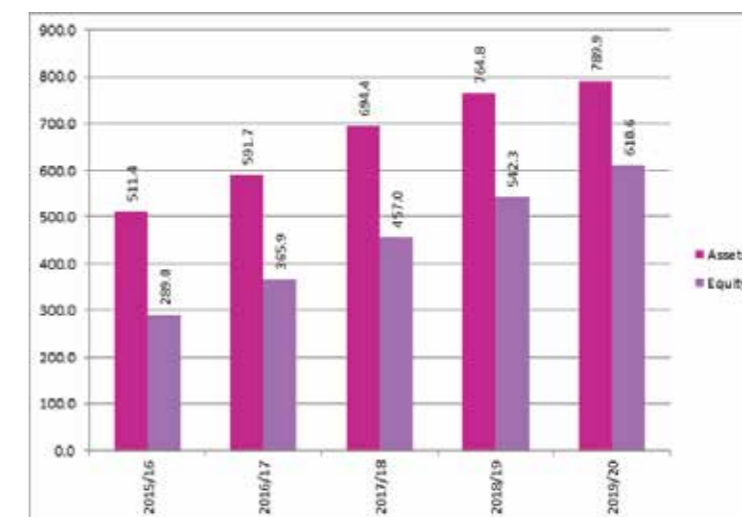
The financial year under review was one of the most challenging periods we faced during the recent past due to two major setbacks taken place. Despite the impact from the Easter Sunday attack at the beginning and the COVID-19 pandemic at the end of the financial year, it is significant that we have still maintained a revenue growth of 4.5% compared to the previous financial year with the highest ever revenue of Rs. 496.8 Mn in the history of CIPM.

CIPM has recorded a Net Surplus of Rs 68.4Mn for this financial year after income tax expenses of Rs. 11.6Mn. Institute's total assets value as at 31 March 2020 has been improved to Rs. 789.9Mn from Rs. 764.7Mn of the last year.

The Institute was able to achieve and maintain these results due to the effective and close supervision of financial activities, effective management of expenditure through credible governance and transparency of all dealings, maintaining sound internal controls, comprehensive budgeting & budgetary controls despite the challenges of continued cost escalation.



Financial Progress for last 5 Years



Assets & Equity for last 5 years

Standing Committee on Finance and Administration *Contd.*

other stakeholders of CIPM. The Committee immediately reviewed the requirement and selected new service providers with improved service levels within a short period while adhering to all procurement requirements in order to provide a convenient study environment with improved hygienic facilities for all our stakeholders.

Austerity Measures Taken in Light of COVID-19 Pandemic

- Introduced the online delivery of lectures during the lockdown period.
- Offered competitive and lower rates for a vast range of existing and potential students through a low-cost strategy in order to attract them for Institute's online programmes while maintaining the same profit margin. During the month of May 2020 CIPM was able to achieve a gross revenue of Rs. 51Mn proving the effectiveness of the above decision.
- Minimised all possible cost elements.
- Successfully negotiated with all the building owners on rented premises.
- Negotiated with the vendors on their settlements.
- Restructured students' installment due dates as a financial assistance.
- Applied for a WIC loan of Rs. 30Mn through "Saubhagya" loan scheme at the rate of 4% per annum interest in order to safeguard the future smooth operation.



Mr. Ken Vijayakumar
Chairman
Finance and Administration
Committee

COMMITTEE MEMBERS

Ms. Shiwanthie Wijesuriya/ Mr. T. P. C. Obeysekere/
Mr. Rangana Rajapaksha/ Mr. W. K. Tharanga Simal De Silva/
Ms. D. D. T. Karunaratne/ Mr. Himel Perera/
Mr. D. S. K. Rathnayake/ Mr. Kumarawadu Siriniwansa/
Ms. D. N. Weerasinghe/ Mr. Jayanath Abeywardena/
Ms. C. S. Ramanayake

STAFF REPRESENTATIVES

Mr. P.G. Tennakoon/ Mr. U.A.C. Obeyesekere/ Mr. G. Weerathunga/
Ms. Wathsala Nadeeshani/ Mr. Anushka Earskin/
Mr. Indika Wijayasriwardana/ Ms. Himali Dasanayake/
Mr. Chandima Pinsiri/ Mr. Buddhika Perera/ Ms. Ruwani Senevirathne/
Ms. Upeksha Kodikara/ Mr. S. Sivasuriyar/ Mr. Lahiru Bandara/
Mr. Lanka Peiris/ Ms. Udani Ranawaka

STAFF COORDINATOR

Ms. Menaka Gunasekara

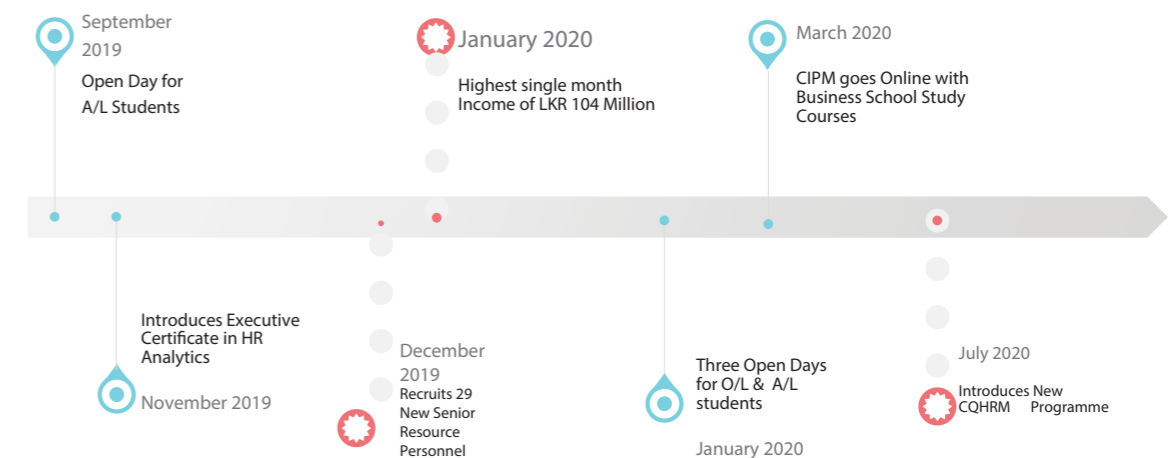
STANDING COMMITTEE ON BUSINESS SCHOOL

The Business School Committee is entrusted with the task of ensuring the highest standards of HR learning, Coaching and developing aspiring Students who embark on HRM Professional Studies.

Objectives of the Business School

- Ensure that the teaching delivery in professional study courses conforms to the expected levels of quality at all times and to benchmark the standards of quality teaching methods.
- Conduct training/workshops and meetings for existing resource personnel for Continuous Professional Development.
- Attract new Resource Personnel and ensure that they possess the required competencies.
- Review the performance of the Resource Personnel regularly and take appropriate action to manage under performance.
- Advise the Council with regard to administration of the Business School.
- Achieve monthly revenue targets as planned, manage the costs and monitor progress.
- Ensure students' welfare and well-being during the conducting of lecture sessions within the CIPM classrooms.
- Carry out activities to enhance the Corporate Brand image.
- Streamline work processes driven by SOPs.
- Administer the Business School in adherence to the guidelines issued by the relevant authorities, especially in relation to COVID-19 pandemic.

Year Highlights



Cross functional teams were set up to achieve the budgets during the period of lockdown and the results of the Business School phenomenally shot up with revenue far exceeding the revised budgetary targets.

Standing Committee on Business School *Contd.*

Courses conducted by the CIPM Business School and Duration

#	COURSE	DURATION
i.	Foundation Course in Human Resource Management (FCHRM)	2 Months
ii.	Certificate Course in Human Resource Management (CCHRM)	03 Months
iii.	Professional Qualification in Human Resource Management (PQHRM)	27 Months
iv.	National Diploma in Training and Human Resource Development	12 Months
vi.	Executive Certificate in Employment Law (ECEL)	12 Weeks
vii.	Executive Certificate in HR Analytics (ECHRA)	03 Months

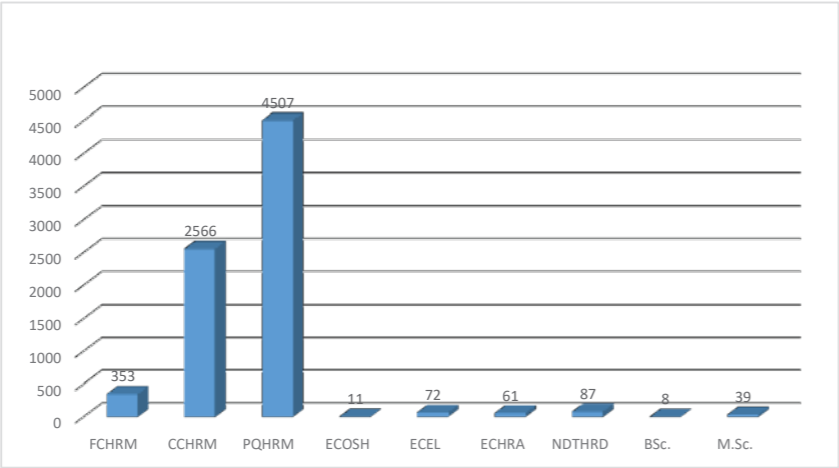
Collaborative Partnerships Programmes and Duration

#	COURSE	DURATION
i.	MSc HRM & Development (In collaboration with University of Salford)	18 Months
ii.	BSc HRM (In collaboration with University of Salford)	36 Months

New Student Registrations (Programme-wise)

Programme	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	Total
FCHRM	14	0	103	13	16	24	94	-	-	-	52	37	353
CCHRM	286	143	373	254	186	76	638	221	-	30	162	197	2566
PQHRM	302	601	168	696	550	421	767	107	22	79	589	205	4507
ECOSH	-	-	-	11	-	-	-	-	-	-	-	-	11
ECEL	13	-	-	-	-	10	-	-	-	-	40	9	72
ECHRA	-	-	-	-	-	8	-	12	-	-	27	14	61
NDTHRD	24	-	-	-	-	16	-	-	-	-	35	12	87
BSc.	-	-	-	-	-	-	8	-	-	-	-	-	8
M.Sc.	-	-	-	13	-	-	26	-	-	-	-	-	39
Total	639	744	644	987	752	555	1533	340	22	109	905	474	7704

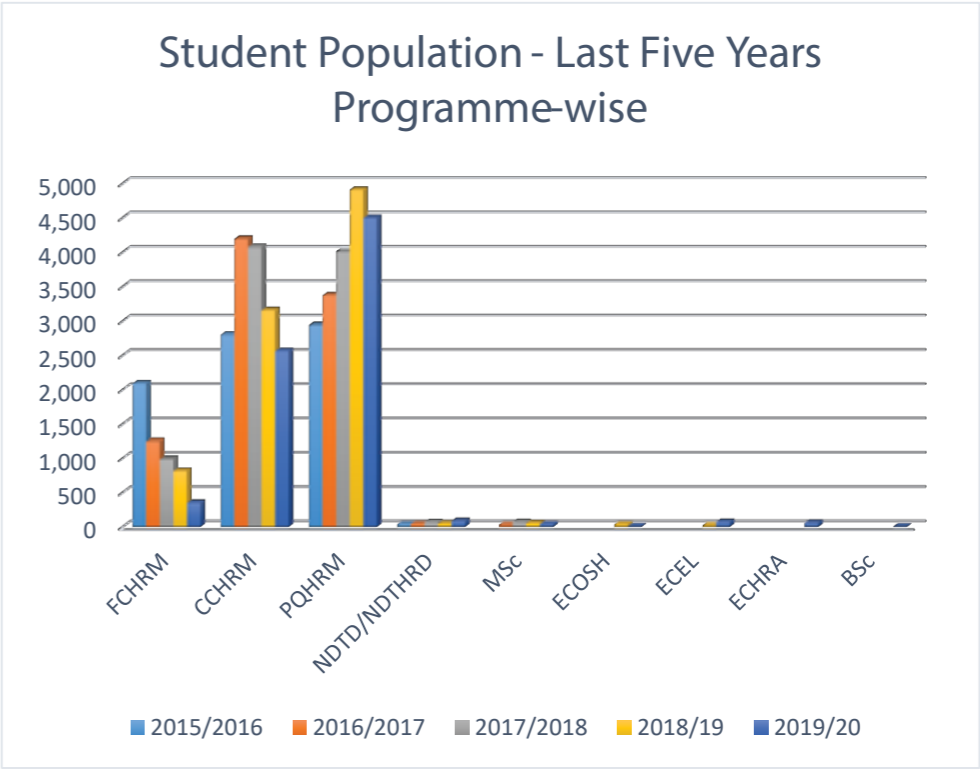
Student Registration- Council Year 2019/2020



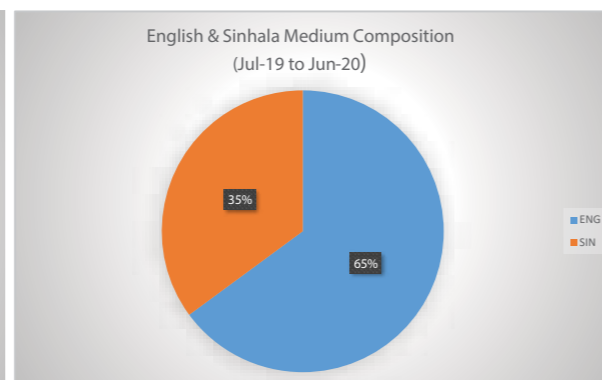
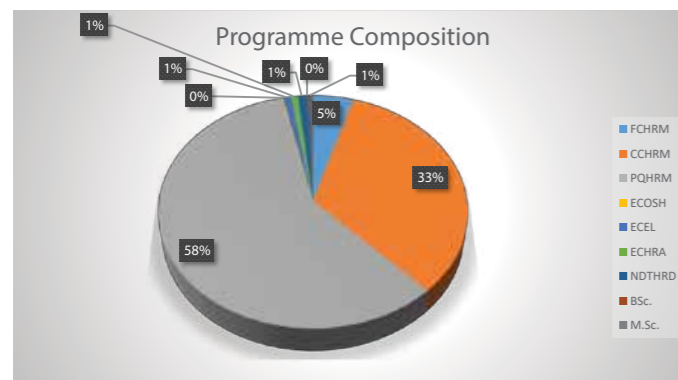
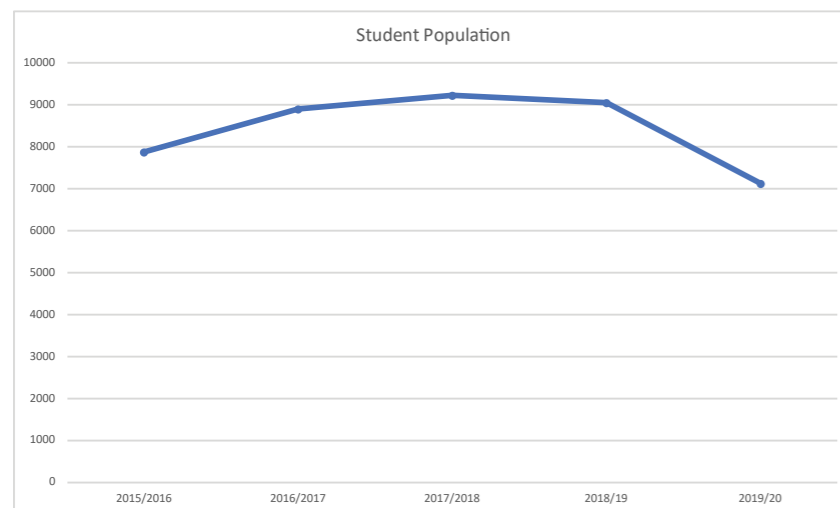
Five Year Comparison of Student Registration

S/ No.	Course	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 19	2019/ 20
1	FCHRM	2,095	1,255	995	816	353
2	CCHRM	2,804	4,198	4,080	3161	2566
3	PQHRM	2946	3376	4018	4912	4507
4	NDTD/NDTHRD	41	44	69	50	87
6	MSc		33	70	58	39
7	ECOSH				38	11
8	ECEL				25	72
9	ECHRA					61
10	BSc					8
	TOTAL	7,886	8,906	9,232	9,060	7,704

Student Population (Last Five Years - Programme-Wise)



Standing Committee on Business School *Contd.*



CIPM Introduces Chartered Qualification in Human Resource Management programme

The first-ever Chartered HR Qualification was launched on 17 July 2020. The programme was launched as a composite model covering the following four new levels:

- Advanced Certificate in Human Resource Management
- Diploma in Professional and Human Resource Management
- Chartered Intermediate in Human Resource Management
- Chartered Qualification in Human Resource Management

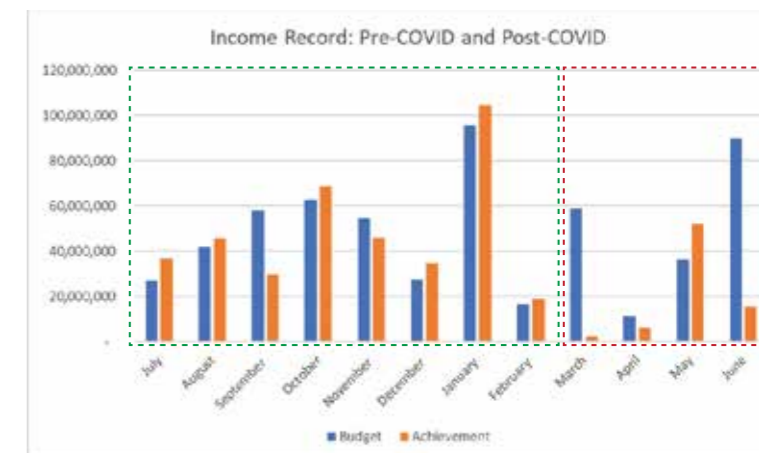


Unique Features of CQHRM

- A composite model
- Chartered Qualification with a distinct difference
- 10 Competencies
- Subjects are mapped to the competencies
- Correlation between the competencies, and core behaviours
- Credit workout and mapping with Sri Lanka Qualification Framework (SLQF)
- A comprehensive syllabus outline

COVID-19 Impact

From December 2019 to February 2020, Business School was able to achieve all set income targets. In January 2020, Business School recorded the highest income for a single month in CIPM history by reaching LKR 104 million. The education sector was seriously hampered due to the COVID-19 lockdown. From mid-March 2020, the Government imposed an islandwide curfew as a result. CIPM Business School was not able to conduct new study programmes in March 2020. However, the management took proactive action to mobilize the full workforce in an accelerated business plan to ensure business recovery. Cross-functional teams were set up and the results of the Business School phenomenally shot up with revenue far exceeding the revised budgetary targets.



CIPM goes Online with Business School Study Courses

"Amidst these challenging and turbulent times, we need to continuously keep our business alive. As a resilient and courageous Nation, we will always be ahead of the curve", said Mr Dhammika Fernando - President, CIPM Sri Lanka.

With the COVID-19 lockdown, CIPM launched a first-ever online study programme for the public. The programme was well-received by our stakeholders. The first (1st) online programme commenced on 31st March 2020. After the successful launching of the 1st programme, CIPM commenced all study programmes online in May and was able to enroll 400+ new students during the month. This remarkable achievement shows the resilient attitude of CIPM Staff who rose to the occasion with great determination to surge ahead in challenging times.

Dr Neil Bogahalande conducted a special training programme for the CIPM faculty on "Planning and conducting of online Lectures", on an honorary basis.

Standing Committee on Business School *Contd.*

Business School Standard Operating Procedures (SOPs)

The Business School introduced "Standard Operating Procedures" to ensure the quality of the online study programmes. The comprehensive SOPs provide the guidelines for CIPM Staff, Resource Personnel and Students on online studies. CIPM will continue online lectures, and more online programmes will be introduced to the public. Features of the SOPs are set out below:

- Purposes and Scope of the Distance Learning
- Responsibilities of the CIPM Staff
- Details of Procedures
- Quality Assurance
- Infrastructure Requirements
- Technical features
- Guidelines for all users, i.e. Resource Personnel, Staff and Students
- A checklist for managing online programmes

CIPM introduces Executive Certificate in HR Analytics (ECHRA) Programme

Executive Certificate in Human Resource Analytics (ECHRA) is an extensive programme specially designed for HR Practitioners and other Management Professionals to develop their knowledge and skills in HR Analytics through which they can analyse different issues pertaining to people management in their organizations. This programme commenced on 30 November 2019 for the first batch of students.

CIPM recruits New Senior Resource Personnel

To improve the quality of the CIPM study programmes, the Business School recruited twenty-nine (29) Senior HR professionals. These resource persons were required to participate in the "Lecturer Competency Framework" training. This will improve the quality of the learning experience for CIPM students who will benefit from benchmarked global standards of professional education.

The selection criteria to recruit new lecturers is based on a "Lecturer Competency Framework". Mr Ajith Bopitiya conducted the "Lecturer Competency Framework" (LCF) training for the CIPM faculty.

CIPM Successfully Conducts the Open Day and Career Guidance Seminars For G.C.E. A/L Students

CIPM successfully completed an Open Day on 10 September 2019 for GCE A/L Students by attracting an audience of 120 participants. The event featured a Career Guidance Programme conducted by Mr Gihan Suwaris (Deputy Manager – HR and Admin at MAS Holdings and a Past Student of CIPM). The Open Day featuring the career guidance programme was simultaneously held in Kandy and Galle Regional Centers with a high degree of success.

For the first time in CIPM's history, CIPM conducted three (3) Open Day and Career Guidance programmes on 14 January, 22 January and 19 February 2020 with a 300+ participants in total. The Career Guidance Programme was conducted by Mr. Indika Ranathunga (General Manager HR at PDS International and a Past Student of CIPM).



This event was also held on the same day in the CIPM Regional Centres Kandy, Galle and Kurunegala.

With the success of the first Career Guidance Programme, CIPM Head Office conducted another Open Day and Career Guidance Programme on 22 January 2020 and 19 February 2020.

These full-day programmes witnessed many students being enrolled for the Foundation and Certificate Courses in HRM. As a special incentive for Students, CIPM offered a 10% discount on the course fee.

Encouraged by the success in conducting online programmes, CIPM took steps to conduct its first-ever Online Open Day and Career Guidance Programme through MS Teams on 22 May 2020, with over sixty (60) candidates in attendance from all regions.

CIPM Business School conducted a series of Career Guidance Programmes islandwide. More than 30 Programmes were conducted at schools and universities. All students and undergraduates were briefed on the Chartered HR career pathway and opportunities in Human Resource profession.



COMMITTEE MEMBERS

Mr. C. Hewapattini/ Mr. Ajith Bopitiya/ Mr. C H Liyanage/ Mr. Gihan Suwaris/ Mr. Dillon Gomez/ Mr. S.C. Kaluarachchi/ Ms. Lasantha Abeysiri/ Mr. Laleen Katagodage/ Ms. Tharanga Samarakkody/ Mr. Janaka Kumarasinghe/ Dr. Jayantha Pathiratne

STAFF REPRESENTATIVES

Mr. P.G. Tennakoon/ Mr. U.A.C. Obeyesekere/ Mr. G. Weerathunga / Mr. Anushka Earskin/ Mrs. Wathsala Nadeeshani/ Mr. Indika Wijayasiriwardana/ Ms. Heshyanthi Perera/ Ms. Lashika Liyanarachchi/ Mr. S. Sivasuriyar/ Ms. Udani Ranawaka/ Ms. Upeksha Kodikara

STAFF COORDINATOR

Ms. Heshyanthi Perera



Mr. C Hewapattini
Chairman
Business School
Committee

STANDING COMMITTEE ON STUDENT LIFE ACTIVITIES

CIPM Graduation Ball 2019

The Standing Committee on Student Life Activities hosted the “Graduation Ball” for those who graduated at the Annual Graduation 2019 Ceremony held on 30 October 2019. The Graduation Ball was held at the Tulip & Saffron Hall of BMICH on the evening of the same day of the graduation ceremony. This event was organized to celebrate the well-earned success of the graduates in line with the custom of the Institute which takes place annually. It was a night filled with glamour and celebration featured with music, games and fun activities. The

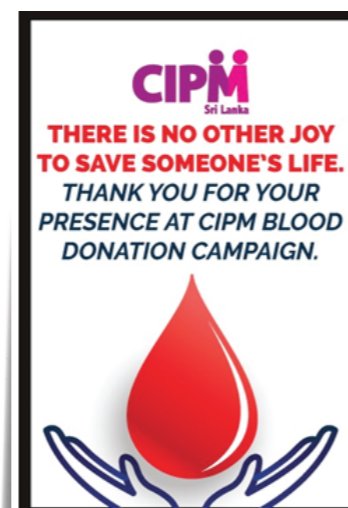


President and the members of the Council, the Chairperson of the Student Life Activities of CIPM Sri Lanka Ms. Wasanthi Vithanage and the members of the Standing Committee, the Chief Executive Officer, and Staff of CIPM Sri Lanka attended this event with the new graduates to celebrate their success.



CIPM Sri Lanka Organizes Annual Blood Donation Campaign

The Standing Committee on Student Life Activities organized a blood donation campaign at “HR House”, the headquarters of The Chartered Institute of Personnel Management Sri Lanka, as a part of the CSR activities of the Institute. The blood donation campaign was held on 15 February 2020. A large number of CIPM members, employees and the students participated in the campaign which drew an encouraging response from donors of 100+ in all, who volunteered to save a life by donating blood. The Council was represented by President, Mr Dhammika Fernando, who



The Committee calendar comprises different events targeting head office and regional centres that are organized by the institute along with the support of different stakeholders

inaugurated the programme while other Council Members, Directors and CIPM Staff also took part. The National Blood Bank was very supportive and the programme turned out to be a very successful event.



CIPM Student Night 2019

“The Students' Night” was another glamorous event organized by the Standing Committee on Students Life Affairs. This was held on 21 December 2019 at CIPM premises. The objectives of the event was to create a platform for the students to interact, socialize and network with peer-students, their teacher and members, and it was a resounding success that attracted nearly 150 participants.

It was a night filled with glamour and celebration which featured music, games and fun activities, such as solo dancing, CIPM King & Queen, Baila King & Queen. CIPM Students, Sen Adithya Silva and Kaviyarasi Thilaganathan were crowned as the CIPM King & Queen.

The Chairperson of the Student Life Activities of CIPM Sri Lanka Ms. Wasanthi Vithanage, members of the Council, Resource Personnel, Staff and the Students of CIPM Sri Lanka attended the colorful event.



Standing Committee on Student Life Activities *Contd.*

Student Engagement Activities in Kandy and Galle

The CIPM Student Engagement Calendar comprises of different events that are organized by the Institute along with the support of the students. These events were individually organized by different regional centres with support from the Staff, Resource Persons, Students and highest officials of the Institute in order to enhance the relationship among students of all batches in the respective regions.

Regional Centre	Event Name	Date	Participation	Venue
Kandy	Kandy Bash	14-Dec-20	120	Okray - Kandy
Galle	Students' Annual get together	25-Dec-20	60	Aradhana Reception hall



Ms. Wasanthi Vithanage
Chairperson
Student Life Activities
Committee

COMMITTEE MEMBERS

Mr. Charith Gallage/ Mr. Samiddha Rathnayake/ Mr. Tyrell Premachandra/
Ms. Shalini Gunathilake

STAFF REPRESENTATIVE

Mr. Anushka Earskin

STAFF COORDINATOR

Mr. Arjuna Ranasinghe

STANDING COMMITTEE ON
ICT INFRASTRUCTURE AND
ICT SECURITY MANAGEMENT

Our journey of digital transformation has laid a solid foundation for driving unparalleled improvements in ICT Security, enabling business value addition, and ultimately sharpening our competitive edge.

Role of the Committee

The purpose of the ICT Committee is to assist the Council in fulfilling its ICT governance and oversight responsibilities with respect to the overall role of technology in executing the business strategy of the Institute including, but not limited to, significant technology investment, technology strategy, operational performance, and technology trends that may affect future CIPM Sri Lanka Business process.

The Committee has been empowered to

- Set the overall ICT roadmap and track the progress of the objectives to meet the CIPM Sri Lanka Business strategy.
- Review and make recommendations to the Council for its final approval for IT Procurements.
- Analyze emerging technology and its potential use to drive CIPM Sri Lanka Business Strategy.
- Ensure that appropriate ICT Policies and Procedures are in line with ISO 27001 ISM Standards and are in place for the smooth and uninterrupted functioning of existing and future CIPM Sri Lanka Core Systems and Networks.
- Review and make recommendations on all IT security-related strategies and implementations.

Lecturers' Attendance Management System.

• Successfully implemented CIPM Helpdesk Management System with whistleblowing facility.

• Successfully implemented Video conference system into the CIPM Boardroom to conduct virtual online meetings.

• Successfully implemented Online Virtual classroom to deliver online programs with bundled software MS teams of Office 365 in combination with Moodle LMS on a secure platform.

• Successfully implemented Online Virtual Webinar Platform to conduct an online Webinar with Global Participants via MS Teams and Zoom.

• Successfully implemented the Online Virtual Meeting Platform to conduct Council meetings and other subcommittee meetings.

Digital initiatives in 2019 -2020

Completed Projects:

- Rolling out of the ICT Road Map for the next three years.
- Successfully implemented primary Internet Leased Line connection to maintain 99% System Uptime and establish a proper and reliable communication backbone for the islandwide to ensure seamless connectivity.
- Successfully implemented of ERP system – Finance Module with Finance Process Automation, which will help CIPM Sri Lanka to streamline its functions to achieve higher efficiency.
- Successfully Implemented of Free WIFI Facility for students, lecturers, and Members in CIPM Head office and Regional Centres.
- Successfully implemented Onsite and Offsite Backup System.
- Successfully implemented Students' and

Our journey of digital transformation has laid a solid foundation for driving unparalleled improvements in ICT Security, enabling business value addition, and ultimately sharpening our competitive edge.

Standing Committee on ICT Infrastructure and ICT Security Management *Contd.*

- Successfully implemented the HR Helpdesk portal.
- Designed IT Security Policy and Procedure Manual in line with ISO 27001 ISM Standards.
- Successfully Provided Learning from Home solution facility to students, lecturers, and Staff from leading Internet Service Providers and the rapid procurement and implementation of Mission critical soft and hard ICT infrastructure to meet the COVID-19 challenge.

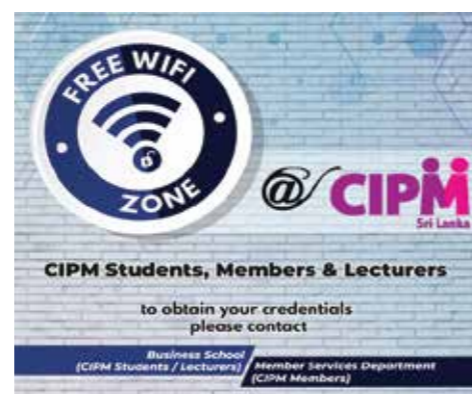
Ongoing Projects

In addition to the above-mentioned completed projects, the following projects are being developed or implemented.

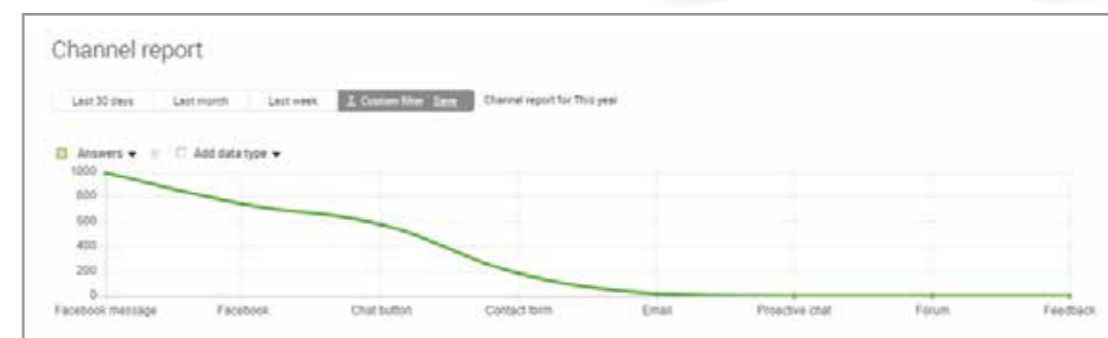
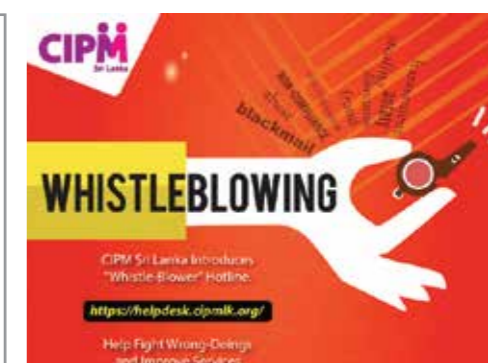
- Implementation of Business School Student Management Automated system to be fully integrand seamlessly with CIPM Finance ERP System, LMS, Examination plus other CIPM Core Systems.
- Implementation of world class plagiarism tool which will be integrated with CIPM LMS.
- Designing of Centralized File Server Architecture.
- Designing of Network Security Firewall with SD-WAN Solution to the CIPM Regional centres and Study centres.
- Designing High Availability architecture to improve service uptime.
- Designing of Infrastructure upgrade along with main system upgrade with increased availability and Disaster recovery.
- Designing of Online Examination System and Distance Learning Management system.
- Centralized UPS power management system.

Snapshots of ICT Projects.

Free Wi-Fi Facility for Students, Lecturers and Members.



CIPM Helpdesk Management System with Online Chat and Whistle blower



CIPM HR Helpdesk Portal



Standing Committee on ICT Infrastructure and ICT Security Management Contd.



CIPM Online Class room Activity



Mr. Dhammika Fernando
Chairman
ICT Infrastructure and
ICT Security Management
Committee

COMMITTEE MEMBERS

Ms. Shiwanthie Wijesuriya - Co-Chairperson/ Mr. Ajith Bopitiya/
Mr. Sampath Jaysundera/ Ms. Denuka Perera / Mr. Kusal Indrajith/
Mr. U. A. C Obeyesekere/ Mr. P.G.Tennakoon/

STAFF REPRESENTATIVES

Mr. Kasun Yasantha/ Mr. Ganishka Boteju/ Mr. Buddhika Perera

STAFF COORDINATOR

Mr. S. Sivasuriyar

STANDING COMMITTEE ON PEOPLE DEVELOPMENT & REMUNERATION

The People Development and the Remuneration Committee was entrusted to plan, organize and recommend appropriate measures to recruit, retain, motivate and develop the most valuable asset at CIPM, the staff.

Recruitment, Selection & Promotions

CIPM has been able to attract and retain appropriate human talent for the Institute under the general guidance of the Council. During the period under review eleven (11) new staff members were added to the CIPM team. Furthermore, the management was able to promote seventeen (17) staff members and re-designate five (5) staff members assigning them to positions with higher responsibilities. In doing so, the identified Career Path and the Succession Plan for the senior positions were implemented in line with the Strategic Plan of the CIPM.

Policies & Procedures

The Committee was able to identify key policies and procedures for the Institute and was able to identify the following for the implementation:

- Introduced the "Whistle Blower" to enable the stakeholders mainly the members, students and lecturers to report any wrongdoing that occurs anywhere in the Institute or by anyone anonymously.
- A digital "Help Desk" was created for the stakeholders to propose any innovations, in terms of products or services and also report any service or engagement breakdowns to seek urgent remedial actions.
- Work is underway to Introduce policies relating to Sexual Harassment and Discrimination and the Introduction of Diversity and Inclusivity agenda.
- Introduced a standard employment application format that helps the applicants to apply, giving all the information required and also recruiters to streamline and ensure efficiency in the selection process.
- Installed a revised Grievance Handling Policy and Procedure.
- With the new health guidelines from the governmental authorities established a Health and Safety Policy and Procedure.



Achievements

With the above broad objectives of the People Development and Remuneration Committee, the following are the achievements during the period under review.

Employee Well-being

Introducing the best HR practices within given means and limitations, bi-weekly Yoga sessions were conducted for staff members to enhance the well-being that helps them to be healthy, agile and

Even during the lockdown CIPM was able to pay the salaries and declare the bonuses for its employees. Almost all staff members were engaged during the lockdown with alternative working from home facility. Together, with the management and the Council made all efforts to make swift actions to enable all staffs to be mobilized prioritizing their health and wellbeing

Standing Committee on People Development & Remuneration *Contd.*

stress-free which leads to increased productivity. The sessions were open for all staff members from 4 p.m. to 5 p.m. and encouraged across the departments and extended to the Council members too. It was a proactive measure introduced by the committee in curbing most common stress-related illnesses.

Knowledge-Sharing

The Committee introduced a novel concept named “TECHNO EVE” for CIPM staff to be technologically savvy and to acquire the skills needed for the digital era. Furthermore, opportunities were provided for Executives, Managers and Senior Managers to get their language competency for English communication skills assessed and learning sessions were introduced to learn one of the most important skills—MS Excel.

Performance Management

“If You Can't Measure It, You Can't Improve It” - The famous saying of Peter Drucker had come to life and in line with this quote, the People Development Committee and the Remuneration Committee revised the PMS to make it a contemporary scheme introducing the principles of the Balanced Core Card to plan, execute and measure results of the strategic plan of the CIPM. The performance cycle was brought in line with the financial year, April – March cycle. The performance system was a holistically approached to measure not only the Key Performance Indicators but also emphasized other areas such as assessment of key competencies. The system was designed intentionally to promote the desired culture at CIPM, to live by our core values too.

Talent Acquisition & Restructuring

Considering the business plans of the revenue-making units - Consultancy, Corporate Training and the HR Services Unit and the Business School, the Standing Committees and the Management of CIPM required the Institute to restructure the divisions. There were altogether 10 recruitments for the period. It was recommended the restructuring to be done during the period under review.

Maintaining Turnover

At the very outset, the agreed staff turnover target was to keep it below 20%, and the Management with the assistance of the Committee was able to maintain an annual staff turnover ratio of 16%. If not for the major disaster, we encountered in April 2019 and other related challenges the institute could have achieved even a lesser rate.

Events

During the year the CIPM's HR team was able to put together several people-friendly events with the enthusiastic participation of employees, Council members and in some, the Standing Committee members as well.

Annual Staff Residential Programme

The Annual Staff Residential Programme was held on the 11th and 12th of November 2019. The venue for this year was Amaya Lake, Dambulla. A total of forty-two (42) staff members from the Head Office and the Regional Centres including Kandy, Galle and Kurunegala participated in the event.

Year-End Staff Get-Together

HR Division under the guidance of the People Development Committee organized Year-end Staff Get-together with the support of all Departments, invited staff members and their families, the Council with their families and the Standing Committee members to celebrate the year-end.

During the event, the organizers successfully conducted the Annual Reward and Recognition Ceremony and felicitated a total of nine (9) eligible staff members, for their dedicated service and loyalty to the CIPM. The names of the felicitated staff members are:

1. Mr. P G Tennakoon
2. Mr. Gihan Fernando
3. Ms. Upeksha Kodikara
4. Ms. Amila Kulasekara
5. Mr. Arjuna Ranasinghe
6. Mr. Lahiru Nuwan Bandara
7. Mr. S. Sivasuriyar
8. Mr. Anushka Earskin
9. Mr. Shehan Dinelka

Other Matters

Although the latter part of the Council Year was from March end to mid-June 2020, there was a lull in activities due to numerous challenges faced by the committee members and the staff at the outbreak of a pandemic (COVID-19) and the lockdown that followed it. CIPM was resilient and proactive during the lockdown period. During this period, there were many endeavours to ensure the health and well-being of the staff members at large.

Even during the curfew period March 20 – April 20, CIPM was able to pay the salaries and

declare the bonuses for its employees. Almost all staff members were engaged during the lockdown with alternative working from home facility. The management together, with the management and the Council made all efforts to take swift action to enable all staffs to be mobilized prioritizing their health and well-being.



Mr. Ajith Bopitiya
Chairman
People Development &
Remuneration Committee

COMMITTEE MEMBERS

People Development

Ms. Wasanthi Vithanage/ Mr. M. A. A. S. M. Amarasekera /
Mr. D. S. Seneviratne / Mr. Saman Kotage / Ms. M. K. I. D. Alwis/
Ms. A. K. R. L. Perera/ Mr. N. W. R. Prasanna/ Mr. Priyal Perera/
Mr. Gayan Jayarathna/ Ms. B. I. B. Gardiewasam

Remuneration

Mr. C Hewapattini/ Mr. Sarath Jayasinghe/ Mr. Priyantha Ranasinghe/
Col. Saman Jayawickrama (Retd)

STAFF REPRESENTATIVE

Ms. Erin Jesudasan

STAFF COORDINATOR

Ms. Sewwandi Perera

STANDING COMMITTEE ON MEMBER SERVICES AND RELATED EVENTS

Overview

Membership is the 'driving force' of CIPM Sri Lanka which is the apex and largest professional body that represents the HR profession in Sri Lanka. The Membership of the Institute plays a pivotal role in articulating the vision and mission of the Institute and contributes actively towards steering the forward march of CIPM Sri Lanka.

Committee Objectives

- Carrying out the Membership Drive and Organize an Open Day for potential Members.
- Carrying out a targeted advertising campaign to attract new members.
- Taking initiatives to reach and enroll Heads of HR at top Corporates to the Membership.
- Suggesting constitutional (By-Law) reforms to the council facilitating expansion, streamlining and broad basing of new member enrolments.
- Organizing the Induction ceremony for New Members and ensuring that all the new members attend the Induction Ceremony.
- Increasing the Roll by 30% at the end of the Council Year, ensuring representation from any facets of fraternity.
- Ensuring a minimum 10% upgrades of the Roll to the next respective level throughout the year.
- Organizing 6 CPD Seminars, Guest Lectures and other forms of evening "new knowledge" programmes for the benefit of Members.
- Planning and executing Members' Day with at least participation of 250 paid-up members before the end of Council Year.
- Ensuring the availability of CPD scheme for Members online and, if required in print form, and a CPD diary.
- Updating and revamping online member directory.
- Issue membership cards to all members during the first half of the Council Year and introduce service and purchase benefit scheme for the card via service providers and vendors.
- Revisit the Protocol Manual.
- Organizing events to enhance Member Engagement and to ensure their satisfaction.
- Conducting Events:
 - * Planning and Executing the Great HR Walk with a view to helping a good social cause or eradicating a targeted social menace.

- * Planning and Executing the 'Great HR Quiz' with maximum participation and with a surplus.
- * Planning and Executing the 'CEO's Forum' with maximum participation.
- Re-visiting the Membership offering process for new applicants liaising with the Standing Committee on Audit Legal and Due Diligence for required By-Law Amendments (Re. 4th objective of the above).
- Overseeing and helping the process of new member enrolment by the subject staff and reporting to the council of any obstacles and mishandlings.

Membership Drive

Having carved in mind that the Members are the lifeblood of the Institute, the Standing Committee of Member Services and Events is in the lookout for qualified professionals to join the CIPM Membership, so that their contribution can be used in uplifting quality and standards of all the endeavours of the

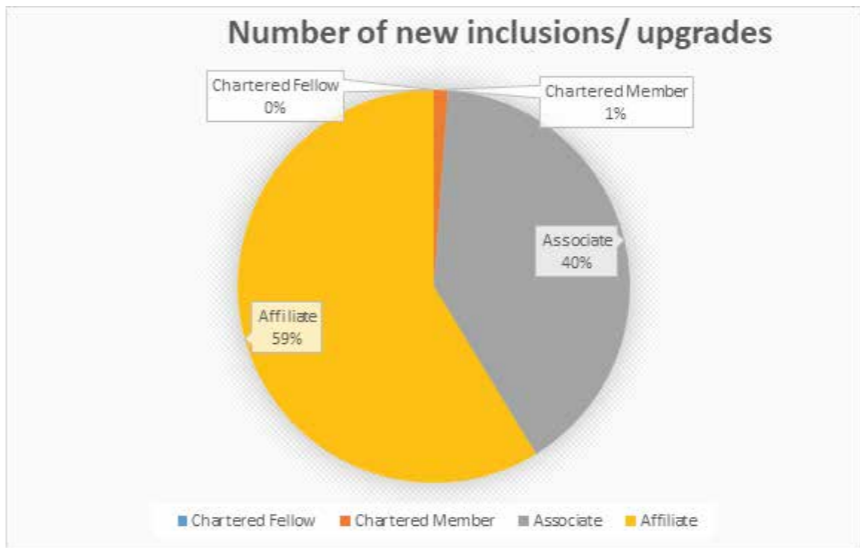
Having carved in mind that the Members are the lifeblood of the Institute, the Standing Committee of Member Services and Events is in the lookout for qualified professionals to join the CIPM Membership, so that their contribution can be received in uplifting quality and standards of all the endeavours of the Institutes.

Institute. As such, the committee has proposed to Council certain amendments to the By-Laws so that the laws are amended in a way that more qualified professionals can be attracted.

As another step forward, graduates of the Professional Qualification of Human Resource Management are also directly attracted to a suitable category of Membership (Either Affiliate or Associate) based on their qualification.

The Continuous Professional Development guideline, which is also available on the CIPM website, was developed to provide a better understanding to members about the scheme. Thereafter, the CPD point scheme is closely followed and the achievement of 120 CPD points of those Members who apply for upgrading are tightly scrutinized. The Introduction of the CPD point scheme has added value to the contributions Members are making towards the Institute in different ways and has further encouraged Members to do so. Without stopping there, the Associate Members and Chartered Members are continuously encouraged to upgrade their Membership to the next level by offering individual support.

The new inclusions/ upgrades to different Member categories within the last Council Year are as follows.



Chartered Fellow – 0

Associate – 69

Chartered Member – 02

Affiliate – 101

Soft Opening of the Play Area for Children with Disabilities (CSR Activity)

Utilizing the net profit of the Great HR Charity Walk 2019, a children's Park at Henri Pedris Ground, Colombo 5, was upgraded, by including play equipment that Children with Special Needs can also be accommodated in play. This play area was handed over to Children with special needs on 11th of December 2019 at the park. Around 10 children with special needs were present for the opening with their parents despite the bad weather condition and enjoyed the facility.

Induction Ceremony for New Members

CIPM warmly welcomed 120 new members to the HR Fraternity of CIPM Sri Lanka on the 6th December 2019. The participants were awarded with the Certificates of their Membership and were also made familiar with the Institute, its history, and the benefits the Institute is offering to the Members and the families. We are of the view that the new members were well groomed to take up the challenge of being active members of the Institute. The event was followed by dinner and the fellowship was a huge opportunity for the new members to personally get to know the leaders of the Institute.

CPD Seminars

CIPM successfully conducted three Guest lectures under the theme 'Members' Eve'. The sessions were conducted on 'Diversity Think'; 'HR's role in powering the future of work' by Dr. Archana Arcott on 29 August 2019, 'Personality' by Mr. Niranjan Madawala on 24 October 2019 and 'Enduring Towards World HR Congress 2020' on 8 January 2020 by Prof. Ajantha Dharmasiri.



Standing Committee on Member Services and Related Events *Contd.*

Management Movie

The Management movie 'Intern' (one-hour version) was screened on 30 January 2020 under the topic 'Managing People: Exploring Diversity and Inclusion in Changing Workplace'. The session was conducted by Chartered Member Dr. Samantha Ratnayake and was enthusiastically attended by Members.

Webinars

It was for the utmost benefit of the Members, that Member Services and Related Events Committee introduced webinars, to which, Members can participate at no cost, whilst also achieving 3 CPD points.

The Initial webinar thus organized was 'New Normal for People Professionals on Post-COVID-19' that saw a resounding success with the attendance of over 500 participants, including Members. The Members participated were awarded 3 CPD points alongside the enlightening thoughts and knowledge they gained through the panel discussion. The panel was consisted of the President Mr. Dhammika Fernando, Immediate Past President Prof. Ajantha Dharmasiri (Moderator), Honorary Treasurer Mr. Ken Vijayakumar and Council Member Mr. C. Hewapattini.

Paduru Party

A Paduru party that was held on 21 February 2020 was a huge success with the participation of over 100 Members. The event was featured by the senior artiste Kumara Thirimadura, who delighted the participants with a different experience and entertainment. The event did not fail to give an opportunity to interact with fellow HR practitioners which will further assist on expanding the HR network.

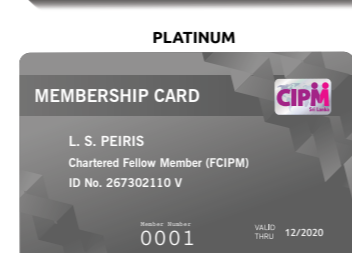
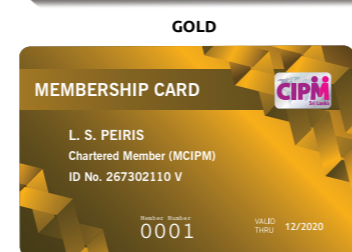
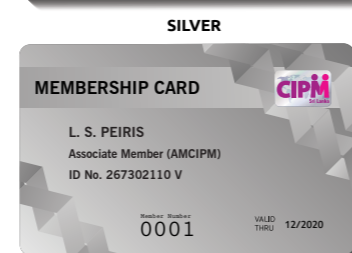
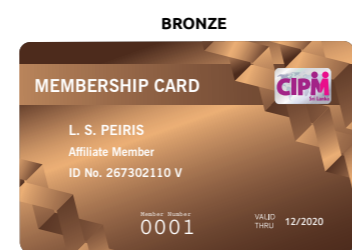


Life and Critical Illness Cover for CIPM Members

The life and Critical Illness cover introduced by the Member Services and Events committee is up, and functioning and several Members have already been benefitted by claiming their expenses borne for their critical illnesses. This insurance cover has proved to be effective and cherished by Members as it gives them a lifetime of FOC care for less hassle.

Membership Card

Member Services and Events Committee has introduced an annual Membership Card for all the categories of Membership with effect from the year 2020. Platinum, Gold, Silver and Bronze Cards have been introduced to Chartered Fellow, Chartered Member, Associate Member and Affiliate Member categories respectively. The plans are to improve it to an affinity card so that Members can enjoy further benefits when obtaining goods and services from third parties.



Membership Directory

Standing Committee on Member Services and Events has taken the initiative to publish an online Membership Directory. Accordingly, paid Members' list is uploaded to the CIPM Website categorized under their respective Membership Category with the membership number, and according to the alphabetical order.

The Great HR Charity Walk

The second Great HR Charity walk, which was organized to be held on 28 March 2020 had to be cancelled due to the COVID-19 outbreak. However, by the time of lockdown, the promotional campaign was carrying out aggressively, and nearly 500 students and Members had expressed their support for the walk, apart from the other Corporate sponsors that counted over 25, who offered their support by financial means and materials.

Virtual Membership Interviews

Even though the lockdown during the COVID-19 Pandemic, affected the routine work of individuals, the Member Services and Related Events Committee decided to carry on the Member Services activities by organizing virtual Membership offering discussions. The first such Membership offering discussion was held on 25 May 2020 via MS Teams.



Mr. Jayantha Abeyratne
Chairman
Member Services and Events
Committee

COMMITTEE MEMBERS

Mr. Kasun Nahallage - Deputy Chairman/ Mr. Patrick Perera/
Mr. Chandima Premachandra/ Mr. Nilan Miranda/ Mr. N. W. R. Prasanna/
Mr. Nishantha Premaratne/ Mr. Nalin Herath/ Ms. Dilanthi Samararatne/
Mr. Upul Siriwardhana/ Major. Prasanna Liyanage/ Ms. Yasmin Shakir/
Ms. Gayathri Kariyawasam/ Ms. Deepani Ranaweera/
Ms. W. S. N. Pathberiya/ Mr. Malintha Bombuwala/
Ms. Shiroma Priyadarshini

STAFF REPRESENTATIVES

Mr. G. Weerathunga/ Ms. Himali Dasanayake

STAFF COORDINATOR

Mr. Vishan Weebedda

STANDING COMMITTEE ON AUDIT LEGAL AND DUE DILIGENCE

Standing Committee on the audit, legal and due diligence is responsible in ensuring that the following areas are driven in an acceptable manner.

Audit Functions

The committee ensures checks and balances in respect of all financial matters. It time and again examines and obtains information and data as it deems necessary to determine the scope of financial transactions and ensures a fool proof system as per ongoing internal audits as well as external audits.

Due Diligence

The committee carries out the due diligence of all areas of the institute covering finance, human resources, membership matters, recruitment of staff, purchasing procedures, systems and processes, system audits, land & buildings, and all other relevant areas, while due diligence is an essential component.

Legal

The Committee reviews legal matters, governance and CIPM By-laws to ensure, and excellence in requested areas. The committee advises the Executive Council on remedial action to be taken. The Committee will seek legal advice from legal firms or an Attorney at Law on matters requiring attention of legal personnel.

Transparency

The Committee ensures that all transactions are carried out in a transparent manner and all financial matters are transparent at all times. It will liaise with standing committees and internal departments as necessary to check and ascertain details on their work processes, transactional audit aspects etc.

Objectives of the committee

- Formulating a standing committee budget in line with the strategic plan, get approval from the CIPM Council and work within same throughout the year.
- Conducting quarterly Financial and Process Audits and take corrective actions.
- Observe deviations from the Financial Policy and Procedure manual and report to council with corrective measures.
- Developing a Standard Operating Procedures for all CIPM operations.
- Implementing and monitor good governance practices for avoiding 'Conflict of Interest' and eliminating 'Moral Hazard' through risk aversion.
- Review of managing resources prudently, and avoiding unauthorized transactions, items of contentious nature and management inefficiencies.
- Recommending actions to identify and mitigate associated risk to the Institute.
- Ensuring the Annual Financial Audit carried out on time and implementing Auditors recommendations appropriately.

The committee carries out the due diligence of all areas of the Institute covering finance, human resources, membership matters, recruitment of staff, purchasing producers, systems and processes, system audits, land & buildings, and all other relevant areas, when the due diligence is an essential component.

- If any litigations are reported or anticipated, informing the Council promptly and recommend appropriate actions.
- Make required By-Law amendments to the Membership criteria in facilitating the enrolment of more members by opening new pathways.
- Ensuring that proper due diligence over financial, operational & legal is followed in all major transactions such as acquisitions, investments and expansions.
- Registration of Intellectual properties of CIPM (CIPM LOGO etc).
- Explore and implement electronic voting system for members at General Meetings etc.
- Scrutinize, approve or disapprove final drafts of all legal instruments to be entered by and between CIPM and any other party/s by liaising with the CIPM law consultants.

Chartered Institute of Personnel Management (CIPM) Sri Lanka selects both Internal and External Auditors on annual basis. The audited period is from 1st January to 31st December. The Internal Auditor for the current year is B R De Silva & Co 2019/2020, and External Auditor is BDO Partners.

Inter – Quarter Audit Report Review

The ALDD committee has reviewed audit reports quarterly to ensure the proper usage of financial management, business policies, practices, compliance with applicable laws, regulations, Policies, Procedures, manual, standards and best practice guidelines.

ALDD monitored and assessed management's responsiveness to internal audit findings and recommendations and evaluate the process that CIPM has in place to monitor and assess the effectiveness of the internal audit.

ALDD 2019/2020 has also taken an initiative to evaluate the recommendations given by the Auditors, and the responses provided by the management of CIPM.

By-Law Amendments to Suit the Charter Status

ALDD and the Strategic Planning committees reviewed and recommended changes to the By- laws to be applicable to the 'Charter' status. The new By-laws of the Chartered Institute of Personnel Management (CIPM) Sri Lanka are also available in the Institute website.



Mr. Priyankara Seneviratne
Chairman
Audit Legal and Due Diligence
Committee

COMMITTEE MEMBERS

Mr. Soloman Sumanasooriya - Deputy Chairman/ Mr. Upul Siriwardhana/ Ms. Sudharshani Wijesinghe/ Mr. Amal Dias/ Ms. Anuruddika Senevirathne/ Mr. Sushan Alwis/ Mr. Sumanadasa Gamage/ Ms. S.N.Balasooriya/ Mr.Chaminda Ramasundara/ Ms.C.S.Ramanayake/ Mr.Eranga Abeywickrama

STAFF REPRESENTATIVES

Mr. G. Weeratunga/ Mr. U.A.C. Obeyesekere/ Mr. Indika Wijayasriwardana/ Ms. Wathsala Nadeeshani/ Mr. Buddhika Perera

STAFF COORDINATOR

Mr. Lanka Peiris

STANDING COMMITTEE ON PROFESSIONAL AND ACADEMIC SERVICES DIVISION AND KNOWLEDGE CENTRE MANAGEMENT

Overview

Strategic Plan 2019/21 made significant changes to the structure of CIPM thus making Professional and Academic Affairs as one of the three key pillars. Likewise, the Committee for Professional and Academic Services & Knowledge Centre Management was entrusted with some key elements towards achieving set strategic goals. As such activities had a direct impact on Membership, Students and the HR Profession, it required a systematic approach to effectively manage the vast area of tasks filled with complexities. Listed below are a few such initiatives for your easy reference.

MEMBERSHIP

- Collaborated with State and Private sector universities through mutually beneficial MoUs enabling PQHRM graduates to directly register for MBA/MSc in State and Private universities;
- Opportunities for CIPM members to be involved in research, teaching at collaborated universities;
- Further upgraded the library as a State-of-the-art knowledge centre;
- Initiated discussion with State authorities to introduce the CIPM qualifications and membership in the State sector 'Scheme of Recruitment';
- Successfully launched the process of obtaining international recognition through SLQF accreditation.

STUDENTS

- Revised the PQHRM Syllabus to 'Chartered qualification in Human Resource Management';
- Commenced new initiatives such as "In-house Paper Marking", question bank and standardization of processes for better quality assurance;
- Introduced the "Re-correction", a process for the first time at CIPM for the benefit of students.

HR PROFESSION

- Commenced the process to include Human Resources as a subject for A/L curriculum;
- Launched the process of Designing National Competency Standards for HRM

with TVEC.

Collaborations with Public and Private Sector Educational Institutes

CIPM is the Premier Professional organization in Sri Lanka in HRM and, therefore, it has a responsibility to build collaboration with Private and Public Sector Educational Institutes in pursuance of common interests in teaching, research and professional practice of Human Resource Management (HRM). These institutional collaborations are expected to lead to the implementation of higher academic programmes of study in HRM and other specific subjects in HRM to cater to the Human Resource Development needs of potential clientele in the industry belonging to different sectors of the economy. Such collaborations will directly benefit the students enroll for

**Professional & Academic
Services Committee was
successful in signing several
MOU's with leading educational
Institutes in the country in
pursuance of common interests
in teaching, research and
professional practice of Human
Resource Management thus
formally improving the value
proposition of the membership,
faculty, student base and the
CIPM at large.**

postgraduate qualification while enabling the members to be involved in activities such as teaching and research with such universities. Furthermore, affiliation with such prestigious universities will enhance the acceptance in academic and professional arenas whilst improving the confidence of students and parents.

The CIPM has signed MoUs with following organizations during the year under review of the Council Year:

- Open University of Sri Lanka (OUSL)
- Vavuniya Campus, University of Jaffna
- The Sabaragamuwa Chamber of Commerce & Industry (S.C.C.I.)
- Benedict XVI Catholic Institute of Higher Education (BCI)
- Federation of Information Technology Industry SL (F.I.T.I.S.)
- Sri Lanka Institute of Information Technology (SLIIT)

In addition to the above, the Committee has also taken initiatives to extend the collaboration with the following Private Sector and Government Sector Organizations and MoUs will be signed during the year 2020:

- Post Graduate Institute of Management (PIM)
- University of Ruhuna
- University of Jaffna
- Trincomalee Campus of South Eastern University of Sri Lanka
- Horizon University - Malabe

The signing of MoU with Vavuniya Campus of the University of Jaffna is a commendable effort of CIPM as this will enhance the cooperation among ethnic groups in Sri Lanka, which is in par with CIPM values of inclusivity and connectivity.



Chartered Qualification in Human Resource Management

A need arose to revisit the PQHRM, which is the main product of CIPM in line with market needs, and also with the elevation of IPM as the Chartered Institute of Personnel Management (CIPM). Therefore, with these imminent expectations, CIPM has to elevate its qualification pathway to provide students with the way forward to become Chartered HR Professionals in the future. Therefore, with the recommendation of the Professional and Academic Committee, the Council appointed the following PQHRM Syllabus Revision Committee 2020 to revise the syllabus:

CQHRM Syllabus Development Committee 2020

- Mr. Jayantha Amarasinghe – *Chairman*
- Mr. Ken Vijayakumar – *Member*
- Mr. UAC Obeyesekere – *Member*

Co-opted

- Mr. Dhammika Fernando – *Ex-officio*
- Dr. Neil Bogahalanda – *Council Member*
- Mr. C. Hewapattini – *Council Member*
- Mr. Priyantha Ranasinghe – *Council Member*
- Mr. G Weerathunga – *Director Professional and Academic Affairs*

Supported by

- Mr. Anushka Earskin – *Chief Manager Business School*
- Mr. Indika Wijayasriwardana – *Chief Manager Shared Services*

Standing Committee on Professional & Academic Services Division & Knowledge Centre Management *Contd.*

Initially, the Committee recommended to the Council to rename the PQHRM as Chartered Qualification in Human Resource Management-CQHRM. After much fruitful deliberations, it was unanimously approved by the Council.

A comprehensive study of competency frameworks of CIPD, SHRM and OECD (Organization for Economic Cooperation and Development) was carried out by the Committee to understand global trends, from which we could draw useful comparisons when determining an appropriate model to fit CIPM requirements. Consequently, a competency model comprising ten (10) competencies was developed after much debate among relevant Committee Members and Council. The Council approved the proposed Competency Model, which is depicted below:



The new Competency Model embraces of ten competencies, and their definitions are given below:

HRM Administrative Expertise	Delivering Business results through HR best practices devised for the management of people within an organization. It means to include the expertise relating to the principles, practices and functions of effective HRM Administration.
Professional Credibility	The ability to display credibility in all dealings by integrating core values, honesty, integrity and accountability within organizational and business practices.
Business Acumen	Business Acumen is the expertise in four key elements namely the ability to plan through strategic thinking, understand areas of business operations, and how they are interconnected while recognizing the financial elements of the business, decision making and strategic integration with the human resource function.
Entrepreneurial Expertise	The expertise in setting up a business or businesses, taking on financial risks in the hope of profit while integrating HR with all the elements of the process.
Strategic Leadership and Navigation	The expertise to provide strategic direction to the organization.
Sustainability Focus	The expertise to drive sustainability initiatives with social and environmental mindfulness.
Capability Building and Enhancement	Builds individual abilities in to an effective and strong organization by helping to define access and build its organizational capabilities to support business strategies.
Performance Driven	The expertise to drive an organization and its business strategy in alignment with performance objectives.
Digital Expertise	Ability to implement the use of digital technologies at the workplace for effective and efficient human resource management.
Change Management	Expertise in initiating and driving change to transform organizations in the face of competitive challenges.

The new qualification provides students with the opportunity to achieve a Chartered Qualification in HRM. Hence undoubtedly that there will be an unprecedented demand for this course. We experienced an upsurge at the time of introduction of the PQHRM in 2005. The New CQHRM course is composite and well-integrated in line with global standards.

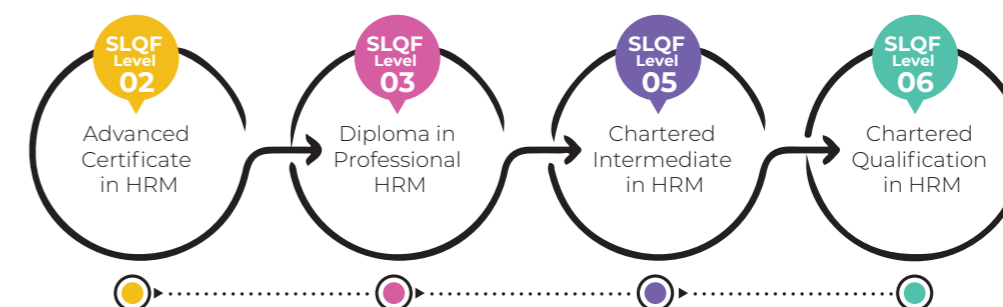
We are pleased to bring to the notice of the membership that we have completed the work pertaining to the new CQHRM qualification. This new qualification was ceremonially launched on 17th July 2020.

Sri Lanka Qualification Framework (SLQF) Accreditation

One of the main objectives of the Committee is to obtaining an internationally recognized qualification equivalency rating for PQHRM/CQHRM. Therefore, the Committee explored the possibility of acquiring international and national level accreditations. In this direction, a significant initiative was taken by the Committee to obtain the SLQF accreditation.

Sri Lanka Qualifications Framework (SLQF) is a new, nationally consistent, framework aimed at improving the quality of higher education and training through recognizing and accrediting for all qualifications offered by different institutions in Sri Lanka. It recognizes the volume of learning of students and identifies the learning outcomes that are to be achieved by the qualification holders. The SLQF will contribute towards strengthening the quality of higher education qualifications offered by the universities, other higher educational institutions and professional organizations in Sri Lanka.

Realizing the importance of obtaining the SLQF accreditation, the Professional and Academic Affairs Committee took the initiative to appoint a committee comprising experts on the SLQF process. The accreditation will be obtained as per the structure stipulated below:



This initiative will undoubtedly address a long-felt need for the acceptance of CIPM qualification.

This year, as national level initiatives, Professional & Academic Services Committee embarked on vital areas such as;

- **Inclusion of Human Resources as a subject for A/L curriculum,**
- **Recognition of CIPM qualifications/membership in the state sector "Scheme of Recruitment"**
- **Obtain international recognition through SLQF accreditation**

Proposal to Include Human Resource Management as a Subject in GCE Advanced Level Curriculum

The Committee futuristically realized the importance of introducing Human Resource Management as a Subject in the GCE Advanced Level and commenced the discussions with the Ministry of Higher Education. The Ministry for Higher Education has referred the request of the CIPM to National Institute of Education (NIE). Officers of the CIPM attended a series of discussions with officers of NIE. Finally, NIE decided to conduct a survey to obtain views from Stakeholders and Scholars for justifying the

Standing Committee on Professional & Academic Services Division & Knowledge Centre Management *Contd.*

proposal of CIPM. The Council of CIPM approved to bear the cost of this survey considering this effort as a national duty of CIPM. An eminent academic team has been identified to conduct this survey, and the survey results will be submitted to the Academic Board of NIE immediately after finalizing the survey.

Designing National Competency Standards for Human Resource Management

The Committee explored the possibility of obtaining NVQ Level 07 for PQHRM/CQHRM as there were many requests from PQHRM students who wish to migrate to foreign countries for employment purposes and higher studies. After discussions with officers of Tertiary and Vocational Education Commission (TVEC), we found that the TVEC has not yet designed the National Competency Standard for Human Resource Management. At the request of TVEC, CIPM Management decided to develop a National Competency Standards (NCS) for Human Resource Management Sector with the assistance of Tertiary Vocational and Training Commission (TVEC). The CIPM Council nominated the following members from the industry and academics for this project, and the TVEC accepted these nominations.

Industry:

- Mr. C. Hewapattini- Vice President-HR at NDB Bank
- Mr. Ajith Bopitiya- CEO-HR Consulting Firm (TRIKONSULT)
- Mr. Chris Obeyesekere- Chief Officer/Director- Business School (CIPM)
- Mr.G.Weerathunga- Chief Officer/ Director- Professional & Academic Affairs-CIPM

Academics:

- Dr.Lalith Weragoda- Assistant General Manager - HR, Sampath Bank
- Dr. Jayantha Pathiratne -Visiting Lecturer-CIPM
- Dr. Badra Arachchige - Senior Lecturer – Sri Jayawardenapura University
- Mr. Sarveswaran Arulanantham - Senior Lecturer University of Colombo

CIPM decided to get involved in this exercise, considering this project as a national responsibility towards the country. Twelve workshops were to be conducted to complete the National Competency Standards for Human Resource. Out of twelve, seven workshops for developing National Competency Standards for HRM have been completed. Rest of the work will be completed within a few weeks, and the task will be completed this year.

Mapping CIPD Professional Competency Framework with CIPM Competency Framework and CIPM Qualifications (PQHRM/CQHRM)

In our quest for obtaining an internationally recognized qualification, equivalency rating for PQHRM/CQHRM, we explored the possibility of a few alternatives and options such as

Australian Human Resource Management Institute (AHRI), United Kingdom National Agency for the Recognition and Comparison of international qualifications and skills. (UK NARIC) and the Chartered Institute of Personnel and Development (CIPD). After analyzing a few factors such as worldwide recognition, the duration for obtaining the accreditation and cost involved in the process, CIPM Council decided to go ahead with the accreditation of CIPDUK. The purpose of this project is three-fold:

- CIPM to commence delivering CIPD Qualifications in Sri Lanka through CIPM Business School.
- Work with CIPD to map CIPM qualifications (Curriculums) with CIPD qualifications (Curriculums and Levels - RQF).
- Obtain an internationally recognized qualification equivalency rating for PQHRM/CQHRM.

The first stage of this project commenced with the mapping of CIPD Professional Competency Framework with

Upon serious consideration of the competency frameworks of CIPD, SHRM & OECD and accordingly revising the syllabus and renaming the PQHRM as CQHRM (Chartered Qualification in Human Resource) was one of the prime tasks accomplished by the committee.

CIPM Competency Framework and CIPM qualifications and was completed in 2019. Then the second stage was suspended as the CIPD commenced its syllabus revision at the beginning of the year 2020. The project will recommence in October 2020.

Quality Assurance of Assessment Process of CIPM SL

The Committee took important initiatives to enhance the quality of the assessment process of the study programmes of CIPM in par with international standards. The main tasks initiated for this purpose are:

- Develop question bank
- In-house Paper Marking project
- Introduction of a Re-correction System

Develop Question Bank

A question bank was initiated to improve the quality of questions and standardize the procedures. This project will increase the efficiency of the Examination Department due to the upgrading of the assessment processes carried out by the department.

In-house Paper Marking Project

For the first time in the history of CIPM, an in-house paper marking system was successfully introduced. To standardize and improve the quality of paper marking, the Committee decided to establish a procedure to mark answer scripts within the CIPM premises. The inaugural project was successfully held by the Committee in the December 2019 for Operational Level in PQHRM.

Introduction of Re-correction procedure

Re-correction of answer scripts was not Practised at CIPM. The committee felt that it is prudent to introduce this process at CIPM as a step to enhancing the quality of paper marking by examiners as well as a measure to provide a fair opportunity for the students to submit their grievances on paper marking.

Graduation 2019

CIPM Sri Lanka added over 500 human resource graduates to the market in the fast-growing and dynamic discipline of human resource management at the Graduation Ceremony 2019 under the theme of “Scaling Dizzy Heights – The Beginning of a Glorious Future” held at the B.M.I.C.H., Colombo on 30 October 2019. Prof. Lalith Gamage – Vice-Chancellor/Chief Executive Officer - SLIIT (Sri Lanka Institute of Information Technology) and Senior Prof. Sujeewa Amarasena – Vice Chancellor of the University of Ruhuna, graced the occasion as the Chief Guest and Guest of Honour respectively. Over 500 students of the CIPM Business School representing the streams of PQHRM (Professional Qualification in Human Resource Management), Masters in Human Resource Management (MSc) and National Diploma in Human Resource Training (NDTHRD) received their graduation certificates at the Ceremony. The coveted Jayanta Jayaratna Trophy for Excellence in Performance in PQHRM was awarded to Inosha Wijenayake. Besides, the CIPM Chartered Fellow was conferred to veteran human resource professionals - Sarath Jayasinghe, Lal Gunasekera and W. Piyasena.



Creating history at CIPM, ‘In-house Paper Marking’ process and offering “Re-correction” facilities were introduced with great success by the Professional & Academic Services Committee during the year under review.

Standing Committee on Professional & Academic Services Division & Knowledge Centre Management *Contd.*

CIPM Knowledge Centre

CIPM Knowledge centre was declared open on 24 May 2019 by the incumbent President Mr Dhammika Fernando on the invitation of Dr. Neil Bogahalande, Chairman of the Professional, Academic Affairs and Knowledge Centre Management, who initiated the formation of the Knowledge Centre.

With this initiative, the existing library was converted to a modernized well-equipped upmarket library. The knowledge Centre showcases a broad spread of books on Human Resource Management and books relating to many other spheres such as Leadership, Management, Science, Technology, etc. which are greatly value-adding to CIPM members, students, and other stakeholders.

The Knowledge Centre is driven by capable staff and systems and procedures which are essential elements of a state-of-the-art library. The e- Library is another important feature in the Knowledge Centre and students as well as other stakeholders are able to access the literature available in the e- Library with much convenience.

A fund established for the library development in 2007 reached to Rs.735,000, with the generous donation of Rs.30,000 received from President- CIPM, Mr. Dhammika Fernando and Hony. Assistant Secretary, Ms. Wasanthi Vithanage during the year.



Dr. Neil Bogahalande Ph.D
Chairman
Professional & Academic
Services Division & Knowledge
Centre Management

COMMITTEE MEMBERS

Mr. Kasun Nahallage / Ms. Wishwani Amarakoon/
Mr. Rukman Kumara / Mr. Nilan Miranda/
Mr. Dillon Gomez / Ms. R. P. Kannangara
Ms. Heather Fernando/ Ms. R. A. D. Dillanjeni Weeratunge/
Mr. Janaka De Silva / Ms. Chathuri Wimalanaga/
Ms. Chamalie Withanage

STAFF REPRESENTATIVES

Mr. G. Weerathunge /Mr. Indika Wijayasriwardana/
Ms. Upeksha Kodikara

STAFF COORDINATOR

Ms. Malmi Marcus

STANDING COMMITTEE ON APPLIED RESEARCH, GREAT HR SYMPOSIUM AND HR PUBLICATIONS

Overview

With its enhanced reputation and responsibility CIPM has emerged to be the leader in HR related initiatives beyond national boundaries. The governing council of CIPM has placed greater emphasis in the area of research in line with above transformation for the benefit of all stakeholders, and the membership in particular. The Applied Research committee has been insistent in inspiring a 'research culture' at the Institute through many initiatives by encouraging the engagement of membership, especially young researchers to share their studies, surveys and publications across a wide spectrum of activities to share with HR practitioners new knowledge, insights, and learning opportunities.

Activities during the Council Year 2019/20

The initiatives and activities of the Applied Research Committee aimed to establish a "Research Culture" at CIPM. The committee provided opportunities to the membership to improve and hone their research activities through many initiatives such as workshops, local and international webinars, applied research studies, HR publications and HR Symposium. Arranging for the registration of "CIPM Applied Research Centre", organizing the "Research Symposium", and planning for the internationalization of the "HR Perspectives" journal are note-worthy initiatives towards establishing research at CIPM.

Main Objectives of the Committee

- Workshops and seminars to share research methodology
- Local and International Webinars sharing advanced HR practices
- Local and International studies and Surveys
- HR publications and internationalization of HR Perspectives
- CIPM Research Symposium
- Establishment of the CIPM Applied Research Centre

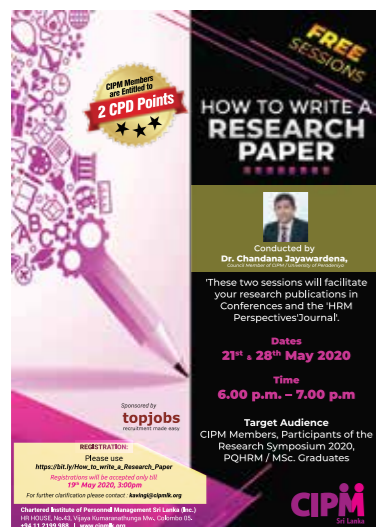
Workshops and Seminars to Share Research Methodology

The Applied Research committee primarily focused empowerment of the stakeholders (especially members and students) to engage in conducting research and their publications by improving their understanding and research knowhow. A series of workshops were designed to be conducted in fulfilling this objective. The initial workshop on introducing research methodology was conducted by Dr Chandana Jayawardena on 18 December 2019 at CIPM Head Office in Colombo.

A repeat programme on demand of the same content was conducted on 29 December 2019 at the CIPM regional centre in Kandy. Over sixty participants attended these sessions enthusiastically. The other workshops that were planned by the committee for the months of March, April, and June 2020 had to be postponed due to the

The committee provided opportunities to the membership to improve and hone their research skills through many initiatives such as workshops, local and international webinars, applied research studies, HR publications and HR Symposium.

Standing Committee on Applied Research, HR Symposium, and HR Publications *Contd.*

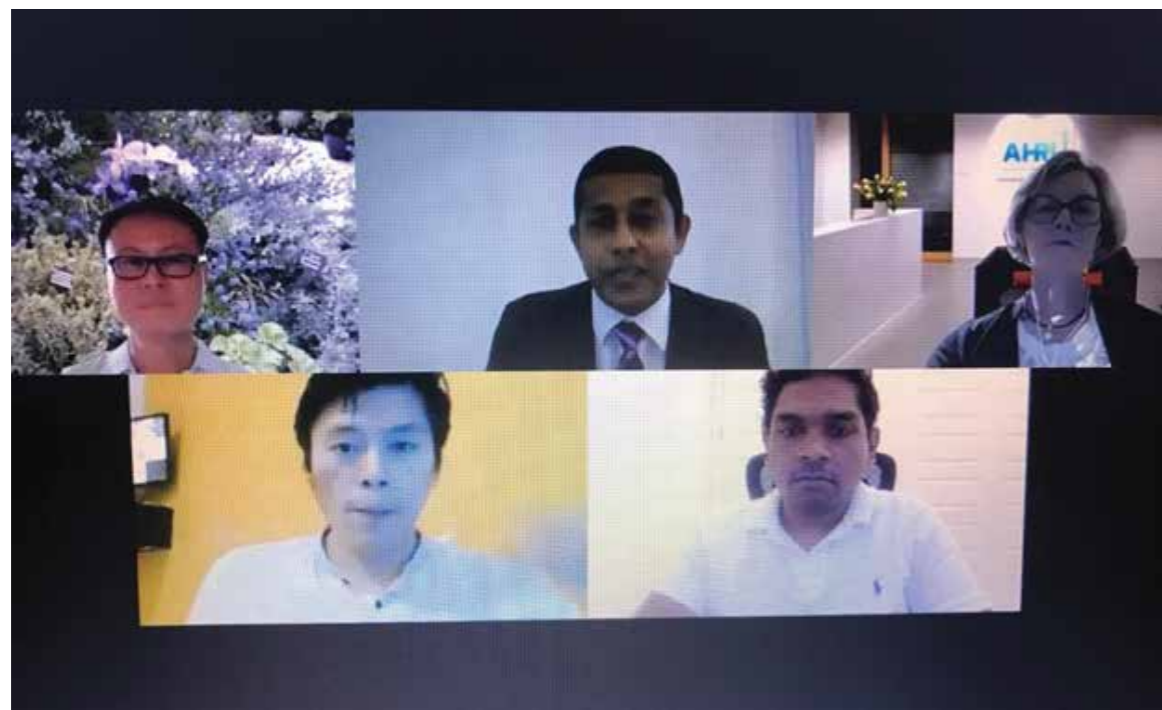


Online sessions held on 'How to Write a Research Paper' on 21st and 28th May, 2020

COVID-19 pandemic. However, the committee successfully organized two online sessions, free of charge, to compensate the above to a greater extent. These two sessions were conducted by Dr Chandana Jayawardena on 21 May 2020 and 28 May 2020, titled 'How to write a Research Paper'. Over 150 participants got registered for the sessions and were highly appreciative of these two sessions.

Local and International Webinars Sharing Advanced HR Practices

The Applied Research Committee designed two webinars (free of charge) to share the successful HR practices and strategies to showcase the practical implications of HR theories and practices. The first webinar was conducted on 13 June 2020 with the participation of international panelists and international audiences. There were four international panelists sharing the international HR strategies and practices in the United Kingdom, China, Australia, and United States. They were Dr Wilson Wong, Head of Insight & Futures, Chartered Institute of Personnel Development (CIPD), United Kingdom, Mr Liu Yang Sloan, Board Member of HK JMY, Secretary-General of International Research Centre for Neo-China Socialism, Ms Rosemary Guyatt, General Manager, People and Culture Australian HR Institute (AHRI), and Mr Lahiru Gunatilake, Technology Expert, Google, California, USA. Over 250 participants got registered to this event consisting of local and foreign participants. There were many positive feedback on the event sharing novel HR experiences of global organizations in the 'new normal'. Dr Chandana Jayawardena, moderated the event.



International Webinar on Global HR Strategies and Practices on 13 June 2020

The supportive efforts of Mr Tharindu Gunatilake, committee member, and Mr Jayanta Jayaratna was note-worthy for the success of the above international webinar. The second webinar focusing successful HR strategies and practices of local companies is scheduled to be held on 30 July 2020. The panelists will represent the manufacturing, banking & finance, telecommunications, and travel industries.

Local and International Studies and Surveys

The committee has got involved in conducting international and local surveys and an applied research study as well. Through the discussions held with the international research division of the Chartered Institute of Personnel Management, UK, CIPMSL collaborated in the survey conducted by the World Federation of People Management Association on HR Practices during February and March, 2020 titled 'WFPMA Global Profession



Survey'. The committee was involved in designing the survey on the 'Impact of COVID-19 on Sri Lankan Businesses: Employers and Employees' conducted by CIPM. Committee also successfully conceptualized an applied research study titled 'factors contributing to the career progression of women in SL Banking Sector' and the survey was successfully completed among female executives employed in Sri Lankan Banks. It will culminate into a research publication with note-worthy contributions from Ms Heather Fernando, and Ms Lakmini Rajapakse, Members of the Applied Research Committee.

Committee continued the initiative of the previous year's committee on further strengthening the 'research culture', with a PhD. grant of Rs.2Mn per annum and a research grant of Rs.1.5Mn per annum offered to members of all categories for motivation. Committee recommended an application received from a member for a publication grant on successful publication of a research paper. Committee is of the view that the existing grant schemes need to be revised and monitored for better impact.

HR Publications and Internationalization of HRM Perspectives Journal

During the Council Year period, the committee was able to publish two issues of the 'HRM Perspectives' Journal, which is a peer- reviewed journal

published bi-annually by the Research & Publication Committee of CIPM. The prime objective of the journal is to promote research work of membership whilst showcasing scholarly articles of leading national and international researchers in order to improve the quality of the journal. Methods of improving the existing HRM Perspectives Journal was discussed in line with the enhancements of research initiatives taken by the committee. It was identified the necessity of enhancing the quality of the journal with the inclusion of international research papers in addition to the local research papers. The committee chairman has got the consent of international scholars to be included in the international editorial panel. This also ensures the submission of HR research publications of foreign countries to the HR Perspectives Journal. We are also pleased to inform the committee's current efforts towards upgrading the HR Perspective journal as an "Indexed Journal". It has already been planned to redesign the 'HRM Perspectives' Journal with above enhancements in the new council year 2020/21.



Standing Committee on Applied Research, HR Symposium, and HR Publications *Contd.*

CIPM Research Symposium

CIPM Research Symposium is a key activity of the committee. The CIPM Research Symposium (CIPMRS) is organised to disseminate research and development findings in relation to creative innovations in the Human Resource Management (HRM) and related areas for the benefit of students, academia, researchers, industrialists, Government and non-government officials and the public. Further, the Research Symposium aims to carry out an annual compilation of publications making them accessible, transparent, lucid and defensible to the participants. Dr Chandana Jayawardena, as Chair of CIPM Research Symposium 2020, has received the support of the Research Committee members, with note-worthy contributions of members of the committee namely; Ms Lydia Mascarenhas, Dr Jayantha Pathirathne, Col. Saman Jayawickrama, and Mr Tharindu Gunatilake, and CIPM Staff. It was formerly scheduled to be held on 25 March 2020 at BMICH, Colombo, and had to be postponed due to the CCOVID-19 Pandemic situation. The Committee has planned to hold the CIPMRS on 30 July 2020 as a virtual conference. This is a novel and scholarly event among local and international online research conferences. Professor Ananda Jayawardena, Chief Guest of the Symposium, Eminent HR practitioners, and presenters of research papers are sharing insights at CIPMRS, 2020.

CIPM Applied Research Centre

Initial steps were taken to establish the CIPM Applied Research Centre under the CIPM Umbrella, by addressing a long-felt gap in national applied research. Documents were submitted for registration of the Applied Research Centre and the support rendered by Ms Dilanjani Weeratunge, Committee Member is appreciated. Applied Research Committee is in the state of establishing the Research Centre, including the HR and infrastructure facilities. In the long-term, CIPM Applied Research Centre is envisaged to be self-sustainable and to operate as a profit centre. It is envisioned to develop regional recognition with a mix of national and international applied research studies. The Committee Chairman was involved in drafting the preliminary report to obtain APFRM's agreement in principal to treat CIPM Applied Research Centre as the "Regional Research Hub". The next step is to develop the feasibility report and to proceed with establishment of the Applied Research Centre. This will be a significant milestone in the history of CIPM, and a significant contribution to enhance and promote HR applied research in the region.



Dr Chandana Jayawardena Ph.D
Chairman
Applied Research,
HR Symposium, and HR Publications
Committee

COMMITTEE MEMBERS

Dr. Jayantha Pathirathne/ Col. Saman Jayawicrama/
Ms. Lydia Mascarenhas/ Mr. Tharindu Gunatilake/
Dr. Lalith Weragoda/ Ms. Heather Fernando/
Ms. Lakmini Rajapakse/ Ms. Dilanjani Weeratunge/
Ms. Kanchana Mendis

STAFF REPRESENTATIVE

Mr. G Weerathunga

STAFF COORDINATOR

Ms Kavingi Perera

STANDING COMMITTEE ON EDITORIAL

The 'People Power' magazine is continuing its long march dedicating itself to be the communication link between the CIPM and its fraternity. People Power had been indulging in its primary objective of 'promoting knowledge building and information sharing on current issues dominating the HR profession amongst members of the HR fraternity'. The magazine was continuously improved, rescoped and redesigned during the year based on member feedback that suggested for a more practical focus in increasing the appeal to the HR managers and business partners while retaining articles of interest to the entire HR community. The magazine which evokes discussion and debate on important topics among HR professionals, is circulated among all national universities, professional institutes and international human resource management bodies including APFHRM member countries, and CIPD UK.

As a fresh initiative, the Committee on Editorial launched a CIPM Newsletter to foster speedy communication between the CIPM and its fraternity. This is pushed out fortnightly and covers the current news related to the CIPM, the Member fraternity and CIPM staff.

Online version of 'People Power' and 'CIPM Newsletter' was launched and could be viewed on <http://peoplepower.cipmlk.org>



Gp. Capt. Manoj Keppetipola
Chairman
Editorial Committee

COMMITTEE MEMBERS

Ms. Enoka Siriwardena/ Mr. Amal Dias/ Mr. Janaka De Silva/
Ms. Nayanathara Ganesh/ Ms. Shalomi Ferdinando/
Ms. Srinika Gunasekera

STAFF REPRESENTATIVE

Ms. Upeksha Kodikara

STAFF COORDINATOR

Mr. Kalana Senarathna

STANDING COMMITTEE ON CONSULTANCY AND CORPORATE TRAINING

Overview

On behalf of the Standing Committee on Consultancy and Corporate Training (CCCT), it is with great pleasure that we wish to inform the membership that the above Committee has made every endeavour to achieve the objectives of CCCT.

The eminent Consultants and the committed staff attached to CIPM have made quite a lot of inroads into many organizations during this Council year making a steady growth thus helping client organizations to grow whereby making headway towards socio-economic development of the Country. Furthermore, in line with the objective of CIPM to develop Consultancy and Corporate Training Division as a unique Revenue-Arm, the management decided to relocate the unit to Trillium building in March 2020.

During the Council Year 2019/2020, the Committee initiated many HR and Non-HR related workshops to transfer expertise knowledge, skills, and attitudes to enhance the human capital of organizations. These workshops comprised the first-ever Tamil medium workshops, online workshops and courses, programs on HR for Non-HR, online HR clinics for corporate clients, other interested parties and the HR fraternity.

The Council has made a conviction that dependence on the revenue of the business school alone is a risk for the sustainable development of CIPM. Therefore, as per the strategic direction, to establish a robust second arm for revenue generation, the Council has directed to increase the revenue budget for this Council Year by 40% over last year. Accordingly, the Committee and the staff took up this uphill task and re-structured the division to make headway towards this stretched challenge.

Objectives of Consultancy and Corporate Training

- Functioning as one of the key profits centres of the Institute.
- Forty per cent increase (40%) over the last year's revenue budget.
- Enhancing the "Brand Image" through the initiatives of CCCT.
- Providing consultancies and training for corporates and State sector organizations.
- Designing and conducting seminars and workshops for corporates at a profit by developing feasible programmes for the following:
 - a. Conducting Professional Exams / Interview process / Recruitment Process.
 - b. Conducting Professional tests, Psychometric and Assessment Centres.
 - c. Conducting H.R. Audits.
 - d. Conducting Programme with Foreign Affiliations and Collaborations.
 - e. Conducting Corporate Training.

- f. Conducting Certification Programmes.
- Strengthening the Consultancy-Arm by expanding the pool of Consultants.
- Conducting workshop/ seminars at the regional level to achieve the budget of Consultancy and Corporate Training Division.

Key achievements

The CCCT is pleased to report that the Committee, along with the staff, worked tediously to achieve the above objectives despite unprecedented impediments as known to all of you. It was very unfortunate that the Easter Sunday terrorist attack in April 2019 obstructed the steady growth of our activities at a time we were in line with our revenue budget. These adverse ripple effects invariably affected our initiatives at the commencement of this Council

The Committee initiated many HR and Non-HR related workshops to transfer expertise knowledge, skills, and attitudes to enhance the human capital of organizations. These workshops comprised the first-ever Tamil medium workshops, online workshops and courses, programs on HR for Non-HR, online HR clinics for corporate clients, other interested parties and the HR fraternity.

year as well. However, the untiring efforts of all concerned managed to overcome these set backs speedily, and we were in par with our revenue budget of this financial year up to the end of February 2020. Once again, the unforeseen power of nature not only hit us but the entire world and invariably paralyzing the operations of CIPM to the point of standstill. However, due to the endurance demonstrated by the CCCT and the staff with the support of the Council, combatted the circumstances immediately in an innovative manner by pioneering digitalized technology. Thus, this effort facilitated organizing Webinars and Online courses for corporate clients and the public effectively. As a start, to give a taste of online training to clients, we organized six free online workshops before we moved on to paid programs. We are proud to inform you that more than 3500 participants attended these six free online workshops.

The paid "Online" programs commenced in April 2020, and as at 15 July 2020, we have completed 36 online programs which included prominent international trainers such as Ms.Ritu Mehrish and Brig. Sushil Bashin. The short training program on "Executive Certificate in Occupational Safety and Health. (ECOSH) is the first-ever short-term training program conducted online by CIPM. The online training programs is a historical initiative and is a resounding success under the given circumstances. We are confident that this trend will be a "New normal" and as the membership, you can be happy that we are fully geared for sustainable growth in yet another council year.

We also take this opportunity to enlighten you on some of our key training programs conducted during the council year 2020.

3rd Competency Mapping Programme

The CIPM conducted the 3rd Programme in "Competency Mapping" in



collaboration with T V Rao Learning Systems Pvt Ltd (T.V.R.L.S.). This Programme was conducted by Dr. T V Rao, who is currently the Chairman of T V Rao Learning Systems Pvt Ltd (T.V.R.L.S.).

This programme aims in understanding the distinct approach and the comprehensive methodologies involved in building Competency Model, Competency Mapping and its measurement tools as well as its uses in various H.R. and other functions.

The programme successfully commenced from 11 February 2020 and was conducted for three (03) consecutive days from 8.30 a.m to 5.00 p.m at Galle Face Hotel, Colombo with 20 participants.



Management Development Programme (MDP)

The Management Development Programme (MDP) is an investment for those who hold a managerial role. The MDP directly influences the success of the organizations that the participants serve. MDP is a dynamic system-wide training programme designed to enhance and strengthen leadership capabilities and competencies to ensure participants acquire the skills, knowledge, and attitudes to lead, engage, and develop their teams effectively.

Supervisory Development Programme (SDP)

This three-day Supervisory Development Programme is designed to build competent and confident future leaders. The SDP targets Managers, Supervisors, Executives, Coordinators & Officers who have to improve and develop their supervisory skills.

During the Council Year, two batches of Supervisory Development Programmes were

Standing Committee on Consultancy and Corporate Training *Contd.*

successfully facilitated by Mr. Senaka Muhandiramge and Mr. Sarath Jayasinghe with the participation of more than 50 managers, supervisors and professionals from reputed private and public organizations.

Certificate Course in HRM for National Police Commission (NPC)

Certificate Course in Human Resource Management aims to introduce the key concepts and theories in HRM while comparing and contrasting them with the 'actual' HR policies and practices as carried out by HR practitioners in organizations.

This customized programme funded by UNDP aims to strengthen the management of human resources at NPC to serve the public and Sri Lanka Police efficiently.

The programme commenced with 28 participants including Deputy Directors, Assistant Directors, Administrative Officers, Investigation Officers of NPC and was facilitated by a faculty of prominent facilitators of CIPM.



First-Ever Tamil Medium Programme - Customer Service for Excellence Experience

The first public Tamil medium workshop by CIPM was conducted in Vavuniya on 'Customer Service for Excellence' on 11 February 2020 at



Hotel Nelly Star – Vavuniya. This programme was facilitated by Mr. T. Prashanthan with 40 participants.



Facilities Management (FM) Global Best Practices to Sri Lanka

The CIPM conducted the 2nd Repeat Programme in "Facilities Management Global Best Practices to Sri Lanka". The FM industry is growing at a rapid pace, and the role of FM is broadening to encompass more responsibilities and skillsets. FM budgets and teams are becoming larger and more impactful as the built environment becomes more integral to the ways modern society conducts business, entertainment and lifestyles.

The programme was facilitated by Richard Davies, C.E.O. Evbex-UK and Partner of Evbex-Asia by bringing more depth and his experience in developing the Facilities Management sector in Sri Lanka. The programme successfully conducted on 28 January 2020 from 9.00 a.m. to 4.00 p.m. at Galle Face Hotel, Colombo with 34 participants.

SSMI® Applied Lean Six Sigma Practitioner Certification Programme

SSMI® Applied Lean Six Sigma Practitioner Certification programme offers an in-depth understanding of the latest problem-solving tools and techniques used by the world's leading corporations to drive improvements in their business operations. The programme covers essential problem-solving tools & techniques and ideation techniques that could be efficiently utilized by teams and individuals in management roles and involved in continual improvement efforts/projects.

This two-day intensive workshop guides management professionals on how to select and apply suitable problem-solving tools and techniques based on each situation to create value, enhance customer satisfaction & generate tangible savings with multiple application examples.

The workshop was conducted by Dumidu Ranaweera, who is one of the well-known Resource Person in the field of Lean Six Sigma and Business Excellence in the region. The programme was conducted on 7 and 8 November 2020 at CIPM premises with the participation of 22 public and private sector managerial staff members.



Executive Certificate for Occupational Safety and Health – (ECOSH) ONLINE Program

Becoming a safety and health professional is a complex task that requires multidisciplinary training. ECOSH is a tailor-made program to address the long-felt need and it aims at strengthening the capacity for implementation and development of a practical OSH management approach within the workplaces.

The first-ever ECOSH online programme commenced on 24 May 2020 and runs for ten consecutive Sundays (30 hrs) in the MS Team Platform.

HR CLINIC

We have organized first-ever ONLINE HR CLINIC (webinar) intending to support H.R. fraternity on how to face the Human Resource Management challenges during post-COVID-19 Period. The Resource Panel comprised of Mr. Senaka Muhandiramge, Mr. Wijerathne Kodippili and Moderated by Mr. Sarath Jayasinghe. This program was repeated on 27 June 2020.

Standing Committee on Consultancy and Corporate Training *Contd.*

Summary of the Corporate Training Programmes conducted during the council year:

PROGRAMME	DELIVERY	MONTH	YEAR
1 Corporate Etiquette - Half a Day	CRS	Aug	2019
2 Designing & Delivering Effective Training Plan	C.R.S.	Aug	2019
3 Facility Management	C.R.S.	Aug	2019
4 Employee Misconduct & Disciplinary Inquiry Procedures	C.R.S.	Aug	2019
5 Mission Control - Leadership Programme	C.R.S.	Aug	2019
6 Special Session for Secretaries & Personnel Assistants - Half a Day	C.R.S.	Aug	2019
7 Talent Analytics	C.R.S.	Aug	2019
8 Write with impact	C.R.S.	Aug	2019
9 Half a day Training program for Office Assistants & Chauffeurs	C.R.S.	Sep	2019
10 E.P.F. & Gratuity	C.R.S.	Sep	2019
11 Employee Harassment	C.R.S.	Sep	2019
12 PAYE Day	C.R.S.	Sep	2019
13 21st Century Manager	C.R.S.	Sep	2019
14 Cryptocurrency - 3hrs	C.R.S.	Oct	2019
15 EPF & Gratuity	C.R.S.	Oct	2019
16 Labour Law	C.R.S.	Oct	2019
17 Performance Management	C.R.S.	Oct	2019
18 Supervisory Development Programme - 3 Days	C.R.S.	Oct	2019
19 Shop and Office Act	C.R.S.	Oct	2019
20 Project Management	C.R.S.	Oct	2019
21 Write with impact	C.R.S.	Oct	2019
22 Half a day Training program for Office Assistants & chauffeurs	C.R.S.	Nov	2019
23 Effective Interviewing Skills	C.R.S.	Nov	2019
24 Microsoft Excel	C.R.S.	Nov	2019
25 Lean Six Sigma - 2 Days	C.R.S.	Nov	2019
26 Train the Trainer Programme - Inhouse (People Insurance)	C.R.S.	Nov	2019
27 Training Need Analysis	C.R.S.	Nov	2019
28 Art & Craft Day - Kids - 3hrs	C.R.S.	Dec	2019
29 PAYE Day	C.R.S.	Dec	2019
30 Half a day Training program for Office Assistants & chauffeurs -inhouse (N.I.T.F.)	C.R.S.	Dec	2019
31 Half a day Training program for Office Assistants & chauffeurs -inhouse (Ceyline) -	C.R.S.	Dec	2019
32 Facility Management	C.R.S.	Jan	2020
33 PAYE Day - Kandy	C.R.S.	Jan	2020
34 Talent Analytics	C.R.S.	Jan	2020
35 Training Need Analysis	C.R.S.	Jan	2020
36 Smart Corporate	C.R.S.	Feb	2020
37 Microsoft Excel - 2 Days	C.R.S.	Feb	2020
38 Trade Union Law	C.R.S.	Feb	2020
39 Supervisory Development Programme - 3 Days	C.R.S.	Feb	2020

40	New TAX Changes - Colombo - Half a Day	C.R.S.	Feb	2020
41	New TAX Changes - Kurunegala - Half a Day	C.R.S.	Feb	2020
42	Customer Service Excellence - Vavuniya	C.R.S.	Mar	2020
43	Gampaha - Labour Law	CRS	Mar	2020
44	Occupational Health & Safety	C.R.S.	Mar	2020
45	Music Therapy	C.R.S.	Mar	2020
46	Payroll Administration	C.R.S.	Mar	2020
47	A to Z PowerPoint	O.F.S.	April	2020
48	Attitudes: What we talk most but know least!	O.F.S.	April	2020
49	Branding in Crisis	O.F.S.	April	2020
50	How to keep teams motivated during this time	O.F.S.	April	2020
51	Occupational Health & Safety	O.F.S.	April	2020
52	Introduction to Pranayama	O.F.S.	April	2020
53	Employee Termination	O.P.S.	April	2020
54	Recent TAX changes	O.P.S.	April	2020
55	Coping Financial Distress Amidst COVID 19	O.P.S.	April	2020
56	Leadership Mastery	O.P.S.	May	2020
57	Life Beyond COVID 19	O.P.S.	May	2020
58	Ten secret points to minimize your TAX Liability	O.P.S.	May	2020
59	Mastering Microsoft Teams	O.P.S.	May	2020
60	Personal Mastery	O.P.S.	May	2020
61	Life Beyond COVID 19	O.P.S.	May	2020
62	Executive Certificate in Occupational Safety & Health – ECOSH	OPS	May-June	2020
63	Earn Money from Facebook	O.P.S.	May	2020
64	Bounce-Forward_ Post Covid-19	O.P.S.	May	2020
65	Project Structuring & Financial Analysis (4 days)	O.P.S.	June	2020
66	Tax course (4 days)	OPS	June	2020
67	Labour Law Session Series (3 days)	O.P.S.	June	2020
68	Learn YouTube correctly	O.P.S.	June	2020
69	Time Management	OPS	June	2020
70	Learning Development Session Series (4 days)	O.P.S.	June	2020
71	H.R. Clinic – 1 st Public Program	O.P.S.	June	2020
72	A session for Working Women	O.P.S.	June	2020
73	General Corporate Etiquette	OPS	June	2020
74	Excel in Excel	O.P.S.	June	2020
75	H.R. Clinic – 2 nd Public Program	O.P.S.	June	2020
76	Mindset to Reopen	O.P.S.	July	2020
77	Excel in Excel- Advance	O.P.S.	July	2020
78	Executive Certificate in Occupational Safety & Health – E.C.O.S.H.- 2 nd Batch	O.P.S.	July	2020
79	Communication skills	O.P.S.	July	2020
80	NLP Leadership course	O.P.S.	July	2020
81	Project Structuring & Financial Analysis (4 days)-Repeat	O.P.S.	July	2020
82	Customer Complaints Management	O.P.S.	July	2020

C.R.S. - Class Room Session O.F.S. - Online Free Session O.P.S. - Online Paid Session

Standing Committee on
Consultancy and Corporate Training *Contd.*

Consultancy Assignments Completed

S/ NO	NAME OF THE CLIENT	NAME OF THE CONSULTANCY ASSIGNMENT
1	A.G. Melco (Pvt)Ltd	Conducting Salary Survey
2	C.E.B.	Conducting Professional Examination
3	National Water Supply and Drainage Board	Conducting Professional Examination
4	Law college	Preparation of HR Manual
5	Property Development P.L.C.	Preparation of HR Manual
6	Law college	Conducting Salary Survey
7	Heineken Lanka	Conducting Manning Level Study
8	Central Bank	Personal Profile Analysis and Coaching Sessions
9	War Child Holland- SL	Conducting Salary Survey
10	Bank of Ceylon	Personal Profile Analysis and Coaching Sessions
11	Peoples Bank	Conducting Professional Examination
12	Good Neighbors	Preparation of Staff Manual
13	Floorplan sketch Outsource (Pvt) Ltd	Suggesting Company Hierarchy Structure, Salary Survey and Design a Salary Structure and Effective recruitment Methods.

H.R. Services

S/N	CLIENT NAME	ASSIGNMENT NAME
1	A.B.M. (Ceylon) Limited	Recruiting Head of Human Resources & Administration



Mr. Sarath Jayasinghe
Chairman
Consultancy and
Corporate Training
Committee

COMMITTEE MEMBERS

Mr. Senaka Muhandiramge - Deputy Chairman/ Mr. Dillon Gomez/
Mr. Sirimal Constantine/ Ms. G.W.M.B.P. Mascarenhas /
Ms. S. D. M. D. T. A. Rajapakshe/ Major. (Retd) P. D. Liyanage /
Mr. A.K.P.J. Abeywardena/ Col. Saman Jayawickrema/
Mr. W.M.D.K. Wijeratne/ Major (Retd). A. P. Pandithage/
Mr. N. A. T. N. Nishshanka

STAFF REPRESENTATIVES

Mr.G.Weerathunga/ Mr. Chandima Pinsiri

STAFF COORDINATOR

Ms. Kumudu Weerathunga

STANDING COMMITTEE ON
EXTERNAL AFFAIRS AND
NATIONAL HR INITIATIVES

Overview

Standing Committee on External Affairs and National HR Initiatives function as the arm that maintains healthy relationships with the international Institutes with equal interests. Establishing close ties with other International Member organizations, it leads in providing foreign development opportunities to CIPM Members. It also functions as the link between the Institute and the Nation, in terms of establishing positive HR practices in the State Sector.

Standing Committee Objectives:

External Affairs

- Carrying out International relationships with a view to raising our image, stature and status within the International HR community.
- Partnering with more foreign Institutes for Member Exchange Programs and bring at least one other organization into the fold during this year.
- Submit a feasibility report to the Council on establishing CIPM chapters or centres in any of the SAARC region countries or in the Middle East within two months.
- Handling the selection process of members for member exchange programmes and to recommend to the Council.
- Ensuring post-evaluation presentation carried out in each activity/ foreign visit at the monthly council meeting.
- Strengthening the CIPM's link with Asia Pacific Federation and the World Federation of People Management Associations.
- Establishing stronger relationship with CIPD / SHRM.
- Inviting non-members for various related CIPM activities probably as resource personnel/participants etc.
- Proposing Renown Foreign Speakers to the Council to be invited for NHRC 2019.
- Attracting paid foreign participants for the NHRC 2019.
- Expanding the services of CIPM to the region in generating some revenue.
- Developing external collaborations both national and international institutes.
- Collaborating and cooperating with like-minded widely accepted local and foreign organizations.
- Organizing a felicitation dinner for the Presidents of OPA, constituent institutes and Executive Committee of OPA.
- Internationalization strategy.
- Collaborating with the World Congress 2020

organizing committee in organizing the ground work, hand in hand.

National Initiatives

- Improving CIPM Image in social context;
- Lobbying national HR issues and HR Policy-making with the relevant Government agencies;
- Make strategies and aggressively lobby with political, social and regulatory authorities and businesses in the country - to promote the diversity, inclusivity and civility agenda in the workplaces.
- Devise CIPM Declaration on Diversity, inclusivity and discrimination.
- Organize at least one seminar on National HR issues and initiatives in collaboration with OPA and /or NHRDC.

The committee functions as the arm that maintains healthy relationships with the international Institutes with equal interests, establishing close ties with other International Member organizations, it leads in providing foreign development opportunities to CIPM Members

Standing Committee on
External Affairs and National HR Initiatives *Contd.*

CIPM President Appointed President of APFHRM

It was indeed a rare honour bestowed upon CIPM, when it witnessed Mr Dhammika Fernando, the current President of CIPM, becoming the president-elect of the APFHRM. He took over from Mr David Lee, the President of the Hong Kong Institute of Human Resource Management. Such a vibrant move heralds a golden era for APFHRM. Mr Fernando officially takes up duties with effect from 1 July 2020. It was 14 years ago that Sri Lanka held this position before. This position is for a period of two years. Mr Fernando's name was proposed in unanimity by the countries in the South Asia sub-region consisting of Bangladesh, India, The Maldives, Pakistan and Sri Lanka. Thereafter, the proposal was once again accepted unanimously by the sub-regional Vice Presidents and ratified by the Delegates' Assembly.

APFHRM Secretariat Comes to Sri Lanka

Another historical move took place in the APFHRM sphere where the secretariat managed by Australian Human Resource Institute (AHRI) was shifted to CIPM, the proposal was made by the VP from India Mr Somesh Das Gupta and after deliberation and ratification by CIPM, Council President has expressed our willingness to the APFHRM board and the responsibilities were transferred to CIPM with effect from 1 July 2020. It is an important opportunity for CIPM to establish ourselves as a regional body, and propagate our institute to the international arena. We are not required to maintain any special office or a desk but with the existing resources and with the able assistance of the Chief Manager Member Services and Secretariat Ms Himali Dassanayake as the Liaison Officer in charge, it can be managed without any additional burden on CIPM. As the website of APFHRM also is maintained by CIPM, this move further consolidated our position as a regional and international level institute.

CIPM – NIPM Exchange Program

NIPM-India organized its 38th National HR Conference & Exhibition (NATCON) – 2019 during September 23-25, 2019 at Dr. Babu Rajendra Prasad International Convention Centre, Bengaluru, Karnataka State, India. The theme of the conference was "Achieving People Capability for Global Competitiveness". As per the MOU of CIPM with NIPM, an 8-Member delegation representing the Institute attended the above Conference. The representatives were, Mr Ajith Bopitiya, Mr Jayantha Abeyratne, Mr Piyankara Seneviratne, Mr Dilshard Perera, Mr Thivanka Obeysekera, Mr Chandima Premachandra, Mr Solomon Sumanasooriya and Col (Retd.) Saman Jayawickrema.

Foreign Member Exchange Program during CIPM's Annual HR Conference

As per the MoU, the Countries with which CIPM has signed MoUs, have nominated delegates to participate in the National HR Conference of CIPM Sri Lanka held on 20 and 21 September 2020. Accordingly, 8 participants from NIPM India, 1 from PSHRM Pakistan, 3 from BSHRM Bangladesh and 2 from MAHRP Maldives attended the NHRC. The participants joined factory visits, industry tours and networking sessions, that were organized in line with the National HR Conference while also experiencing the great

hospitality at top hotels in Colombo.

CIPM – MIHRM Exchange Program

Although there is an MoU signed between the Malaysian Institute of HR Management - Malaysia and CIPM for a Member Exchange Program during Conferences of both Institutes, this year's exchange program was not carried out as previous years, as Malaysian Institute had not held their Conference this year. Further, the Malaysian Institute had not attended this year's National HR Conference of CIPM as well.

Hong Kong Conference – HIKHRM

Mr Priyantha Ranasinghe, Council Member visited the Hongkong Institute of Human Resource Management (HKIHRM) to attend its Conference on "HR at the Crossroads: Disruptive Innovation - Workforce Dynamics", which was held on 26th and 27th November 2019. The visit added value in terms of tightening the bonds between the two Institutes, apart from the training opportunity.

CIPD Annual Conference & Exhibition

CIPM Sri Lanka, was invited by the Chartered Institute of Personnel and Development (CIPD UK) to send a high-level delegation to participate in its 2019 Annual Conference and Exhibition themed 'Raising the Voice of the People Profession' held in Manchester Central, Manchester, UK, on 6 and 7 November.

The conference provided an opportunity to discuss areas of mutual interest particularly on the progress of the activities for hosting the prestigious World HR Congress 2020 in July next year in Colombo, Sri Lanka. CIPM Sri Lanka President Mr Dhammika Fernando, Vice President Mr Sarath Jayasinghe and Honorary Treasurer Mr Ken Vijayakumar represented CIPM Sri Lanka at the Conference. Expenses for Air Ticket and Visa Fee were borne by Mr Sarath Jayasinghe.

CIPD Applied Research Conference

Chartered Institute of Personnel and Development UK's (CIPD) Applied Research Conference was scheduled on 22nd and 23rd January 2020. This year's Applied Research Conference was hosted by Dublin City University (DCU) Business School, Ireland, on their St Patrick's Campus. The Applied Research Conference (ARC) is an annual meeting place for academic researchers and practitioners working in people management, employment policy and related fields. Accordingly, the Chairman of the Applied Research Centre Development, Great HR Symposium & HR Publications Standing Committee Dr Chandana Jayawardena was nominated to attend the CIPD's Applied Research Conference, and also to visit the CIPD Main Office in London, during his visit, in order to tighten the bond between the two Institutes.

The main objectives of Dr Chandana Jayawardena's visit to CIPD were to discuss the ongoing work related to the qualification framework matching with Director, International Relations, Ms Vitoria Winkler, to pay a courtesy call on Chief Executive, CIPD Mr Peter Cheese, to promote the WFPMA World Congress 2020, and to discuss future collaborations with CIPD on global surveys and short courses. After the discussions, CIPD UK has agreed to expedite the upgrading of CIPM qualifications framework, and to explore collaborative global surveys, and short courses. CIPM could use the above initiatives to consolidate the regional presence.

MAHRP's National HR Convention & EXPO 2019

Maldivian Association of Human Resource Professionals organized its 2nd National HR Convention and EXPO 2020 under the theme "Transformation and Culture - Future of Human Capital" at Dharubaaruge, Male'City from March 14-15. This was to be the largest gathering of HR Professionals and Business Leaders which would have been focusing on developing the Human Capital across their nation. As per the MoU, a three-member delegation including Mr Priyankara Seneviratne, Mr Sanjaya Gunawardena and Mr Chaminda Ramasundara had been nominated to attend the same, representing CIPM Sri Lanka, whereas the President Mr Dhammika Fernando had been invited for the event as a special guest as per the MoU. However, due to the pandemic situation caused by the new coronavirus, the delegates could not attend the conference as planned.

APFHRM Board Meeting

Due to the Pandemic situation, the APFHRM Board Meeting, which was scheduled on 16th March 2020 was held as a virtual meeting and the President Mr Dhammika Fernando and Immediate Past President Prof. Ajantha Dharmasiri participated in the event online.

Standing Committee on External Affairs and National HR Initiatives *Contd.*

Seminar on 'HR for Public Sector: Promising Prospects'

The Standing Committee on External Affairs had organized a half-day panel discussion comprising leaders in the public administration and human resource management field on 'Promising Prospects for HR in the Public Sector' on 11th February at the CIPM Sri Lanka Head Office 'HR House' in Colombo 5. The keynote address was delivered by Commissioner General of Labour Mr Ananda Wimalaweera. This initiative was taken by CIPM, having understood that as the leading professional body in human resource management in the nation, it is CIPM's bounden duty to ensure that the public sector too is considered as an employer of choice, which is able to fulfil the dreams of aspiring human resource professionals. The Panel included Dr. Lloyd Fernando – Senior Consultant at PIM, Mr Dhammika Fernando, President CIPM and Executive General Manager at Tropical Findings Pvt Ltd, Mr Rohitha Amarapala – Past President of CIPM and Deputy General Manager HR and ER at Sri Lanka Insurance Corporation and Gp. Capt. Manoj Keppetipola – Honorary Editor and Commanding Officer at SL Airforce Base Weerawila. The Session was moderated by the Immediate Past President, Chairman of the External Affairs and National HR Initiatives Committee Prof. Ajantha Dharmasiri.



Webinar in collaboration with APFHRM

Leaders in Human Resources Management and Development around the Asia Pacific Region were brought together to one platform in a webinar on 9 May 2020, to discuss current issues faced by Human Resources Managers, and the post-COVID 19 challenges that they will be required to manage. The webinar was organized by the Chartered Institute of Personnel Management (CIPM) Sri Lanka, in collaboration with the Asia Pacific Federation of Human Resource Management (APFHRM). Mr Dhammika Fernando - President of CIPM and the President Elect of APFHRM, Ms Rosemary Guyatt - GM People and Culture AHRI, Secretary APFHRM, Ms. Rosie Fong Vice President FHRI and General Manager HR – HFC Bank, Fiji, Mr Aresandiran. J - President MIHRM, Rtn. Md. Mashequr Rahman Khan, PHF President – BSHRM, MD & Chief Consultant (PTDCA), Mr Eddie Lee - Former Executive Director – SHRI and Executive Director, ASEAN Human Development Organization (AHDO) Singapore, Mr Vishwesh Prabhakar Kulkarni - National President – NIPM, Chairman – Yashaswi Group, Mr Denise Hartley - National President, HRINZ and Prof. Ajantha Dharmasiri (Moderator) - Immediate Past President CIPM and the Director and the Chairman of the Board of Management – PIM Sri Lanka were in the panel.

The two-hour webinar featuring speakers from each country representing the APFHRM provided facts and figures of the COVID-19 impact, which resulted in an unprecedented economic downturn and social devastation in

the world. The economic impact caused by the pandemic in the Asia Pacific Region is especially significant due to the vast population in the region. The pandemic has fashioned a wave of efforts to strengthen the digital revolution further and will change the world of work entirely in a different direction and pattern. The session was attended by over 500 participants and was a resounding success.



Prof. Ajantha Dharmasiri
*Chairman
External Affairs and National
HR Initiatives
Committee*

COMMITTEE MEMBERS

Mr. B. Chaminda Ramasundara - Deputy Chairman/ Mr. B. M. S. Sanjaya Gunawardena/ Mr. R. T. Perera/ Mr. A. A. C. Amarasinghe/ Mr. M. K. M Iqbal/ Ms. Ayesha Maldeniya/ Mr. P. Tharindra Nawarathna/ Mr. T. M. Dinushan Tennakoon/ Mr. A. Rajiv Neththasinghe

STAFF REPRESENTATIVE

Ms. Himali Dasanayake

STAFF COORDINATOR

Ms. Indrachapa Muwanwella

STANDING COMMITTEE ON INFRASTRUCTURE DEVELOPMENT & FACILITIES MANAGEMENT

Overview

Considering the Charter status of the Institute, the Council was of the view to upgrade/build infrastructure facilities which will suit the modern day of academic and professional affairs providing a welcoming ambiance to members, students and lecturers of CIPM. Therefore, the Standing Committee on Infrastructure Development and Facilities Management was set up in line with the strategic plan of CIPM by entrusting a very clearly defined set of objectives in fulfilling the need of the Institute.

Objectives

- Identifying possible commercially viable infrastructure projects benefiting CIPM objectives which can be implemented for the optimum utilization of adjoining vacant land currently used.
- Renegotiate the acquisition of annexed land and building to CIPM HQ with a fresh approach.
- To acquire new infrastructure in the most beneficial manner to CIPM (rent/ lease or outright) for the proposed new regional centres of the CIPM Business School in collaboration with Chairman of the business school and other relevant parties.
- Ensuring the high-quality standards of the facilities offered to the Students and other stakeholders.
- Expanding and remodelling the canteen area of the HQ building.
- Maintaining the cleanliness of the premises at the highest level.
- Ensuring proper maintenance and usage of the Institute's buildings.
- Assessing and monitoring the existing buildings, its usage, and the refurbishment aspects on a continuous basis.
- Broadening the infrastructure capacity of the Institute for long-term benefits.
- Planning and implementing modifications to entrance of the HR House building.
- Feasibility study on Introducing Solar Power system to head office, and reporting to Council for recommendations and implementation, if necessary.

The progress report of Standing Committee on Infrastructure Development & Facilities Management for the year 2019/2020 is presented below:

Infrastructure

The committee was able to carry out some successful projects for the council year 2019/2020, in terms of expansions, refurbishments, and property developments. Under the Business Expansion,

relocating Kurunegala Centre to a greater visible and prominent place in the heart of Kurunegala town. CIPM was able to occupy on the 3rd floor of a newly constructed building with a space of more than 7000 sqft. It has the capacity to facilitate over 260 students and consisting of six lecture halls, eight washrooms, cafeteria, faculty room, office area, lobby, and an ample storeroom facility.



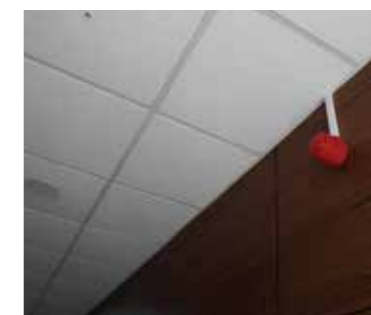
Committee was able to convert lecture rooms for a sophisticated adult learning environment which is suitable for workshops and seminars which has immensely contributed to save additional cost which incur to pay for the hotel / conference rooms

There was a need to relocate the Consultancy Unit of CIPM with the intention of providing better service to the clients, we shifted this Unit to Trillium building with setting up separate partitions and seating facilities. With the recommendation of ICT Committee, 29 new multimedia projectors were set up including the wiring, facilitating a good teaching / learning environment.



Providing advanced sound systems for head office lecture rooms also is one of the significant initiatives taken by the committee for enhancing the quality of the teaching / learning experience.

In addition to that, installing and commissioning of a new fire detection system in Trillium building was a significant achievement ensuring the safety of the people and other resources supported with smoke detectors, heat detectors, manual call points, control panel and alarm system to cover all the areas of the building.



Modifications done in CIPM main building

Finalized designs and drawings to refurbish the entrance, cafeteria and the members lounge and relocated the professional and academic affairs unit and also office of the Director Business School. Fixing of new ACs in the office areas, in the lecture halls and also in the server room was carried out during this council year.

As a new initiative, committee was able to convert lecture rooms for a sophisticated adult learning environment, which is suitable for workshops and seminars. This has immensely contributed to save additional costs which would incur for the hotel / conference rooms. It was supplemented with round tables and banquet chairs with covers and the capacity for 35 participants.

With the suggestions given by the students and other stakeholders, the committee made a prudent decision to change the previous cafeteria food service supplier and identified a proper party to run the canteen in the head office and, also in the Trillium building.



Safety First – COVID-19

Committee on Infrastructure Development & Facilities Management has taken many initiatives to protect all staff, students, lecturers and concerned parties from deadly virus COVID-19. By adhering to the health guidelines issued by the Government, we have been able to implement all safety measures well in advance, with the help of Quality Assurance Department, which includes sanitizing, disinfecting, filling out health declaration forms, wearing of face masks, installation of paddle-operated

Standing Committee on Infrastructure Development & Facilities Management *Contd.*

tap with liquid soap dispenser, training of security personnel to check body temperature on a daily basis.



Acquiring of adjoining land

A series of discussions were held between the parties of the adjoining property with a 5-member panel of the Council headed by the President and negotiated the prices supported by valuation reports by independent valuers and its currently in the legal stage.

Future CIPM Iconic building

In line with one of the objectives of this committee, the council proposed to commence the preliminary activities of setting up CIPM Iconic building in our own land. Accordingly, the committee briefed the consultant of CIPM and was able to propose a design layout for the new building with 10 stories, 100 parking slots, 30 lecture rooms for 1430 student capacity. And also with modern facilities such as office areas, board rooms, members lounge, 4 rooms for member accommodation, auditorium, roof-top garden.

Achievements

With the active involvement of the Standing Committee on Infrastructure Development & Facilities Management, during the year 2019 -2020, the strategic objectives which were given by council have been met and fulfilled and I am taking this opportunity to thank the council and all committee members and also the staff of CIPM for their continuous support. Thus, we are pleased to inform that the development carried out by the Standing Committee was a great success.



Mr. Priyantha Ranasinghe
Chairman
Infrastructure Development &
Facilities Management
Committee

COMMITTEE MEMBERS

Col. Saman Jayawickrama - Deputy Chairman/
Wg Cdr. T. P. C. Obeyesekere/
Ms. C. Nelum Ekanayake / Ms. Menuka Samarajeewa/
Ms. E. M. C. K. Ekanayake

STAFF REPRESENTATIVES

Mr. S. Gopinath / Mr. Lahiru Bandara

STANDING COMMITTEE ON STRATEGIC PLAN IMPLEMENTATION AND ADMINISTRATION

The CIPM Strategic Plan 2019-2021 was upgraded and revised in accordance with emerging changes which were continuously taking place. The initial changes were proposed after a workshop at the CIPM among the staff and certain council members. Subsequently Mid-Year Review Session was conducted on 02nd & 03rd November 2019 with the participation of members of the Executive Council, CIPM CEO and two directors.

While progress of the initial strategic plan was reviewed, new strategies were discussed and adopted as a revision of the existing plan. Thereby the revised strategic plan was adhered to. The implementation of the Strategic Plan witnessed enhancement in the scope of the work of the institute in the process of driving the contemplated changes.



Key Strategic Goals – 2019-2020 of the committee are as follows:

1. Aligning strategic planning objectives with the Organizational objectives denoted in the Act of incorporation and bylaws.
2. Ensuring successful implementation of the 2nd year of the three-year strategic plan throughout the institute by incorporating the initiatives in business plan for the year.
3. Closely monitoring the progress of the implementation of the strategic plan through standing committees and submit a report to the Council at each monthly Council Meeting.
4. Conducting a total evaluation by mid council year and propose for mid-course corrections if required.



Mr. Namal Jayaweera
Chairman
Strategic plan implementation
and Administration
Committee

COMMITTEE MEMBERS

Mr. D. S. K. Rathnayake/ Mr. B. M. S. S. Gunawardena/ Mr. S. H. N. Priyantha/ Mr. Sampath Jayatilake/
Mr. M. W. N. Ferdinando/ Ms. F. S. Anthony/
Ms. E. M. C. K. Ekanayake/ Mr. A.G. Premaratne/
Mr. T. M. D. P. Tennakoon/ Ms. U. M. P. Amarasinghe/
Mr. Kapila Wijeratne/ Mr. B. Chaminda Ramasundara/ Ms. Chamalie Withanage/
Mr. Charith Gallage / Col. Saman Jayawickrema

STAFF REPRESENTATIVES

Mr. UAC Obeyesekere/ Mr. G. Weeratunga/
Ms. Ruwani Senevirathne

STAFF COORDINATOR

Ms. Shalini Herath

In accordance with emerging changes which were continuously taking place the CIPM strategic plan was upgraded and revised during the council year

STANDING COMMITTEE ON MARKETING DEPARTMENT MANAGEMENT AND ESTABLISHMENT OF MEDIA CENTRE

Playing a leading role as a facilitator between the Institute and the community at large, the committee ensures that the right message is disseminated at all times to respective stakeholders of CIPM Sri Lanka in a consistent and implicit manner.

The primary mission of the Standing Committee on Marketing Department Management & Establishment of Media Centre, is to actively engage in safeguarding CIPM Sri Lanka's brand equity and image while maintaining the public appearance. In keeping with this mandate, the committee administers all internal and external communication activities while accomplishing the numerous marketing, communication and media initiatives both online and offline platforms. Playing a leading role as a facilitator between the Institute and the community at large, the committee ensures that the right message is disseminated at all times to respective stakeholders of CIPM Sri Lanka in a consistent and implicit manner. Amidst these affairs, the committee is also required to evaluate the existing systems and processes and recommend appropriate improvements to bolster the corporate image of the Institute, both locally and globally.

Overview

The Standing Committee on Marketing Department Management and Establishment of Media Centre sets guidelines towards the enhancement of the brand value of CIPM Sri Lanka. It endeavours to fortify the position of CIPM as the "Nation's Leader in HRM". In accomplishing this primary goal, the committee oversees and analyze the effectiveness of all internal and external promotions and communication activities carried through print, electronic media, digital, social media platforms and public relations activities encompassing all Above-the-Line (ATL) and Below-the-Line (BTL) advertising. The committee also carries out an analysis of competitor activity on a regular basis. The underlying goal is to ensure that right brand image and the core message of CIPM Sri Lanka is disseminated to all stakeholders in a consistent and sustainable manner whilst ensuring its dominant brand presence amongst the core business segments.

Objectives

- To formulate a standing committee budget in line with the strategic plan, get approval from the CIPM Council and work within same throughout the year;
- To establish Media and Digital Marketing Unit;
- To purchase necessary equipment to establish the Media and Digital Marketing Unit;
- To revamp the CIPM website, social media presence, blogs and newsletters;
- To select creative agency for CIPM;
- To provide marketing support for World HR

Congress, enhance the image of CIPM, Promote C, CT & HRs initiatives, student engagement activities, attract and retain members and attract students;

- To liaise with BS and student life activity committees;
- To support Paragon Asia in their Marketing for World HR Congress;
- To develop the Image of the Institute among all stakeholders.

The progress report of Marketing Department Management and Establishment of Media Centre Standing Committee for the Council Year 2019/2020 is presented below:

Communication Media

As pioneer in the HR education, CIPM Sri Lanka is using numerous communication media to reach different customer segments in the market by targeting both specified and mass scale segments. The mainly used communes are public relations, print media, electronic media and online platforms.

The underlying goal of the committee is to ensure that right brand image and the core message of CIPM Sri Lanka is disseminated to all stakeholders in a consistent and sustainable manner whilst ensuring its dominant brand presence amongst the core business segments.

Public Relations and Print Media

CIPM, through its continuous media relations, was successful in publishing an impressive average of four (4) articles per month, and advertising of study programmes available at CIPM in the weekend newspapers increased over the years. Apart from communications relating to study courses, CIPM communiques include articles on workshops, seminars, conferences, webinars, brand building, CSR initiatives and corporate news related to human resources best practices supporting organizational performance. A similar approach was adopted when promoting mega events such as the National HR Conference, Great HR Debate, CIPM Graduation, seminars and workshops, and many other events that require media coverage.

Electronic Media

CIPM's profile on the broadcast media too has been notable where key events such as the Graduation Ceremony, National HR Conference, The Great HR Debate etc. have received significant coverage over English and Sinhala television channels. To maintain the momentum and continue brand awareness among general public on mass scale, CIPM Sri Lanka was advertising in both the English and Sinhala radio FMs and participate in discussion sessions on main TV channels related to its study programmes as well.

Online Media

Apart from print and electronic media advertising, CIPM also advertised its flagship events and study programmes through social media and online media channels. These initiatives enabled the Institute to market and promote its flagship events and programmes among the youth and technology savvy customers. This approach also contributed towards bringing down the marketing costs whilst increasing the reach among prospective customers. CIPM online communiques carry through Facebook, Instagram, LinkedIn, Twitter, YouTube and Google ads.

By proving the success of CIPM online advertising, CIPM Sri Lanka Facebook page has currently attracted over 35,000 followers while CIPM Sri Lanka LinkedIn page has more than 12,000 followers and continues to grow steadily reflecting its acceptance among the key target segments.

CIPM Awareness Programmes

During the council year, CIPM Sri Lanka executed a series of activities such as the Inter-School Debating Competition with the objective of identifying and developing young talent at school level. In addition, many career guidance sessions were conducted at a number of schools located in Colombo and other regions with a view to enlightening prospective students on the importance of Human Resource Management as a value-creating management discipline and a lucrative career option. To provide a wider understanding about the career and higher educational pathways to O/L and A/L students and their parents, CIPM has further conducted Open Days in the head office and its regional centres.

Moving beyond the general public, CIPM has created other events to touch corporate and HR segments in the market. Hence, National HR Conference, Great HR Debate, Graduation Ceremony were introduced and became the flagship events of CIPM at present.

Brand Building

CIPM continued to maintain top of the-mind recall for its brand through sustainable branding initiatives using both ATL and BTL advertising to good effect during the year. Putting up road hoardings at strategic locations was a key mode of branding utilized to enhance brand image, and also to reach out to a larger market segment at an economical cost.

Accordingly, CIPM continued with its investment on four (5) hoarding sites located closer to key landmarks in Colombo, Kelaniya and Kurunegala. At present, these hoardings are being used to promote the CIPM brand.

Time to time brand awareness was developed through online platforms, digital and print media and to develop the trustworthiness and considering the relatedness, CIPM Sri Lanka has appointed well-known sports figure - Captain of Sri Lanka cricket team, Mr Dimuth Karunaratne as the Brand Ambassador.

Merchandising

Effectively-designed leaflets and dockets containing details of study programmes and services offered by the CIPM's Business School and Consultancy, Corporate Training and HR Services, were circulated periodically among the relevant target groups to update them on upcoming HR programmes and other activities.

Standing Committee on Marketing Department Management & Establishment of Media Centre *Contd.*

its key events in the annual event calendar: The National HR Conference and Graduation Ceremony with the aim of improving stakeholder engagement and knowledge transfer. Both events had overwhelming participation and contributed towards engaging effectively with the chosen stakeholders of CIPM Sri Lanka. Further, CIPM actively participated in key exhibitions such as EDEX, Future Minds, Knowledge First, Career Fairs and other relevant events held around the country, thereby providing opportunities for the prospective students to meet and interact with the staff and members of the Institute, without them having to visit Colombo or regional centers.



Timely Communications

With the ongoing situation in the country, as a responsible professional body, CIPM Sri Lanka is also in the stream of educating the stakeholders using online platforms the most. During the periods of Easter Sunday bomb attack and COVID-19 pandemic, CIPM continuously educated the members and the general public on how to avoid vulnerable locations, and to take possible safety action, and how to overcome through global pandemic by adapting to new life styles, etc. These help people in need.

Achievements

After considerable years of silence, CIPM has applied for SLIM Brand Excellence to ensure its brand excellence at national level and got rewarded for the outstanding marketing efforts and won the recognition award under SME category.



Mr. Jayantha Amarasinghe
Chairman
Marketing Department Management &
Establishment of Media Centre
Committee

COMMITTEE MEMBERS

Ms. Shiwanthie Wijesuriya/ Mr. Suneth Hitihamu/ Mr. Mahen Gunarathna/
Mr. Tharindu Subasinghe/ Mr. Dilshard Perera/ Mr. Jagath Miriyagalle/
Mr. Shalutha Perera/ Ms. Lydia Mascarenhas/ Mr. Rukmal Bandaranayake/
Ms. Deepika Gunasekara

STAFF COORDINATOR

Ms. Udani Ranawaka

STANDING COMMITTEE ON STANDARDIZATION, QUALITY ASSURANCE AND CERTIFICATION

The Standing Committee on Standardization, Quality Assurance and Certification was established as a new Committee under the governance of the Council – 2019/2020. Having identified the broader requirement of a separate committee to standardize all processes and also to ensure new certifications, this committee was formed during the current council year.

The committee was monitoring regularly the processes of Standardization, Quality Assurance and Certification.

Objectives of the Standing Committee:

- Developing and Standardizing Procedure Manuals to cover all the activities of different departments to align with the Strategic Plan;
- Obtaining certifications, such as ISO, to optimize the resource utilization of the Institute;
- Adhering and practising quality standards such as 5S, ISO, Quality Circles, and other productivity enhancement initiatives;
- Conducting periodic quality management initiatives within the Institute;
- Devising a Protocol Manual for CIPM;
- Maintaining quality standards.

Standardize CIPM Procedures and Develop Procedure Manuals

As per the 2019-2021 Strategic Plan, there was a requirement to establish standard operating procedures for its continuity by certifying the critical processes by recording and providing a protective layer for CIPM.

Therefore, new Standard Operating Procedures/Procedure Manuals have been developed while revising the existing Procedure Manuals, further considering the necessity of current business aspects and systemized CIPM processes, which are documented department-wise as follows:

- Human Resources Management
- Business School
- Corporate Training and Consultancy Services
- Member Services
- Examination
- Library
- Marketing
- Finance
- Quality Assurance

- IT
- Premises Development & Services
- Research Development

CIPM Standard Operating Procedures are operation-specific protocols that will define the activities needed to complete the task in compliance with Industry Legislation, International Standards Specifications, as well as CIPM-owned Institutional Guidelines. Also, it will determine the planned behaviours in all activities where there are quality expectations.

National Quality Awards recognizes that CIPM Sri Lanka has initiated and maintains best quality management practices in compliance with international standards, with all the processes and functions are handled efficiently and effectively to enhance the stakeholder satisfaction by delivering quality service to the society.

Standing Committee on Standardization, Quality Assurance and Certification *Contd.*



CIPM SL Shines with National Quality Award for Education Sector

CIPM Sri Lanka was awarded the Merit Award in the Education Sector at the National Quality Awards Ceremony which was held on 21 August 2019 at Nelum Pokuna Mahinda Rajapaksa Theatre with the participation of His Excellency the President Maithripala Sirisena and respective Ministers. CIPM Sri Lanka is the only organization in the education sector to receive an award at this ceremony.

The National Quality Awards competition is organized by the Sri Lanka Standards Institution annually. The judging criteria is based on the Total Quality Management (TQM) Model and the criteria used for the Malcolm Baldrige National Quality Awards in the USA. Organizations were evaluated under a structured evaluation model covering seven organizational perspectives, which include leadership, strategic planning, customer focus measurement, analysis, knowledge management, result-oriented workforce, focus & process management. The National Quality Awards are recognized as Sri Lanka's most prestigious Corporate Awards, and as a result, many of the corporate establishments have come forward to competing in the NQA, this year.

The Award recognizes that CIPM Sri Lanka has initiated and maintained best quality management practices in compliance with international standards, with all the processes and functions being handled efficiently and effectively to enhance the stakeholder satisfaction by delivering quality service to the society. Being the only recognized Human Resources professional institute, the CIPM has been practising numerous quality management practices based on the TQM Model. Further, this recognizes the commitment of CIPM towards quality assurance, which is critical in today's business context.



Commemorate CIPM Quality Week and World Standard Day for the Seventh (7th) Consecutive Year

World Standards Day is internationally celebrated on 14th October every year to create global awareness on the important role that quality plays in ensuring national prosperity.

The Chartered Institute of Personnel Management [CIPM] Sri Lanka, organized the 'CIPM Quality Week' for the seventh consecutive year together with the National Quality Week and the World Standards Day, on 14th October 2019 to emphasize its' constant focus on quality.

This year CIPM celebrated its quality week under the theme: **"Academic Standards Create a Global Stage for Students & Professionals"**. The inaugural session was held on 7th October 2019 with the participation of guest speaker Dr. Siddhika G. Senaratne - Director General, Sri Lanka Standards Institution (SLSI).



Inauguration Ceremony of Quality Week 2019



Guest speaker speech by Dr. Siddhika G. Senarathne-Director General, Sri Lanka Standard Institution (SLSI).

The Institute also lined up with a series of events and competitions to emphasize the importance of quality management practices among its employees, students, and other stakeholders.

As a responsible national institute, CIPM continually strives to improve its brand image and increase market awareness through its programmes organized in the quality week. These programmes are Kaizen Suggestion Competition, Best Creative Design Competition, Poster and Cartoon Competition, Poem and Free Verses Competition, etc. CIPM students and staff were invited to take part in these competitions to improve employee morale and team spirit. The Best 5S Practitioner, Best 5S Department & Best Kaizen Suggestion were picked up from among the members of the staff.

The 'CIPM Quality Week' benefited its employees, stakeholders, and students as it created quality consciousness among them; and also it developed an effective and efficient work environment. All winners in each category were awarded valuable gifts and certificates by CIPM.



Best 5S Department 1st Place



Kaizen Suggestion Competition 1st place



Poster & Cartoon Competition 1st place



Puzzle competition 1st Place

Standing Committee on Standardization, Quality Assurance and Certification *Contd.*



Students
Poems Competition - 1st place



Poster & Cartoon Competition
1st place



Creative Design Competition
1st place



Kaizen Suggestion Competition
1st Place

- Lead HR Auditor Programme
- Management Development Programme
- Executive Development Programme
- Supervisory Development Programme.

Safety Initiatives

The Annual First Aid training programme was conducted for CIPM staff members at Colombo and Regional Centres with the help of Sri Lanka Red Cross Society.

Document Management System

CIPMSL has implemented a physical document archiving management system in collaboration with DOK Solutions (Pvt) Ltd, with a view to enhancing regulatory compliances, space utilization inside the CIPM Building. This is a mechanism to control important documents, better backup system, disaster recovery system, and easy retrieval system.

Parallel to the physical archiving, the CIPM Quality Department has conducted Big Cleaning Day at CIPM Head Office.



ISO 9001:2015 Surveillance Audit

The surveillance audit on ISO 9001:2015 was successfully completed by the Sri Lanka Standards Institution covering CIPM Head Office and Regional Centres as per the given criteria and process compliance.

Internal Quality Audits

Successfully completed all Internal Audits once in six months every year. Internal Audits are conducted by qualified and well-trained internal auditors led by Manager - Quality Assurance & Compliances. The audit covered each and every Department of the Institute including Regional Centres.

TVEC Registration

TVEC registration has been obtained for the under-mentioned Tertiary and Vocational Education Commission:

- FCHRM
- CCHRM
- DHRM
- PQHRM
- NDTHRD
- ECOSH

ISO 14001:2015 Environmental Management System

CIPM SL was awarded with ISO 14001:2015 Environmental Management Certification on 17 July 2020 at Waters Edge with the participation of Dr. Siddhika G. Senaratne, Director General Sri Lanka Standard Institution.



Mr. Solaman Sumanasooriya
Chairman
Quality Assurance and Certification
Committee

COMMITTEE MEMBERS

Ms. Lydia Mascarenhas / Mr. Priyankara Tissa Seneviratne/
Ms. E. M. C. K. Ekanayake/ Ms. Kumudu Abeywardena/
Major. P. D. Liyanage/ Mr. Champika Palliyaguru

STAFF REPRESENTATIVE

Ms. Ruwani Senevirathne

STAFF COORDINATOR

Ms. Shalini Herath

STANDING COMMITTEE ON WORLD HR CONGRESS 2020

With the dawn of 2019/20 Council year, a standing committee for the World HR Congress was reappointed for the continuation of the work started during the previous year under Chairmanship of CIPM President Mr Dhammika Fernando and the Immediate Past President Prof. Ajantha Dharmasiri as the Deputy Chairman. Members to the subcommittee have been selected among the membership and divided them according to identified key segments and appointed them as coordinators.

The theme of the World HR Congress 2020 is "Exalting People Professionals: Explore, Expand and Excel". The Paragon Asia Group was selected and came on board as the Principal Conference Organizer and signed the contract agreement at the media conference of World HR Congress which was held in September 2019 at BMICH. The Paragon Group has almost 30 years of experience in organizing international conferences in different disciplines such as Medical, Science, Technology and Academics. Its Headquarters is located in Israel and it maintains regional offices in Europe, Latin America, Africa and Asia. The significant feature of this agreement is that Paragon pre-finances the conference with a no-loss guarantee, which relieves the CIPM of a sizable financial burden and cash flow requirement. It was decided to stage this event from 6 to 8 July 2020 according to the original schedule.

We have already invited and confirmed the participation of 15 recognized foreign speakers of high esteem for this mega Congress. The marketing activities of conference participation and the service providers' exhibition were on its way just when the pandemic started, the target was to get about 2000 participants with the expectation of about 1200 local and 800 foreign participants. The Paragon group will deploy their energy to attract more foreign participants with their international presence and marketing efforts.

However, in concurrence with the WFPMA, the schedule was shifted from July 2020 to March 2021 because of the pandemic. Since the pandemic situation continued escalating unabated in Europe and Americas, at a recent WFPMA board meeting, it was further decided that it looks highly unlikely that the international travel restrictions be lifted fully by March 2021. Accordingly, the schedule was further delayed until June 2021.



It was unfortunate that due to the unprecedented situation which sprung up as a result of the COVID-19 emergency we could not stage this epoch event during this year (2020) but we are quite confident about staging this landmark congress in Colombo with the steadfast support of the newly-elected President of the World Federation, Mr Bob Morton of CIPD UK and the CIPM newfound strength through its current President Mr. Dhammika Fernando who was elected and installed on the 1st of July as the new President of APFHRM and a Board Member of WFPMA.

The support of all will be a strength in successfully hosting this all-important Congress in Colombo, Sri Lanka next year.



Mr. Dhammika Fernando
Chairman
World HR Congress 2020
Committee

COMMITTEE MEMBERS

Prof. Ajantha Dharmasiri- *Deputy Chairman/ Chairman - Technical Committee*
Mr. Sunil Dissanayake - *Coordinator- Corporate Relations*
Mr. Ken Vijayakumar- *Coordinator, Logistics*
Mr. Jayantha Amarasinghe- *Coordinator, Marketing*
Mr. Jayantha Abeyratne- *Coordinator, Health, Safety and Security*
Mr. Ajith Bopitiya - *Coordinator, Finance and Secretariat*
Mr. C. Hewapattini- *Coordinator, Ceremonial Committee*
Mr. Priyankara Seneviratne- *Coordinator, Service Providers' Exhibition*
Mr. Rohitha Amarapala- *Coordinator, Sponsorships*
Mr. Namal Jayaweera- *Deputy Coordinator, Sponsorships*
Mr. Priyantha Ranasinghe - *Coordinator, Participation*
Mr. Janaka Kumarasinghe - *Member, Technical Committee*
Mr. Aruna Jayasekera - *Member, Technical Committee*
Dr. Samantha Rathnayake - *Member, Technical Committee*
Mr. Sanath Palliyaguru - *Member, Technical Committee*

STAFF REPRESENTATIVES

Mr. Chris Obesekere/ Mr. G. Weeratunga

STAFF COORDINATOR

Ms. Himali Dasanayake/ Ms. Wathsala Nadeeshani/
Mr. S. Santheswaran/ Ms. Harshya Senaratne

STANDING COMMITTEE ON COLLEGE OF PAST PRESIDENTS

Overview

The College of Past Presidents functions as the Advisory Body to the Leaders of the Institute and the Council. The President and the Council do not hesitate to consult the College of Past Presidents wherever their cherished expertise, knowledge and advice are required.

Objectives

- Fostering good relations with the Council and the Past leaders.
- Working towards the goodwill and further development of the Institute.
- Completing the publication of CIPM history book before the end of the Council Year.
- Keeping past leaders updated with the current developments of the Institute.
- Organize regular meetings with past leaders once in every two months.
- Obtaining views of the Past leaders on pertinent issues of concern faced by the Council.



The College of Past Presidents meets once every two months and the Convenor Prof Ajantha Dharmasiri updates the Past Presidents regarding the activities / new initiatives of the Institute. He further receives advice on conducting the Institute's activities. The Convener, Prof Ajantha Dharmasiri, who functions as the intermediary between the Governing Council and the Advisory Body – the College of Past Presidents – undertakes the responsibility of updating the Council with the advice and suggestions received.



Prof. Ajantha Dharmasiri
Convenor
College of Past Presidents

COMMITTEE MEMBERS

- Mr. M. P. Galapathy - Past President
Dr. Ranjith Cabral - Past President
Mr. K. T. G. R. De Silva - Past President
Ms. S. N. Fernando - Past President
Mr. U. A. C. Obeyesekere - Past President
Mr. M. N. J. Jayaratna - Past President
Mr. Janaka Kumarasinghe - Past President
Mr. D. P. Bollegala - Past President
Dr. Lalith A. P. Wijetunge - Past President
Mr. Ajith R de Costa - Past President
Mr. D. S. M. Perera - Past President
Mr. H. A. R. W. Amarapala - Past President

STAFF REPRESENTATIVE

Ms. Himali Dasanayake

STAFF COORDINATOR

Ms. Indrachapa Muwanwella

Going by such a suggestion, the Standing Committee on External Affairs and National HR Initiatives organized a half-day panel discussion comprising leaders in the Public Administration and Human Resources Management field on 'Promising Prospects for HR in the Public Sector' on 11 February at the CIPM Sri Lanka Head Office - 'HR House' - in Colombo 5. The keynote address was delivered by Commissioner General of Labour Mr Ananda Wimalaweera.

CIPM History Book

The compilation of the CIPM History Book, that will be launched as a Coffee Table Book, was handed over to the Past President Mr U. A. C. Obeyesekere. It has been planned to launch the book at the World HR Congress hosted by CIPM in 2021.

STANDING COMMITTEE ON NATIONAL HR CONFERENCE - 2019

Exceeding the expectations of the Governing Council and other stakeholders, the organizing committee of the National HR Conference 2019 was able to see the conclusion of yet another most successful National HR Conference on 17th and 18th September 2019 at the Bandaranaike Memorial International Conference Hall, Colombo.

Mr Bob Morton, Secretary-General, World Federation of People Management Associations, who was the chief guest and the keynote speaker at the event, delivered informative and excellent speech at the inauguration of the conference held on 17th September 2019.

The timely theme '**Radically Reinvented Reality: A New Paradigm**' for HR with three main dimensions "Digital, Spiritual and Environment" drew this mega event to its success whilst making HR practitioners aware of the REALITY - that is: The HR looks at the holistic persons' well-being too, and not only the job function.

The event was lined up with three (3) significant events, Great HR Practices, Great HR Exhibition and Great HR Debate, where the leading conference was consisting of 9 speeches with 6 concurrent sessions under the main three domains, as:

- Digitalization
- Spirituality
- Environment

Speakers' details as follows;

NAME OF THE SPEAKER	SPEECH /DOMAIN	TOPIC DELIVERED
1. Mr Bob Morton Secretary-General World Federation of People Management Associations	Keynote Speech	HR Mega trends for a New Era
2. Mr Suresh Surethiran Direct reports to Director for the Digital Strategy and Special Projects at University of Applied Science and Arts, Northwestern Switzerland Academy of Art and Design	Master class	"Empowering Employees Digitally – A Performance Power House"
3. Ms Shanthi Naresh Senior Consultant, Mercer – India	Master class	Practical advice to modern HR practitioners in changing times
4. Professor Ajantha Dharmasiri Immediate Past President CIPM SL, Director/Chairman of the Postgraduate Institute of Management (PIM) And Mr Ajith Bopitiya Chairman, NHRC 2019 and Hony. Secretary CIPM	Master class	Radically Reinvented Reality- a new HR paradigm

Concurrent Session 01

	Digitalization CS 01	Spirituality CS 02	Environment CS 03
Speaker's Name	Mr Chaminda Hettiarachchi	Mr Rajesh Kumar C Jain	Mr Uchita de Zoysa
Topic	ROLE OF HR IN THE ERA OF 4TH INDUSTRIAL REVOLUTION: THE FUTURE OF WORK (WORK 4.0)	SPIRITUALITY AND WORKPLACE DYNAMISM- A BLEND FOR SUCCESS.	HR AND ENVIRONMENT – CHALLENGES AND SOLUTIONS
Venue	Main Hall	Lotus Hall	Jasmine Hall

Concurrent Session 02

	Digitalization CS 04	Spirituality CS 05	Environment CS 06
Speaker's Name	Mr Dinesh Saparamadu	Mr Deepal Sooriyaarachchi	Mr Charith Jayasundera
Topic	DIGITALIZATION HAS TAKEN HR BY STORM	POWER OF MINDFULNESS AT WORK	ROLE OF HR IN EMBEDDING SUSTAINABILITY
Venue	Main Hall	Lotus Hall	Jasmine Hall

The timely theme '**Radically Reinvented Reality: A New Paradigm**' for HR with three main dimensions "Digital, Spiritual and Environment" drew this mega event to its success whilst making HR practitioners aware of the REALITY - which is that HR looks at the holistic persons' wellbeing and not only the job function.

Standing Committee on National HR Conference - 2019

Contd.

Main objectives:

- Finalizing the Venue, Conference Theme, Event Agenda & final budget with Council approval by December 2018.
- Creating hype for the event as South Asia's Largest HR Event while effectively managing the cost.
- Obtaining strategic partnerships/ sponsorships to cover all the expenditures.
- Attracting well-known Foreign and Local Resource Personnel.
- Accommodate the reciprocal exchange programme delegates on a complimentary basis from the participant nations according to relevant agreements and liaise with external affairs committee on the matter.
- Organizing other parallel events such as Great HR Debate, Awards & Great HR practices.
- Creating awareness of the event around the country before, during, and after the event, and therefore, make it a point to budget for post-publicity as well. Post-publicity has been a weak area so far in the history of NHRC.

Objectives for the National HR Exhibition 2019

- Propose a capable person to the Council to run the exhibition event in concurrence with you.
- Ensuring that the National HR Exhibition is organized parallel to the National HR Conference with a surplus since one objective is to finance the NHRC through the side-line event partly.
- Ensuring the participation of maximum stallholders that represent an extensive cross-section of HR service providers.
- Finalizing the budget with Council approval by December 2018.

Participation

Exceeding the expectations, this year's conference attracted more than 750 participants despite the disruption caused by the Easter Sunday bombing that took place during April 2019. The achievement was not possible without the hard work and commitment of the Chairman and the organizing committee and appropriate publicity for the event in almost all the print and electronic media.

The conference included both local and foreign participants who had registered individually and in corporate groups. Participation from foreign countries was also very significant since we had 35 participants, including Indian, Bangladesh, Malaysia, and the United Kingdom, for this year's conference.

Great HR Practices

'Great HR Practices' is a unique knowledge-sharing forum, which was created for the trendsetters in the field of HR to share their benchmark HR practices with peer organizations. Apart from recognizing novel and value-adding HR practices that have evolved from among Sri Lankan organizations, this was proposed to fill the emptiness that prevails in the sphere of literature on best HR practices in the country. The forum also

enabled organizations to showcase their best practices to the country's business community and be duly rewarded for such worthy efforts. The project was led by Ms Rajee Ravichandran, Chairperson of the Great HR Practices.

Winners of the Great HR Practices as follows;



Winners of the Great HR Practices
Hayley's PLC - Plantation Sector
"Green HR Drive"



First Runner-up - Great HR Practices
Lanka Walltiles PLS

The Great HR Debate 2019

The Great HR Debate is an inter-organizational debating competition organized to provide a platform to share knowledge, experience, and offer new perspectives on contemporary HRM issues. CIPM's 'The Great HR Debate' has gained momentum over the years and has now become a much sought-after event amongst those who are passionate to join the fray in the HRM arena. This project was carried out under the leadership of Grp. Capt. Manoj Keppetipola.

Amongst numerous other organizations, Aitken Spence Vs. CDB debated on 'Radical Reinvention can be replaced by Human Behavioural Adaptability' at the Grand Finale, at the inauguration of the NHRC, on 17th September 2019. Between the two teams, the judging panel endorsed the Team CDB as the winners of the Great HR Debate 2019 and bagged the winning Trophy of the Year.

Details are as follows:

	Proposing team - Aitken Spence PLC	Opposing team - Citizen Development Bank
Topic	Radical reinvention can be replaced by human behavioural adaptability	Radical reinvention cannot be replaced by human behavioural adaptability



The National HR Exhibition

Previously the 'HR Service Providers' Exhibition' was re-launched after re-branding as 'National HR Exhibition'.

Providers of HR products, particularly technology products and services,

play a pivotal role in facilitating the transition to the digital era by integrating Next-Generation technology, products and services with organizational practices, systems and culture.

The National HR Exhibition 2019, held alongside the National HR Conference, offered its 43 stallholders a rare opportunity to showcase their technology, products and services to the cream of the country's HR fraternity. The Annual National HR Exhibition carried out under the leadership of Ms Shiwanthie Wijesuriya, Chairperson of the National HR Exhibition, was a huge success.



CIPM Life Time Gold Award

The Coveted CIPM Lifetime Gold Award was presented to one of Sri Lanka's most respected HR Professional, Dr Neil Bogahalande, HR Professional over 25 years of strategic and operational managerial experience in Plantation, Manufacturing, Trading, and Financial sectors.

Standing Committee on National HR Conference - 2019

Contd.

This was presented to recognize his passionate and committed contribution to society through visionary leadership and unwavering commitment towards promoting best practices within the sphere of Human Resource Management. An independent panel was appointed to evaluate the candidates. Mr Dhammika Fernando, President CIPM Sri Lanka was the Chairman of CIPM Life Time Gold Award Committee.



- Official Healthcare Partner – Lanka Hospitals (Pvt) Ltd
- Official Food and Beverage Partner – Maliban Biscuits Manufactories (Pvt) Ltd
- Official Telecommunication Partner – Sri Lanka Telecom
- Official Electronic Media Partner – Voice of Asia Networks Pvt Ltd (Kiss FM, Real FM and Siyatha TV)
- Official APP Event Partner – Ecowave

Co-Sponsors to the National HR Conference 2019

- National Development Bank PLC
- Bank of Ceylon
- National Savings Bank
- Hatton National Bank PLC
- Citizens Development Bank PLC
- Seylan Bank PLC

Partnerships

Same like the previous years, this year's conference also had list of partnerships with renowned brands as event partners and Co-Sponsors.

Official Partners to the National HR conference 2019

- Official Print Media Partner – Wijeya Newspapers
- Official Mobile Partner – Mobitel (Pvt) Ltd
- Official Technology Partner – hSenid Business Solution (Pvt) Ltd;
- Official Service Partner – Certis Lanka (Pvt) Ltd
- Official Hospitality Partner – Taj Samudra Hotel



Mr. Ajith Bopitiya
Chairman

National Human Resources Conference
Committee

COMMITTEE MEMBERS

Mr. Priyantha Ranasinghe - Deputy Chairman
Mr. Dhammika Fernando Chairman - Life Time Gold Award 2019
Mr. U.A.C. Obeysekere Chairman - Technical Committee
Ms. Rajee Ravichandran Chairman - Great HR Practices 2019
Mr. Milinda Sirinanda Chairman - National HR Exhibition 2019
Gp. Capt. Manoaj Keppetipola Chairman - Great HR Debate 2019
Mr. Jayantha Abeyratne/ Mr. Jayanath Abeywardena/
Mr. Mangala Susantha/ Mr. Tyrell Premachandra/
Mr. Meditha Karunathilake/ Mr. Indika Ranathunga/
Mr. C. Hewapattini/ Ms. Shiwanthie Wijesuriya/ Ms. Harshani Santiago

STAFF REPRESENTATIVES

Mr. G. Weerathunge/ Ms. Himali Dasanayake

STAFF COORDINATOR

Mr. Indika Wijayasriwardana

SOCIETY
SEEK TO ADDRESS THEIR
IMPACT ON THE SOCIETY

“ There are no limits to
what you can
accomplish, except the
limits you place on
your own thinking

”

Brian Tracy

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1.1. Statements from President/CEO	President's Message/CEO's Review	14 - 23 / 26 - 29
1.2. Description on growth, performance and activities	Messsages from President/Hony. Secretary	14 - 23
	Hony. Treasurer/CEO	24 - 29
2. Oraganisational Profile		
2.1. Primary activities of the Institute	Management Discussion and Review	77- 148
	Significant Accounting Policies	164 - 167
2.2. Operational structure of the Institute	Management Discussion and Review	77- 148
	Corporate Governance	66 - 67
2.3. Registered office	Corporate information	Back Inner
2.4. Nature of ownership and legal form	Corporate information	Back Inner
	Significant Accounting Policies	164 - 167
2.5. Markets served	Management Discussion and Review	77 - 148
2.6. Scale of the reporting institute	Statement of Comprehensive Income	160
	Statement of Financial Position	161
	Performance Review (2019 - 2020)	184
2.7. Significant changes during the reporting period	CEO's Review	26 - 29
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2.8. Awards received	Our Crowning Achievements	12 - 13
2.9. Milestones	Milestones (1959 - 2020)	08 - 09
2.10. Performance record	Financial Highlights	10
	CEO's Review	26 - 29
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	Financial Reports	160
3. Report Parameters		
3.1. Reporting Period	01st April 2019 to 31st March 2020	
3.2. Date of most recent previous Report	July 2019	
3.3. Reporting cycle	Annual	
3.4. Contact point for questions regarding the Report and its contents	CIPM Sri Lanka, No. 43, HR House, Vijaya Back Inner Kumaranatunga Mawatha, Colombo - 05	
3.5. Boundary of the Report	Sri Lanka	
3.6. Significant changes from previous reporting period	Hony. Treasurer's Message/CEO's Review	24 - 29
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3.7. Location of standard disclosures in the Report	CIPM Sri Lanka, No. 43, HR House, Vijaya Kumaranatunga Mawatha, Colombo - 05	

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4. Governance, Commitments and Engagement		
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4.3. Members in the highest governance body	Executive Council 2019/2020	32 - 43
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4.5. Expertise of the governance body	Executive Council 2019/2020	32 - 43
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REPORT OF THE GOVERNING COUNCIL

Review of operations of the Institute and future developments

The President's Message on page 14, Chief Executive Officer's Review on page 26, and Honorary Secretary's Message on page 22 provide an overall review of the operations, future developments, and the state of other affairs and special events that took place during the financial year under review.

Preparation of Financial Statements

The financial statements have been prepared in compliance with the Sri Lanka Financial Reporting Standards for SME's and the Council is responsible for the preparation and fair presentation of the financial statements.

Financial statements are certified by the Chief Executive Officer and are approved by the Governing Council and signed by the President and Hony. Treasurer of the Institute. The Council Members are of the view that the Statement of Comprehensive Income, Statement of Financial Position, Statement in Changes in Funds, Statement of Cash Flows, Accounting Policies & Notes thereto appearing in the Annual Report have been prepared in conformity with the requirements of the Sri Lanka Financial Reporting Standards for SME's.

Auditor's Report

BDO Partners, Chartered Accountants performed the audit on financial statements of the Institute for the year ended 31 March 2020 and their report on financial statements are given on page 158, as required by the Section 168 (1) (c) of the Companies Act No. 07 of 2007.

Property, Plant & Equipment

Two blocks of lands at Narahenpita are stated at cost and all other Property, plant and equipment are stated at cost less accumulated depreciation, as at the date of the financial statements.

Council Members' Disclosure of Interest

Payments are made in the ordinary course of business to any member of the Institute for certain specified activities. During the reporting period, some members of the Council have been involved in such activities at the request of the Council on behalf of the Institute and such transactions and the Council members' interest in contracts with the institute are disclosed on Note No.25 to the financial statements on page 175.

Statutory Payments

The members of the Council are satisfied to the best of their knowledge that all statutory and regulatory payments due to the Government, other local authorities and employees of the Institute have been made on time.

Events after the Reporting Date

No significant events or material transactions have occurred after the date of financial statements that would necessitate adjustments to the financial statements.

Going Concern

The members of the Council made an assessment on the Institute's ability to continue as a going concern and do not intend either to liquidate or to cease operations of the Institute in the foreseeable future.

Exposure to Risk

The Council continuously monitors, evaluates and manages any potential exposure to risks that could impact upon the progress of the Institute and has taken all necessary steps to mitigate such risks.

Internal audits are carried out on continuous basis while all audit findings are discussed on a quarterly basis before the audit committee in order to identify potential risk areas and to take necessary action towards mitigating such risks.

The members of the Council are satisfied with the effectiveness of the prevailing internal control systems.

Appointment of Auditors

Auditors are appointed at the Annual General Meeting and BDO Partners, Chartered Accountants are presently functioning as the Auditors of the Institute. Financial statements for the year ended 31 March 2020 have been audited by BDO Partners, Chartered Accountants, in accordance with the Sri Lanka Accounting Standards for Small & Medium Sized Entities.

Contingent Liabilities

There are no contingent liabilities as at the date of the financial statements.

Annual General Meeting

As per the By-Laws of the Institute, the Annual General Meeting of the Institute should be held on or before the 31st day of July of every year. The Annual General Meeting for 2020 will be held at Waters Edge, 316, Ethul Kotte Road, Battaramulla on 25th July 2020.

For and on behalf of the
Governing Council



Dhammika Fernando
President

INDEPENDENT AUDITOR'S REPORT



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Website : www.bdo.lk

Chartered Accountants
"Charter House"
65/2, Sir Chittampalam A Gardiner Mawatha
Colombo 02
Sri Lanka

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT SRI LANKA (INC)

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Chartered Institute of Personnel Management Sri Lanka (INC) ("the Institute"), which comprise the statement of financial position as at 31st March, 2020 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies as set out on pages 160 to 175.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of the Institute as at 31st March 2020, and of its financial performance and its cash flows for the year then ended in accordance with Sri Lanka Accounting Standard for Small and Medium sized – Entities (SLFRS for SMEs).

Basis for Opinion

We conducted our audit in accordance with Sri Lanka Auditing Standards (SLAuSs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Institute in accordance with the ethical requirements of the Code of Ethics issued by CA Sri Lanka (Code of Ethics) that are relevant to our audit of the financial statements, and we have fulfilled our other ethical responsibilities in accordance with the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with Sri Lanka Accounting Standard for Small and Medium sized–Entities (SLFRS for SMEs), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Institute's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Institute or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Institute's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SLAuSs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SLAuSs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Institute to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Partners.

CHARTERED ACCOUNTANTS
Colombo 02
15th July, 2020
MN/dm



STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST MARCH 2020	Notes	2020 Rs.	2019 Rs.
Revenue	4	496,759,852	475,508,979
Direct cost		(198,611,809)	(179,998,656)
Gross surplus		298,148,043	295,510,323
Committee's expenditure over income	5	(40,670,460)	(37,935,446)
Other operating income	6	18,831,700	23,243,284
		276,309,283	280,818,161
Administration expenses		(189,180,253)	(175,580,964)
Promotional expenses		(4,921,454)	(5,229,511)
Finance expenses	7	(2,191,842)	(1,647,880)
		(196,293,549)	(182,458,355)
Excess of income over expenditure before income tax		80,015,734	98,359,806
Income tax expense	8	(11,617,113)	(13,103,762)
Excess of income over expenditure after income tax		68,398,621	85,256,044

Figures in brackets indicate deductions.

The Accounting policies and notes on pages 160 to 175 form an integral part of these financial statements.


Colombo
15th July, 2020

STATEMENT OF FINANCIAL POSITION

AS AT 31 ST MARCH 2020	Notes	2020 Rs.	2019 Rs.
Assets			
Non-current assets			
Property, plant and equipment	9	403,873,497	394,639,735
Leasehold improvements	9.1	35,122,096	-
Intangible asset	10	995,396	1,119,821
Financial assets at amortised cost	11	123,854,845	183,651,370
Total non-current assets		563,845,834	579,410,926
Current assets			
Inventories		2,974,196	1,788,439
Financial assets at FVTPL	12.1	177,626	222,797
Trade and other receivables and prepayments	13	221,145,384	182,356,325
Cash and cash equivalents	14	1,758,615	1,015,282
Total current assets		226,055,821	185,382,843
Total assets		789,901,655	764,793,769
Equity and liabilities			
Capital and reserves			
Accumulated reserve	15	609,128,888	540,730,267
Other funds	16	1,473,204	1,605,632
Total capital and reserves		610,602,092	542,335,899
Non-current liabilities			
Retirement benefit obligations	17	13,132,079	11,504,556
Total non-current liabilities		13,132,079	11,504,556
Current liabilities			
Deferred income	18	106,486,766	130,009,411
Other payables and accrued expenses	19	45,834,642	67,064,804
Income tax payable	20	3,925,757	8,910,543
Retention payable	21	2,591,868	954,777
Bank overdrafts	22	7,328,451	4,013,779
Total current liabilities		166,167,484	210,953,314
Total liabilities		179,299,563	222,457,870
Total equity and liabilities		789,901,655	764,793,769

The Accounting policies and notes on pages 160 to 175 form an integral part of these financial statements.

We certify that the above statement of financial position, to the best of our knowledge and belief, contains a true account of the capital, liabilities, property and assets of the Institute.



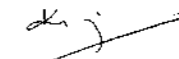
U. A. C. Obeyesekere
Acting Chief Executive Officer

The Council Members are responsible for the preparation and presentations of these financial statements.

Signed for and behalf of the Council by:



Dhammika Fernando
President
Colombo
15th July, 2020
MN/dm



Ken Vijayakumar
Hony. Treasurer



STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31ST MARCH 2020	Accumulated reserve Rs.	Other funds Rs.	Total Rs.
Balance as at 01st April, 2018	455,474,223	1,537,675	457,011,898
Excess of income over expenditure for the year	85,256,044	-	85,256,044
Additions during the year	-	127,234	127,234
Utilizations/transfers during the year	-	(59,276)	(59,276)
Balance as at 31st March, 2019	540,730,267	1,605,633	542,335,900
Excess of income over expenditure for the year	68,398,621	-	68,398,621
Additions during the year	-	110,723	110,723
Utilizations/transfers during the year	-	(243,153)	(243,153)
Balance as at 31st March, 2020	609,128,888	1,473,203	610,602,091

Figures in brackets indicate deductions.

The Accounting policies and notes on pages 160 to 175 form an integral part of these financial statements.

Colombo
15th July, 2020

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Rs.	2019 Rs.
Cash flows from operating activities		
Excess of income over expenditure before taxation	80,015,734	98,359,806
Adjustments for		
Depreciation on property, plant and equipment	26,674,695	21,630,882
Amortization on intangible assets	124,425	124,425
Amortization of leasehold improvements	2,347,296	-
Provision for gratuity	1,627,523	2,823,056
Interest income	(12,692,879)	(16,557,661)
Dividend income	-	(3,052)
Fair value loss on investments	45,171	39,675
Operating income before working capital changes	98,141,965	106,417,131
Changes in working capital		
Decrease/(increase) in inventories	(1,185,757)	3,809,602
Increase in debtors and receivables	(38,789,059)	(35,298,644)
(Decrease)/increase in other payables and accrued expenses	(21,230,162)	10,465,607
(Decrease)/increase in deferred income	(23,522,645)	6,737,424
Increase in retention payable	1,637,091	267,413
Cash generated from operations	15,051,433	92,398,533
Gratuity paid	-	(2,692,250)
Tax paid	(15,818,413)	(3,050,952)
Net cash generated from/(used in) operating activities	(766,980)	86,655,331
Cash flows from investing activities		
Acquisition of property, plant and equipment	(35,908,457)	(21,886,384)
Additions to leasehold improvements	(37,469,392)	-
Acquisition of intangible assets	-	(1,244,246)
Withdrawal of / (investment in) fixed deposit	59,796,525	(38,816,835)
Interest income	11,909,393	16,557,661
Dividend income	-	3,052
Net cash flow from/(used in) investing activities	(1,671,931)	(45,386,752)
Cash flows from financing activities		
Funds received/(utilised) during the year	(132,428)	67,956
Net cash generated from/(used in) financing activities	(132,428)	67,956
Net increase/(decrease) in cash and cash equivalents	(2,571,339)	41,336,535
Cash and cash equivalents at the beginning of the year	(2,998,497)	(44,335,032)
Cash and cash equivalents at the end of the year	(5,569,836)	(2,998,497)
At the end of the year		
Cash in hand	101,972	52,052
Cash at bank	1,656,643	963,230
Bank overdrafts	(7,328,451)	(4,013,779)
	(5,569,836)	(2,998,497)

Figures in brackets indicate deductions.

The Accounting policies and notes on pages 160 to 175 form an integral part of these financial statements.

Colombo
15th July, 2020

SIGNIFICANT ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS

1. CORPORATE INFORMATION

1.1 Domicile and legal form

Institute of Personnel Management Sri Lanka (INC) is an Institute incorporated in Sri Lanka by Law No.24 of 1976 of the National State Assembly whose name has been changed to, Chartered Institute of Personnel Management Sri Lanka (INC) under the Institute of Personnel Management Sri Lanka (Amendment) Act No. 31 of 2018 with effect from 28th September 2018. The registered office and principal place of business of the Institute are located at No.43, Vijaya Kumaranathunga Mawatha, Colombo 05.

1.2 Principal activities and nature of operations

The principal activity of the Institute is providing professional services relating to personnel management.

1.3 Date of authorization for issue

The financial statements for the year ended 31st March, 2020 were authorized for issue by the Executive Council of the Institute on 15th July, 2020.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

2.1 General accounting policies

2.1.1 Basis of preparation

These financial statements presented in Sri Lanka Rupees have been prepared under the historical cost convention except for financial assets, which are stated at their fair value.

2.1.2 Statement of compliance

The statement of financial position, statement of

comprehensive income, statement of changes in equity, statement of cash flows and notes to the financial statements together with accounting policies of the Institute as at 31st March, 2020 and for the year then ended, comply with the Sri Lanka Accounting Standard for Small and Medium-sized Entities. (SLFRS for SMEs)

2.1.3 Comparative information

The accounting policies have been consistently applied by the Institute and are consistent with those of the previous year. The previous year's figures and phrases have been re-arranged wherever necessary to conform to the current year's presentation.

2.1.4 Functional and presentation currency

The financial statements are presented in Sri Lanka Rupees (Rs) which is the organization's functional and presentation currency.

2.1.5 Materiality and aggregation

Each material class of similar items is presented separately in the financial statements. Items of a dissimilar nature or function are presented separately unless they are immaterial.

2.1.6 Significant accounting judgments, estimates and assumptions

The preparation and presentation of financial statements in conformity with SLFRS for SMEs, requires management to make judgments, estimates and assumptions that affect the application of accounting policies and reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates and judgments used.

Estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognized prospectively.

The most significant areas of estimation uncertainty and critical judgments in applying accounting policies that have the most significant effects on the amounts recognized in the financial statements of the Institute are as follows:

2.1.6.1 Useful economic lives of property, plant and equipment

The Institute reviews the residual values and estimated useful lives at each reporting date. Judgment of the management is exercised in the estimation of these values and rates.

2.1.6.2 Impairment of non-current assets

The Institute tests annually the indicators to ascertain whether non-current assets have suffered any impairment in accordance with the accounting policy stated in note 2.2.1.8. These calculations require the use of estimates.

2.1.6.3 Impairment of receivables

The Institute assesses as at the reporting date whether there is objective evidence that receivables have been impaired. Impairment loss is calculated based on a review of the current status of existing receivables and historical collections experience. Such provisions are adjusted periodically to reflect the actual and anticipated impairment.

2.1.7 Going concern

The members of the Council have made an assessment on the Institute's ability to continue as a going concern and they do not intend either

to liquidate or to cease trading.

2.2 Assets and bases of their valuation

2.2.1 Property, plant and equipment

2.2.1.1 Cost

Property, plant and equipment are recorded at cost less accumulated depreciation and less any impairment in value.

2.2.1.2 Cost and valuation

All items of property, plant and equipment are initially recorded at cost. Where any item of property, plant and equipment is subsequently revalued, the entire class of such assets is revalued. Revaluation is carried out with sufficient regularity to ensure that their carrying amounts do not differ materially from their fair values as at the date of the statement of financial position. Subsequent to the initial recognition of an asset, property, plant and equipment are carried at historical cost or, if revalued, at the revalued amounts less any subsequent depreciation. Additions to property, plant and equipment subsequent to the last revaluation are carried at cost less any subsequent depreciation.

2.2.1.3 Subsequent expenditure

Subsequent expenditure is capitalized only when it increases the future economic benefits embodied in the item of property, plant and equipment. All other expenditures are recognized in the statement of comprehensive income as an expense when incurred.

2.2.1.4 Depreciation

Provision for depreciation is calculated by using the

straight line method on all property, plant and equipment except for freehold land, in order to write off such amounts over the estimated useful lives of such assets. Land is not depreciated as it has an indefinite life time.

The principal annual rates used are as follows:

Assets category	Useful life time
Building	40 years
Furniture and fittings	10 years
Other equipment	6 2/3 years
Plant and machinery	4 years
Computer equipment	4 years

Depreciation of an asset begins when it is available for use.

The asset's residual values, useful lives and methods of depreciation are reviewed and adjusted, if appropriate, at each financial year.

2.2.1.5 Restoration costs

Expenditure incurred on repairs or maintenance of property, plant and equipment in order to restore or maintain the future economic benefits expected from the originally assessed standard of performance is recognized as an expense when incurred.

2.2.1.6 De-recognition

An item of property, plant and equipment is de-recognized upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on de-recognition of the asset is calculated as the difference between the net disposal proceeds and the carrying amount.

2.2.1.7 Intangible assets

An intangible asset is recognized if it is probable that future economic benefits that are attributable to the asset will flow to the entity and the cost of the asset can be measured reliably.

Intangible assets acquired separately are initially recognized at cost. Subsequent to initial recognition intangible assets are carried at cost less any accumulated amortization and any accumulated impairment losses.

Subsequent expenditure on intangible assets is capitalized only when it increases the future economic benefits embodied with these assets. All other expenditure is expensed when incurred.

Intangible assets are de-recognized on disposal or when no future economic benefits are expected from their use. The gain or loss arising from de-recognition of intangible assets is measured as difference between the net disposal proceeds and the carrying amount of the asset.

2.2.1.8 Leasehold improvements

Leasehold improvements includes the cost of additions, alterations, remodeling or renovations incurred by the institute on our leased/rented premises, in order to bring them into the institute's desired or specific condition.

All leasehold improvements are amortized over the remaining life of the lease term or the life of improvement whichever is shorter.

2.2.1.9 Impairment of assets

At each reporting date, property, plant and

Significant Accounting Policies to the
Financial Statements *Contd.*

<p>equipment are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset (or group of related assets) is estimated and compared with its carrying amount. If the estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognized immediately in the statement of comprehensive income.</p> <p>If an impairment loss subsequently reverses, the carrying amount of the asset (or group of related assets) is increased to its recoverable amount, but not in excess of the amount that would have been determined had no impairment loss been recognized for the asset (group of related assets) in prior years. A reversal of an impairment loss is recognized immediately in the statement of comprehensive income.</p> <p>2.2.2 Inventories</p> <p>Inventories are valued at the lower of cost and net realizable value, after making due allowances for obsolete and slow-moving items. Net realizable value is the price at which inventories can be sold in the ordinary course of business less the estimated cost of completion and estimated cost necessary to make the sale.</p> <p>2.3 Financial instruments</p> <p>2.3.1 Financial assets</p> <p>2.3.1.1 Trade and other receivables</p> <p>Trade and other receivables are recognized initially at the</p>	<p>transaction price. Subsequently, they are measured at transaction cost less provision for impairment. Services are made on normal terms and most of the services are made on the basis of normal credit terms, and the receivables do not bear interest.</p> <p>Where credit is extended beyond normal credit terms, receivables are measured at amortized cost using the effective interest method. At the end of each reporting period, the carrying amounts of trade and other receivables are reviewed to determine whether there is any objective evidence that the amounts are not recoverable. If so, an impairment loss is recognized immediately in the statement of comprehensive income.</p> <p>2.3.1.2 Cash and cash equivalents</p> <p>Cash and cash equivalents are defined as cash in hand, demand deposits and short term highly liquid investments, readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value.</p> <p>For the purpose of the cash flow statement, cash and cash equivalents consist of cash in hand, deposits in banks and investments with short maturities. i.e three months or less from the date of acquisition less bank overdrafts.</p> <p>2.3.1.3 Other financial assets</p> <p>2.3.1.3.1 Financial assets at fair value through profit or loss (FVTPL)</p> <p>Financial assets at FVTPL comprise of investments in equity securities. They are initially recognized at transaction price. After initial</p>	<p>recognition, investments in equity securities that are publicly traded, are measured at fair value with changes in fair value recognized in profit or loss.</p> <p>2.3.1.3.2 Financial assets at amortized cost</p> <p>Financial assets at amortized cost investments in fixed deposits and capital savings accounts. These investments are initially recognized at transaction price and subsequently measured at amortized cost using the effective interest rate (EIR) method less impairment if any.</p> <p>2.4 Financial liabilities</p> <p>Financial liabilities are initially recognized at the transaction price (including transaction costs).</p> <p>2.4.1 Trade payables</p> <p>Trade payables are obligations on the basis of normal credit terms and do not bear interest.</p> <p>2.4.2 Interest bearing liabilities</p> <p>Interest bearing liabilities are subsequently measured at amortized cost using the effective interest method.</p> <p>2.4.3 Retirement benefit obligation</p> <p>a) Defined contribution plans-EPF and ETF</p> <p>Employees are eligible for Employees' Provident Fund Contributions and Employees' Trust Fund Contributions in line with respective statutes and regulations. The institute contributes 12% and 3% of gross emoluments of employees to the Employees' Provident Fund and to the Employees' Trust Fund respectively.</p>
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<p>b) Defined benefits plans – Gratuity</p> <p>Provision is made in the financial statements for retirement gratuity payable as per the Payment of Gratuity Act No.12 of 1983. The liability is not externally funded nor is it actuarially valued.</p> <p>2.4.4 Provisions</p> <p>Provisions are recognized when the Institute has a present obligation (legal and constructive) as a result of a past event, where it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.</p> <p>3 STATEMENT OF COMPREHENSIVE INCOME</p> <p>3.1 Revenue recognition</p> <p>Revenue is measured at the fair value of the consideration received or receivable, net of discounts, rebates, trade discounts and sales-related taxes collected on behalf of the Government of Sri Lanka.</p> <p>3.2 Rendering services</p> <p>Revenue is recognized principally on an accrual basis and represents the values of services rendered to customers.</p> <p>3.3 Interest and dividend income</p> <p>Interest income is recognized on an accrual basis. Dividend income is recognized at the time the right to receive payment is established.</p> <p>3.4 Borrowing costs</p> <p>All borrowing costs are recognized in the statement of comprehensive income in the period in which they are incurred.</p>	<p>Interest expense is recognized on the basis of the effective interest method and included in finance costs.</p> <p>3.5 Income tax</p> <p>The provision for income tax is based on the elements of income and expenditure as reported in the financial statements and computed in accordance with the provision of the Inland Revenue Act No. 24 of 2017.</p> <p>3.6 Expenditure recognition</p> <p>a) Expenses are recognized in the statement of comprehensive income on the basis of a direct association between the cost incurred and the earning of specific items of income. All the expenditure incurred in the running of the business and in maintaining the property, plant and equipment in a state of efficiency has been charged to income in arriving at the profit for the year.</p> <p>b) For the purpose of presentation of the statement of comprehensive income the Council members are of the opinion that the function of expenses method presents fairly the elements of the Institute's performance and hence, such presentation method is adopted.</p> <p>3.7 Off statement of financial position and statement of comprehensive income items</p> <p>3.7.1 Events occurring after the reporting date</p> <p>All material events occurring after the reporting date have been considered and where necessary, adjustments to, or disclosures, have been made in the respective notes to the financial statements.</p> <p>3.7.2 Contingencies and unrecognized contractual commitments</p> <p>Contingencies are possible assets or obligations that arise from a past event and would be confirmed only on the occurrence or non-occurrence of uncertain future events, which are beyond the Institute's control.</p>
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NOTES TO THE FINANCIAL STATEMENTS

4. REVENUE

FOR THE YEAR ENDED 31ST MARCH 2020	2020		
	Income Rs.	Expenditure Rs.	Excess/ (Defecit) Rs.
Study courses			
FCHRM (Foundation course in HRM)	8,709,748	5,794,385	2,915,363
CCHRM (Certificate course in HRM)	120,728,774	42,697,284	78,031,490
PQHRM (Professional qualification in HRM)	332,760,299	129,324,472	203,435,827
NDTHRD (National diploma in training and HR development)	4,828,104	2,535,567	2,292,537
MSC (Master of Science - HRM and development)	24,984,709	13,296,415	11,688,294
BSc (Bachelor of Science - HR Management)	1,806,983	1,018,270	788,713
ECOSH (Executive certificate in occupational safety and health)	754,902	727,557	27,345
ECHRA (Executive certificate in HR analytics)	690,327	1,260,937	(570,610)
ECEL (Executive certificate in employment law)	1,239,706	1,956,922	(717,216)
Assignments - Business school	256,300	-	256,300
	496,759,852	198,611,809	298,148,043

5. COMMITTEE EXPENDITURE OVER INCOME

FOR THE YEAR ENDED 31ST MARCH 2020	2020		
	Income Rs.	Expenditure Rs.	Excess/ (Defecit) Rs.
National HR conference and events	24,467,296	24,219,999	247,297
Marketing department management and establishment of media centre	-	20,015,459	(20,015,459)
Consultancies and training division management	24,862,497	16,196,512	8,665,985
Applied research center development, great HR symposium and HR publications	880,759	3,251,836	(2,371,077)
Editorial	-	271,616	(271,616)
External relations and national HR initiatives	-	5,618,644	(5,618,644)
Finance and administration	-	200,543	(200,543)
ICT infrastructure and ICT security management	-	612,306	(612,306)
Business school	-	6,308,266	(6,308,266)
Member services and related events	1,144,141	9,470,925	(8,326,784)
Audit, legal and due diligence	-	207,832	(207,832)
Professional and academic services division and knowledge center management	-	2,941,907	(2,941,907)
Strategic plan implementation and administration	-	596,660	(596,660)
Standardisation, quality assurance, certification HR services unit management	-	29,368	(29,368)
College of past presidents	-	8,703	(8,703)
People development	-	1,502,588	(1,502,588)
World HR congress 2020	-	311,085	(311,085)
Infrastructure development and facilities management	-	260,904	(260,904)
	51,354,693	92,025,153	(40,670,460)

6. OTHER OPERATING INCOME

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Rs.	2019 Rs.
Interest income	12,692,879	16,557,661
Sundry income	1,375,713	844,887
Dividend income	-	3,052
Membership fees	3,059,750	2,382,636
Hall hire income	1,703,358	3,455,048
	18,831,700	23,243,284

7. FINANCE EXPENSES

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Rs.	2019 Rs.
Bank charges	306,314	158,200
Bank charges on accepting credit card payments	1,885,528	1,489,680
	2,191,842	1,647,880

8. INCOME TAX EXPENSE

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Rs.	2019 Rs.
Income tax provision for the year 8.1	11,617,113	13,103,762
	11,617,113	13,103,762

8.1 Reconciliation between current tax expenses and the product of accounting excess of income over expenditure

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Rs.	2019 Rs.
Excess of income over expenditure before taxation	80,015,734	98,359,806
Excluded amounts	-	(3,052)
Amounts considered as investment income	(12,692,879)	(20,002,709)
	67,322,855	78,354,045
Aggregate disallowable items	35,644,680	29,045,195
Aggregate allowable items	(35,057,873)	(33,803,648)
Assessable income from the business	67,909,662	73,595,592
Income from investment income	12,692,879	20,002,709
Total taxable income	80,602,541	93,598,301
Liable tax on taxable income at 14%	10,848,405	13,103,762
Liable tax on taxable income at 24%	768,708	-
Total tax	11,617,113	13,103,762

Notes to the Financial Statements *Contd.*

9. PROPERTY, PLANT AND EQUIPMENT

Description of assets	COST/VALUATION			DEPRECIATION			WDV	
	Balance as at 01.04.2019 Rs.	Additions during the year Rs.	Balance as at 31.03.2020 Rs.	Balance as at 01.04.2019 Rs.	For the year Rs.	Balance as at 31.03.2020 Rs.	Balance as at 31.03.2020 Rs.	Balance as at 31.03.2019 Rs.
Freehold assets								
Land	142,213,406	-	142,213,406	-	-	-	142,213,406	142,213,406
Building	255,256,455	-	255,256,455	69,457,140	6,381,412	75,838,552	179,417,903	185,799,315
Plant and machinery	30,781,161	-	30,781,161	21,339,314	3,421,406	24,760,720	6,020,441	9,441,847
Furniture and fittings	26,020,013	17,014,046	43,034,059	14,420,244	2,558,853	16,979,097	26,054,962	11,599,769
Library books	4,614,733	20,340	4,635,073	-	-	-	4,635,073	4,614,733
Office equipment	85,438,387	12,642,246	98,080,633	51,957,478	10,519,758	62,477,236	35,603,397	33,480,909
Computer equipment	25,068,893	6,231,825	31,300,718	17,579,137	3,793,266	21,372,403	9,928,315	7,489,756
	569,393,048	35,908,457	605,301,505	174,753,313	26,674,695	201,428,008	403,873,497	394,639,735

9.1 Leasehold Improvements

Description of assets	COST/VALUATION			AMORTIZATION		WDV	
	Balance as at 01.04.2019 Rs.	Additions during the year Rs.	Balance as at 31.03.2020 Rs.	Balance as at 01.04.2019 Rs.	For the year Rs.	Balance as at 31.03.2020 Rs.	Balance as at 31.03.2019 Rs.
Leasehold improvements	-	37,469,392	37,469,392.00	-	2,347,296	2,347,296.00	35,122,096
	-	37,469,392	37,469,392	-	2,347,296	2,347,296	35,122,096

10. INTANGIBLE ASSETS

Description of assets	COST			AMORTIZATION		WDV	
	Balance as at 04.04.2019 Rs.	Additions year Rs.	Balance as at 31.03.2020 Rs.	Balance as at 01.04.2019 Rs.	For the year Rs.	Balance as at 31.03.2020 Rs.	Balance as at 31.03.2019 Rs.
E-books for library	1,244,246	-	1,244,246	124,425	124,425	248,850	995,396
	1,244,246	-	1,244,246	124,425	124,425	248,850	995,396

Notes to the Financial Statements *Contd.*

11. FINANCIAL ASSETS AT AMORTIZED COST

As at 31st March		2020 Rs.	2019 Rs.
Investment in fixed deposits	11.1	109,659,121	126,918,430
Investment in capital savings accounts	11.2	14,195,724	56,732,940
		123,854,845	183,651,370

11.1 Investment in fixed deposits

Hatton National Bank PLC	66,485,096	68,965,399
Sampath Bank PLC (Money market account)	110,275	32,953,031
Seylan Bank PLC	43,063,750	25,000,000
	109,659,121	126,918,430

11.2 Investment in savings accounts

Hatton National Bank PLC - Capital savings account	14,195,724	56,732,940
	14,195,724	56,732,940

12. FINANCIAL ASSETS AT FAIR VALUE THROUGH PROFIT/LOSS

12.1 Investment in equity shares of listed entities

Name of the company	Number of shares as at 31.03.2020 Rs.	Fair value per share as at 31.03.2020 Rs.	Fair value as at 31.03.2020 Rs.	Fair value as at 31.03.2019 Rs.
Ceylon Investment Co.	6,104	29.10	177,626	222,797

13. TRADE AND OTHER RECEIVABLES/PREPAYMENTS

As at 31st March		2020 Rs.	2019 Rs.
Security deposits		1,498,440	1,433,440
Advance		10,945,811	4,890,616
Study courses and seminars fee receivable	13.1	240,707,402	188,924,211
Distress loans		1,459,136	4,229,850
Sponsorship and other receivable		874,317	2,612,984
Interest income receivable		3,823,441	7,534,464
Hall/stall booking - NHRC and exhibition		1,480,642	1,597,326
Deferred expenditure - MSC		7,689,734	11,541,098
Prepayments		3,790,666	1,746,160
Rent advance - Colombo		21,091,200	25,086,000
Refundable deposit - Kandy		200,000	600,000
Rent advance - Galle		1,200,000	1,320,000
Refundable deposit - Kurunegala		2,431,350	2,431,350
Irrecoverable debtors written off		-	(1,675,000)
Payments record from students received for course fees		(76,046,755)	(69,916,174)
		221,145,384	182,356,325

13.1 Study courses and seminars fee receivable

Gross receivable	242,112,850	190,329,659
Impairment	(1,405,448)	(1,405,448)
Net receivable	240,707,402	188,924,211

14. CASH AND CASH EQUIVALENTS

As at 31st March	2020 Rs.	2019 Rs.
Cash in hand	101,972	52,052
Savings accounts	1,656,643	963,230
	1,758,615	1,015,282

15. ACCUMULATED RESERVES

As at 31st March	2020 Rs.	2019 Rs.
Balance at the beginning of the year	540,730,267	455,474,223
Excess of income over expenditure during the year	68,398,621	85,256,044
Balance at the end of the year	609,128,888	540,730,267

16. OTHER FUNDS

	Balance as at 01.04.2019 Rs.	Additions Rs.	Utilisation /Transfers Rs.	Balance as at 31.03.2020 Rs.
Library fund	705,652	30,000	-	735,652
Jayantha Jayarathna gold medal fund	47,759	38,475	(83,152)	3,083
Death relief donation fund	852,221	42,247	(160,000)	734,469
	1,605,632	110,722	(243,152)	1,473,204

17. RETIREMENT BENEFIT OBLIGATIONS

As at 31st March	2020 Rs.	2019 Rs.
Balance at the beginning of the year	11,504,556	11,373,750
Provision for the year	1,627,523	2,823,056
Payments during the year	-	(2,692,250)
Balance at the end of the year	13,132,079	11,504,556

18. DEFERRED INCOME

As at 31st March	2020 Rs.	2019 Rs.
(PQHRM) - Professional qualification in human resource management	68,564,384	87,823,365
(CCHRM) - Certificate course in human resource management	11,905,000	10,597,876
(MSC) - Master of Science	17,704,767	24,712,417
(FCHRM) - Foundation course in human resource management	-	540,441
NDTHRD - National diploma in training and human resource development	5,785,763	2,425,998
(BSC) - Bachelor of Science - HR Management	2,129,630	3,909,314
(ECHRA) - Executive certificate in HR analytics	397,222	-
	106,486,766	130,009,411

Notes to the Financial Statements *Contd.*

19. OTHER PAYABLES AND ACCRUED EXPENSES

As at 31st March	2020 Rs.	2019 Rs.
Stamp duty payable	33,725	46,675
Audit fee payable	400,000	-
NBT payable	-	1,146,448
WHT Payable	-	654,382
ESC payable	-	680,755
Advance received	2,557,485	1,455,783
Library refundable deposits	1,807,386	1,723,014
Accrued expenses	41,036,046	61,357,747
	45,834,642	67,064,804

20. INCOME TAX PAYABLE

As at 31st March	2020 Rs.	2019 Rs.
Balance at the beginning of the year	8,910,543	(1,142,266)
Provision for the year	11,617,113	13,103,762
	20,527,656	11,961,496
Less: Tax credits		
Income tax paid during the year	(14,059,109)	(30,506)
WHT deducted at source	(783,486)	(694,794)
Economic service charge	(1,759,304)	(2,325,653)
Balance at the end of the year	3,925,757	8,910,543

21. RETENTION PAYABLE

As at 31st March	2020 Rs.	2019 Rs.
10% retention payable	2,591,868	954,777

22. BANK OVERDRAFTS

As at 31st March	2020 Rs.	2019 Rs.
Hatton National Bank PLC	7,328,451	4,013,779
	7,328,451	4,013,779

The overdraft with HNB is secured by lien over fixed deposits amounting to Rs.4,297,948/-.

23. COMMITMENTS AND CONTINGENCIES

a) Capital commitments

There were no capital expenditure commitments as at 31st March 2020 which require adjustment to or disclosure in the financial statements.

b) Financial commitments

There were no financial commitments as at 31st March 2020 which require adjustment to or disclosure in the financial statements.

c) Contingent liabilities

There were no contingent liabilities as at 31st March 2020 which require adjustment to or disclosure in the financial statements.

24. EVENTS OCCURRING AFTER THE REPORTING PERIOD

In January 2020, the world health organization declared the outbreak of the novel coronavirus (COVID – 19) as a “Public health emergency of international concern,” which continues to spread throughout the world and has adversely impacted it.

Many Countries around the world including Sri Lanka, have significant governmental measures being implemented to control the spread of the virus, including temporary closure of business, severe restrictions of travel and the movement of people. Though these measures are having a significant impact on all the industries, the entire institute staff has been working from home during this period to continue study programmes online and to start new online programmes, which was an added advantage being in the service sector. Even during a future lock down our technical infrastructure is ready to continue our normal operations on online platforms.

The Institute assessed its impact on the financial statements' line items as at 31st March 2020 due to Covid 19 and determined that no adjustments and specific disclosures are required. However, given the volatile business environment, the Institute will continue to monitor the impacts on its operations and take proactive measures to ensure that business continues as healthily as possible.

25. RELATED PARTY TRANSACTIONS

Payments are made in the ordinary course of business to any member of the Institute for certain specified activities. During the reporting period the following members of the Council have been involved in such activities at the request of the Council on behalf of the Institute.

Payments made to Council members during the reporting period (financial year)

	Name of the Council member	Nature of the transaction	2019/2020 Rs.
1	Mr. Sarath Jayasinghe *	Consultancy & Corp. Training	1,905,565
2	Mr. Ajith P Bopitiya *	Lecture and Paper Marking	1,139,850
		Consultancy & Corp. Training	54,000
		Membership discussions	26,000
		Lecture Competency Frame Work	675,000
3	Mr. W A Soloman Sumanasooriya *	Lecture and Paper Marking	1,103,825
4	Gp. Capt. Manoaj Keppetipola *	Lecture and Research Supervision	617,300
5	Mr. Ken Vijayakumar *	Lecture and Paper Marking	579,100
		Membership discussions	6,000
6	Mr. Priyantha Ranasinghe *	Lecture and Paper Marking	537,250
7	Dr. Chandana Jayawardena *	Lecture and Paper Marking	423,500
8	Col. Saman Jayawickrama **	Invigilation	222,650
9	Mr. Priyankara T Seneviratne *	Lecture and Interview	181,950
10	Mr. Dharshana Amarasiynghe ***	Lecture and Paper Marking	87,400
		Consultancy & Corp. Training	27,000
11	Shiwanthie Wijesuriya *	Lecture / Invigilation and Paper Marking	51,000
12	Mr. C. Hewapattini *	Assessment of New Lecturers	18,000
13	Mr. Namal Jayaweera *	Invigilation and Interview	16,100

* Transactions relating to these Council members were considered from 1st April 2019 to 31st March 2020 as they have been members of both Councils, 2018/2019 and 2019/2020.

** Transactions relating to these Council members were considered from 01st August 2019 to 31st March 2020 as they were appointed to the Council on 01st August 2019.

*** Transactions relating to these Council members were considered from 01st April 2019 to 31st July 2019 as they were not in the Council after 31st July 2019.

26. COMPARATIVE INFORMATION

Comparative information has been re-classified where necessary in line with the presentation requirements for the current financial year.

DETAILED STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST MARCH 2020	Note	2020 Rs.	2019 Rs.
Revenue	A	496,759,852	475,508,979
Direct expenses		(198,611,809)	(179,998,656)
Gross surplus		298,148,043	295,510,323
Committee expenditure over income	A.1	(40,670,460)	(37,935,446)
Other operating income	B	18,831,700	23,243,284
		276,309,283	280,818,161
Administration expenses	C	(189,180,253)	(175,580,964)
Promotional expenses	D	(4,921,454)	(5,229,511)
Finance expenses	E	(2,191,842)	(1,647,880)
		(196,293,549)	(182,458,355)
Excess of income over expenditure before income tax		80,015,734	98,359,806
Income tax expense		(11,617,113)	(13,103,762)
Excess of income over expenditure after income tax		68,398,621	85,256,044

ADDITIONAL NOTES TO THE FINANCIAL STATEMENTS

A) REVENUE

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Income Rs.	2020 Expenditure Rs.	Excess/(Defecit) Rs.
Study courses			
FCHRM (Foundation course in HRM)	8,709,748	5,794,385	2,915,363
CCHRM (Certificate course in HRM)	120,728,774	42,697,284	78,031,490
PQHRM (Professional qualification in HRM)	332,760,299	129,324,472	203,435,827
NDTHRD (National diploma in training and HR development)	4,828,104	2,535,567	2,292,537
MSC (Master of Science - HRM and development)	24,984,709	13,296,415	11,688,294
BSc (Bachelor of Science - HR Management)	1,806,983	1,018,270	788,713
ECOSH (Executive certificate in occupational safety and health)	754,902	727,557	27,345
ECHRA (Executive certificate in HR analytics)	690,327	1,260,937	(570,610)
ECEL (Executive certificate in employment law)	1,239,706	1,956,922	(717,216)
Assignments - Business school	256,300	-	256,300
	496,759,852	198,611,809	298,148,043

A.1) COMMITTEE EXPENDITURE OVER INCOME

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Income Rs.	2020 Expenditure Rs.	Excess/(Defecit) Rs.
National HR conference and events	24,467,296	24,219,999	247,297
Marketing department management and establishment of media centre	-	20,015,459	(20,015,459)
Consultancies and training division management	24,862,497	16,196,512	8,665,985
Applied research center development, great HR symposium and HR publications	880,759	3,251,836	(2,371,077)
Editorial	-	271,616	(271,616)
External relations and national HR initiatives	-	5,618,644	(5,618,644)
Finance and administration	-	200,543	(200,543)
ICT infrastructure and ICT security management	-	612,306	(612,306)
Business school	-	6,308,266	(6,308,266)
Member services and related events	1,144,141	9,470,925	(8,326,784)
Audit, legal and due diligence	-	207,832	(207,832)
Professional and academic services division and knowledge center management	-	2,941,907	(2,941,907)
Strategic plan implementation and administration	-	596,660	(596,660)
Standardisation, quality assurance, certification HR services unit management	-	29,368	(29,368)
College of past presidents	-	8,703	(8,703)
People development	-	1,502,588	(1,502,588)
World HR congress 2020	-	311,085	(311,085)
Infrastructure development and facilities management	-	260,904	(260,904)
	51,354,693	92,025,153	(40,670,460)

B) OTHER OPERATING INCOME

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Rs.	2019 Rs.
Interest income	12,692,879	16,557,661
Sundry income	1,375,713	844,887
Dividend income	-	3,052
Membership fees	3,059,750	2,382,636
Hall hire income	1,703,358	3,455,048
	18,831,700	23,243,284

Additional Notes to the Financial Statements Contd.

C) ADMINISTRATION EXPENSES

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Rs.	2019 Rs.
Professional charges	3,717,054	4,581,241
Medical expenses - outdoor	982,496	1,055,924
Staff incentives on attendance	40,000	22,000
Printing and stationery	892,001	1,008,204
Advertising expenses	431,521	207,683
Postage charges	536,391	614,450
Water	816,291	771,875
Communication charges	1,562,203	1,550,754
Electricity	11,561,572	10,148,912
Salaries and wages	64,221,184	56,068,324
Allowances - Transport and mobile	11,516,580	10,457,995
Allowances - Business school	3,541,794	3,154,088
Overtime/out of pocket allowance	4,285,873	3,774,959
E.P.F	7,706,285	6,801,513
E.T.F	1,926,571	1,684,005
Travelling expenses	942,724	959,122
Staff training and development	1,316,204	2,321,549
Office maintenance	2,689,626	2,463,245
Office equipment maintenance	3,674,301	4,018,267
Building maintenance	7,133,441	6,283,821
AGM expenses	1,466,527	3,094,298
Audit fee	400,000	677,559
Bonus payments	6,563,161	9,575,469
Janitorial expenses	4,650,144	3,189,668
Insurance - building/property	537,174	437,397
Insurance - medical	1,058,591	959,627
Depreciation & Amortization	29,146,416	21,755,306
Gratuity provision	1,627,523	2,823,056
Staff welfare	1,979,758	3,261,866
Miscellaneous expenses	8,862	48,125
Municipal rates	303,848	284,040
Library expenses	195,864	201,501
Stamp duty and other taxes	219,719	1,313,645
Institutional expenses	680,196	635,282
Fuel for generator	134,375	54,780
Subscription fees	134,219	101,550
Security charges	6,966,338	6,376,792
ISO/5S implementation expenses	909,016	617,401
Office rent	1,384,000	1,020,352
Irrecoverable debtors written off	1,250,000	1,013,928
ERP and license fee	-	151,716
Write off other receivables	25,239	-
Fair value loss on subsequent measurement of investment in equity securities	45,171	39,675
	189,180,253	175,580,964

D) PROMOTIONAL EXPENSES

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Rs.	2019 Rs.
Exhibition/career guidance and business development in the outstation	1,527,998	1,005,049
Advertisement expenses	177,838	288,072
Web maintenance and development	328,560	399,840
Sponsorships	535,000	262,500
Brochures and promotional materials	2,162,058	2,937,976
Compliments and gifts/donations	190,000	336,074
	4,921,454	5,229,511

E) FINANCE EXPENSES

FOR THE YEAR ENDED 31ST MARCH 2020	2020 Rs.	2019 Rs.
Bank charges	306,314	158,200
Bank charges on accepting credit card payments	1,885,528	1,489,680
	2,191,842	1,647,880

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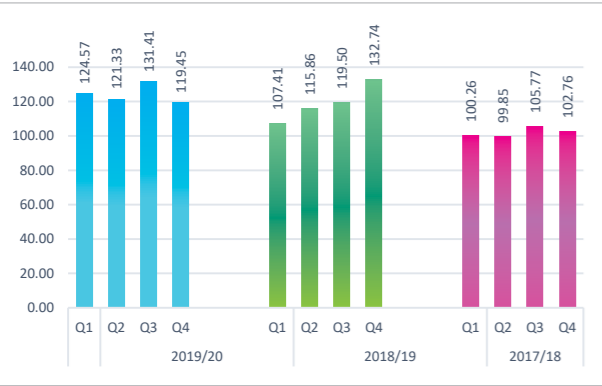
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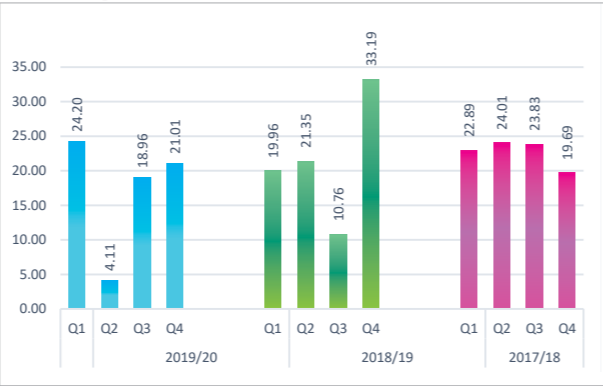
FINANCIAL PERFORMANCE
QUARTERLY BASIS

For the Quarter Ended	2019/2020					2018/19					2017/18				
	Q1 Rs.Mn	Q2 Rs.Mn	Q3 Rs.Mn	Q4 Rs.Mn	Total Rs.Mn	Q1 Rs.Mn	Q2 Rs.Mn	Q3 Rs.Mn	Q4 Rs.Mn	Total Rs.Mn	Q1 Rs.Mn	Q2 Rs.Mn	Q3 Rs.Mn	Q4 Rs.Mn	Total Rs.Mn
Income Statement															
Turnover	124.57	121.33	131.41	119.45	496.76	107.41	115.86	119.50	132.74	475.51	100.26	99.85	105.77	102.76	408.64
Gross Profit	77.10	67.82	81.41	71.81	298.15	63.63	69.07	73.54	89.27	295.51	67.52	65.51	72.02	65.13	270.18
Net Surplus	24.20	4.11	18.96	21.01	68.28	19.96	21.35	10.76	33.19	85.26	22.89	24.01	23.83	19.69	90.42
Balance Sheet															
Total Assets	759.33	748.80	769.02	789.90		722.96	758.51	753.15	764.79		626.51	647.55	640.93	694.42	
Total Equity	555.82	570.55	589.50	610.45		476.45	498.43	509.13	542.34		388.25	412.95	436.74	457.01	
Key Performance Indicators															
Gross Profit Ratio %	61.89	55.90	61.95	60.12	60.02	59.24	59.61	61.54	67.25	62.15	67.35	65.61	68.09	63.38	
Net Surplus Ratio %	19.42	3.38	14.43	17.59	13.74	18.58	18.43	9.00	25.01	17.93	22.83	24.05	22.53	19.16	
Current Ratio	1 : 2.05	1 : 2.49	1 : 2.89	1 : 3.78		1 : 1.37	1 : 1.39	1 : 1.11	1 : 1.67		1 : 1.15	1 : 1.36	1 : 1.39	1 : 1.51	
Quick Ratio	1 : 2.02	1 : 2.45	1 : 2.83	1 : 3.73		1 : 1.36	1 : 1.37	1 : 1.09	1 : 1.66		1 : 1.12	1 : 1.33	1 : 1.36	1 : 1.45	

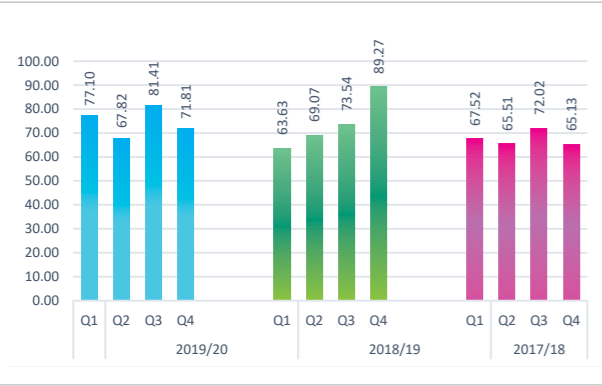
Turnover



Net Surplus



Gross Profit



REGIONAL CENTRES

CIPM KANDY
No. 155 A, William Copallawa Mw., Kandy.
Tel : 081 2238030 - 1
Email : cipmkandy@cipmlk.org

CIPM GALLE
No. 114, Wakwella Rd, Galle.
Tel : 091 2231106 | 091 2231116
Email : cipmgalle@cipmlk.org

CIPM KURUNEGALA
No. 46, Mihindu Mw., Kurunegala
Tel : 037 2231992 | 037 2231990
Email : cipmkurunegala@cipmlk.org

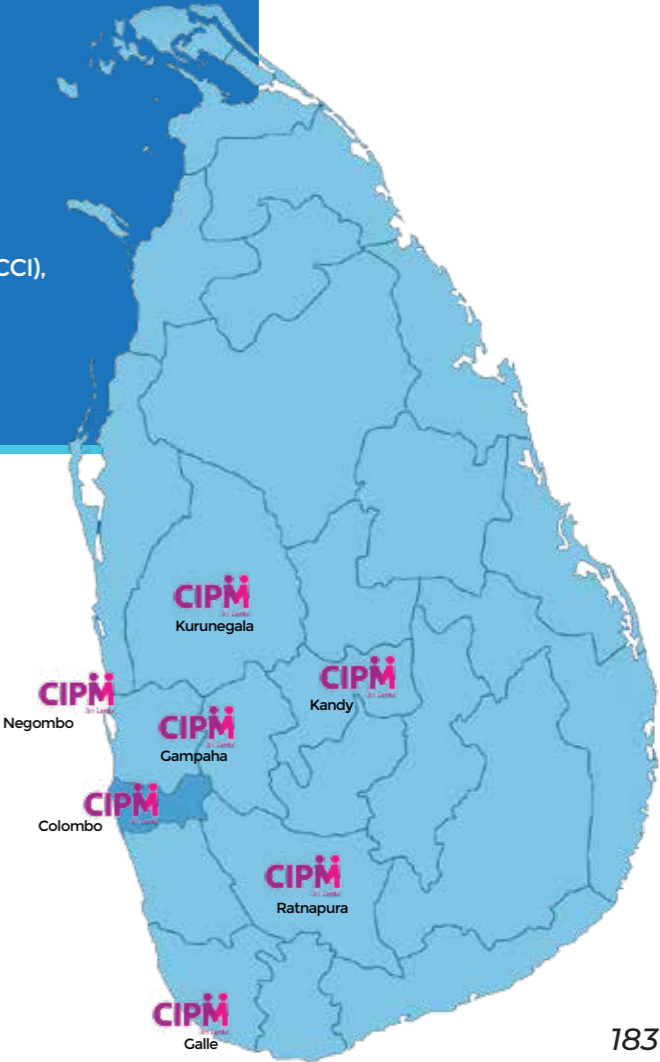
AFFILIATED STUDY CENTRES

CIPM NEGOMBO
AIMS College,
No. 349/2, AIMS College Building,
Main Street, Negombo.
Tel : 031 7388001 | 071 4196752
Email : cipmnegombo@cipmlk.org

Benedict XVI Catholic Institute,
495, Minuwangoda Road,
Bolawalana, Negombo
Tel: 031 2224422 | 043 12224333
E-mail: info@bci.lk

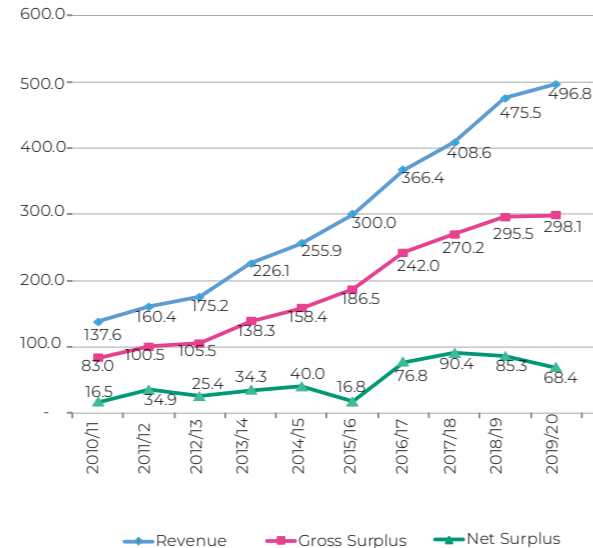
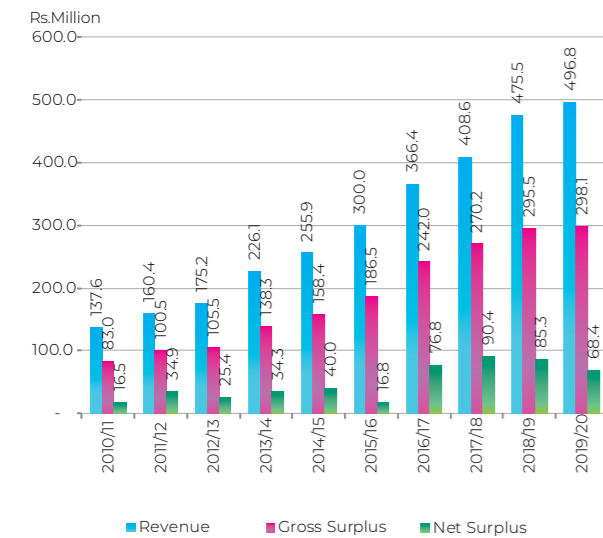
CIPM GAMPAHA
Institute of Professional Training & Development (IPTD)
No. 49/1/2, 2nd Floor, Yakkala Rd, Gampaha.
Tel : 033 3338486 | 071 5353294
Fax : 033 2234244
Email : cipmgampaha@cipmlk.org

CIPM RATNAPURA
Sabaragamuwa Chamber of Commerce and Industry (SCCI),
No. 1/8, Bandaranayaka Mawatha, Ratnapura
Tel: 071 8674822 | 045 2223283
Email: cipmratnapura@cipmlk.org



PERFORMANCE REVIEW (2010 - 2020)

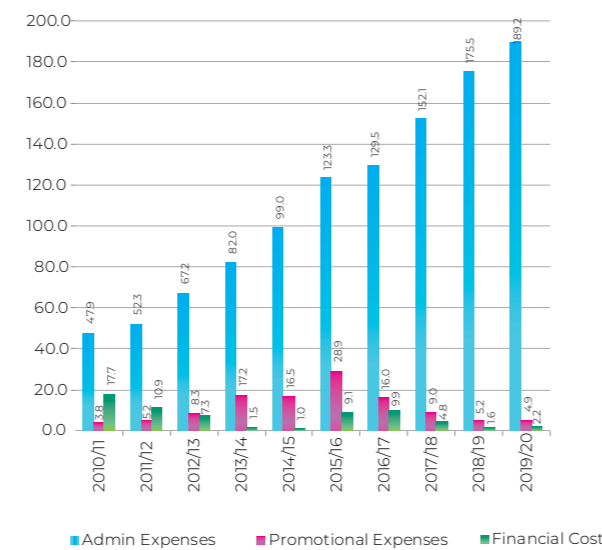
Financial Progress for the last 10 years



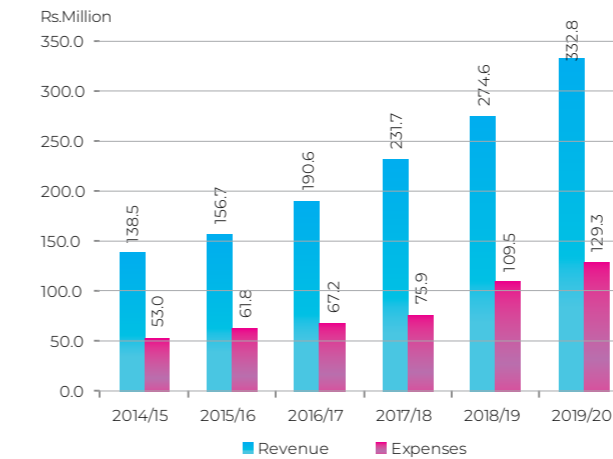
Assets & Equity for the last 10 years



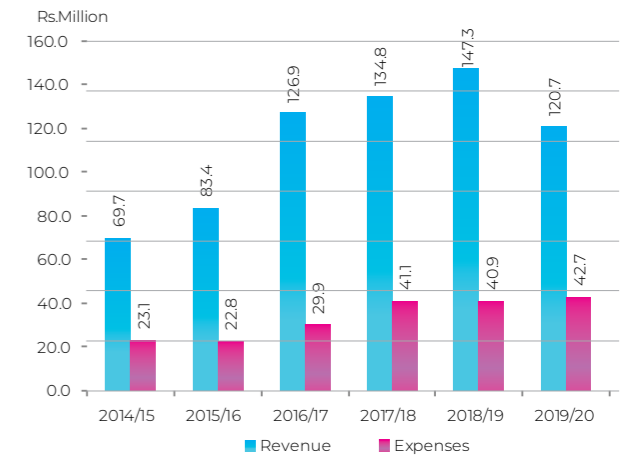
Administration & Other Expenses for last 10 years



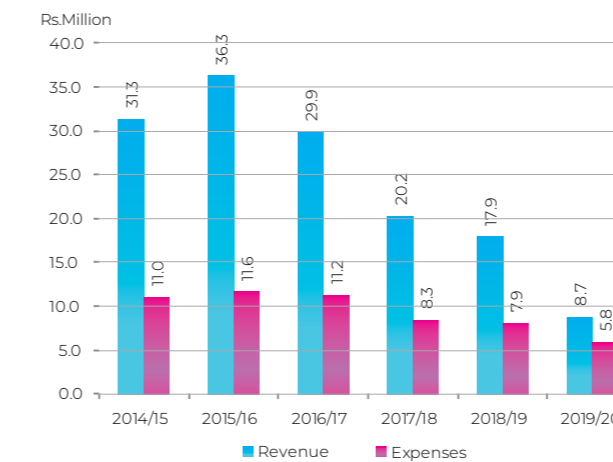
Professional Qualification in HRM (PQHRM)



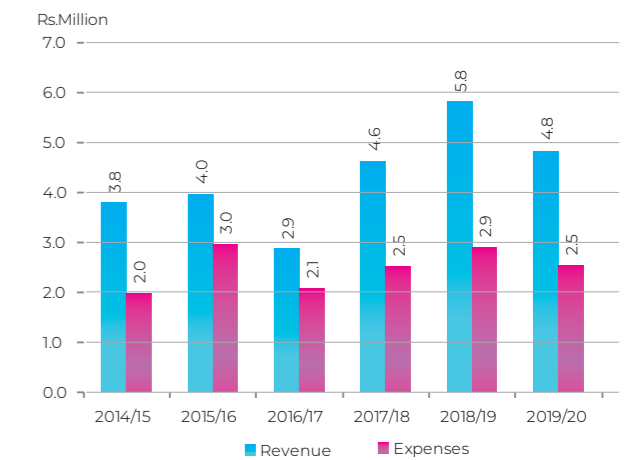
Certificate Course in HRM (CCHRM)



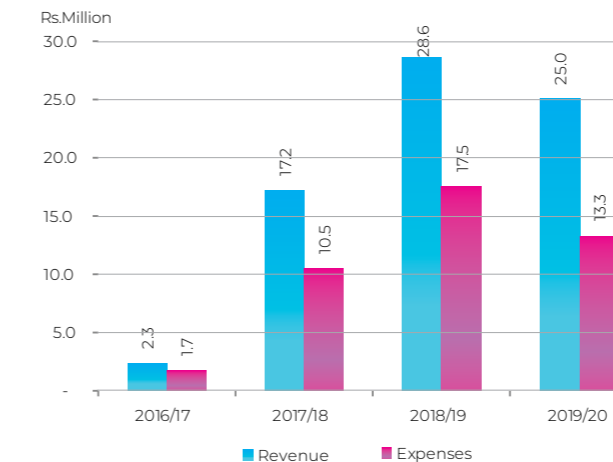
Foundation Course in HRM (FCHRM)



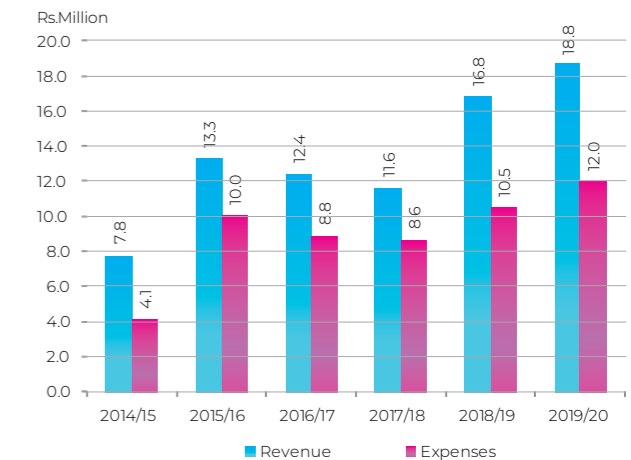
National Diploma in Training & Development (NDTD)



Master of Science (MSc)



Seminars & Workshops



NOTICE OF MEETING

ADVANCE NOTICE

Date: 9th June 2020

Dear Corporate /Non-Corporate Member

Notice Convening the Annual General Meeting of the Institute - 25th July 2020 (Saturday)

It is hereby notified to all Members of the Institute that the Annual General Meeting of the Institute will be held on 25th July 2020 at 16:00hrs. The venue will be Waters Edge (Grand Ballroom), 316, Ethul Kotte Road, Battaramulla.

The Agenda for the Annual General Meeting is indicated below:

1. Call meeting to order by the President, CIPM – Mr. Dhammika Fernando – Chartered MCIPM (SL).
2. Observe two minutes' silence as a mark of respect to commemorate members who had passed away.
3. Read notice convening the Annual General Meeting by Hony. Secretary, Mr. Ajith Bopitiya (Chartered MCIPM).
4. Apologies.
5. Roll Call announced by Hony. Secretary Mr. Ajith Bopitiya (Chartered MCIPM).
6. Consideration and adoption of Minutes of the last Annual General Meeting held on 27th July 2019.
7. Consideration and adoption of the Annual Report of the Institute covering the period August 2019 and up to July 2020.
8. Consideration and adoption of the Audited Statement of Annual Accounts of the Institute for the year ended 31st March 2020.
9. Consider any other resolution/s that was/were submitted conforming to specific period of time given and recommended by the Council.
10. President's Address.
11. Installation of the new President in office.
12. Address by the new President.
13. Election of an Auditor.
14. Appointment of the Election Committee.
15. Election of Office-Bearers.
16. Any other Business as the Council shall deem correct and appropriate.
17. Vote of Thanks by Hony. Secretary – CIPM.

You are kindly invited to be present.

By order of the Chartered Institute of Personnel Management Sri Lanka (Inc.)


Ajith Bopitiya
Hony. Secretary - (Chartered MCIPM)

CORPORATE INFORMATION

Name of the Institute

Chartered Institute of Personnel Management Sri Lanka (Inc.)

Legal Form

Founded in 1959

Incorporated by Act of Parliament No. 24 of 1976

Change of name by (Amendment) Act No. 31 of 2018

Registration Number of the Institute

P01/0362

Registered Address

"HR House",
43, Vijaya Kumaranatunga Mawatha,
Narahenpita, Colombo – 05

Contact Details

Tel : +94 11 2199988, +94 11 2768278, +94 11 2809902

Fax : +94 11 2819988, +94 11 2199975

Email : cipminfo@cipmlk.org

Web : www.cipmlk.org

Auditors

BDO Partners

Chartered Accountants

"Charter House"

65/2, Sir Chittampalam A Gardiner Mawatha,
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