

GROUP POLICY



Bangladesh SAP User Group

BDSUG

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1.0 Introduction

An SAP User Group is a not-for-profit, independent industry association that provides information, access and advocacy for SAP customers and professionals.

Made up of SAP customers and partners, it is dedicated to educating members, facilitating customer involvement, **experiences** and influencing SAP's products and strategy. While closely collaborating with SAP, the SAP User Groups represent the opinions and interests of local businesses and help SAP to move a step closer to truly understanding the needs and , **requirements, challenges encountered** by customers.

Bangladesh SAP user group (BDSUG) evolved as an independent philanthropic customer association aim to provide information, exchange and advocacy for SAP customers and professionals in Bangladesh. Amalgamation of SAP customers and registered partners in Bangladesh, BDSUG Influence, members are empowered to connect product challenges resolution, exchange experiences on product requirements and future development, establish working relationships with SAP and reduce total cost of ownership.

Bangladesh SAP User Group (BDSUG) has been formed on 16th April 2020 commenced by SAP India and SAP customers in Bangladesh.

2.0 Vision

To ensure all members have the opportunity to participate in a network of vibrant, meaningful, and growing user group communities.

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~~SAP eco-system ensure all members have the opportunity to participate in a network of vibrant, meaningful, and growing user group communities.~~

As a member of a BD SAP User Group, ~~you can:~~

- Share information and receive education about SAP products, solutions, technologies, and services
- Network with peers
- Learn how to optimize your SAP investment
- Help influence SAP's future product direction

3.0 Mission

- To advocate on behalf of both SAP and SAP customers by establishing a strategic partnership with SAP
- Enabling SAP and SAP users to exchange information of mutual interest and value
- Giving SAP users an opportunity to share experiences, knowledge and ideas
- Providing SAP with user feedback in all technical and functional areas of interest

4.0 Policy Owner

Bangladesh SAP User Group – BDSUG is the owner of this Policy

5.0 Policy Scope

- Membership Criteria
- Core Committee Formation
- Election Procedure
- Group Operating Procedure

6.0 Related Policies

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Membership Policy:

A membership database will be maintained in the website and visible to all registered members. Membership can be categorized into two subtypes:

- Delegates:** In this category, representatives from SAP Customer companies and Partner Companies will earn membership from BDSUG. Delegates will be the driving force of this organization.
 - Corporate Delegates:** Any company who are SAP Customer in Bangladesh are eligible to nominate their representative as a Delegate. Each company can nominate only one representative as their delegate.

Scope:

- Voting Right
- Spokesman of the SAP Customer Companies
- Influence Core Committee decisions
- Suggestion on Product and Solutions
- Update group about new Project and Lead

Inclusion/Exclusion Criteria:

- Every delegate should register themselves in the BDSUG website against their representing company. Scanned copy of the Approval from Company Authority required at the time of registration.
- In case of Job Switch, termination or any other reason if the company changes his/her nomination as delegates, should officially inform Core Committee and provide substitution. The newly nominated person need to be registered as delegate and the previous person's membership will be changed to **General Member** status from **Delegates**.
- **Partner Delegates:** SI and SAP Consultancy Company having registered office in Bangladesh can nominate their representative as a Delegate. Each company can nominate only one representative as their delegate.

Scope:

- Update group about new product and solutions
- Organize Training & Workshop
- Event Sponsorship

Inclusion/Exclusion Criteria:

- Every delegate should register themselves in the BDSUG website against their representing company. Scanned copy of the Approval from Company Authority required at the time of registration.
- In case of Job Switch, termination or any other reason if the company changes his/her nomination as delegates, should officially inform Core Committee and provide substitution. The newly nominated person need to be registered as delegate and the previous person's membership will be changed to **General Member** status from **Delegates**.
- Delegates from Partner Company must be a Bangladeshi National.

2. **General Member:** In this category, all interested **SAP Users** from SAP Customer & partner companies can earn membership from BDSUG. Any individuals who are working with SAP are welcome to earn membership in BDSUG. Prospective Customers can also join as member after getting approval from Admin panel.

Joining Procedure:

- Every member should register themselves in the BDSUG website. While registering they need to select the Delegates who will actually verify their membership criteria. Admin panel of BDSUG website will approve the user membership after validating with respective Delegates.

While registering, **General Members** will identify themselves as following:

- **SAP Users:** Employees of the companies who are using SAP solutions can identify themselves under this category. Cross functional users such as finance, supply chain, manufacturing, sales etc are encouraged to earn membership.

Scope: Training, Content Contributor, Knowledge discussions, Write-ups

- **Individuals & Freelancer:** Individual and freelancer who are contributing in this industry with their SAP knowledge and skill can be member with recommendation from all Core Committee members.

Scope: Training, Content Contributor, Knowledge discussions, Write-ups

- **Advisory Members:** Directors, Shareholders, CEO of the Companies who are using SAP can join as Advisory Members. Advisor can be selected by recommendation from all Core Committee members.

Scope: Word as group advisor, Election Monitoring, Maintain Government Channel, Media Relations, Knowledge discussions.

Core Committee Formation policy:

Core committee need to be formed comprising of 6 to 8 Members. Members will be elected by nominations/voting by **Corporate Delegates**.

Criteria for Nomination as Core Committee Member:

1. Must be a Bangladeshi National
2. Should be a delegate of SAP Customer company
3. Should have firm experience of working in a SAP Customer Company in a position that deals with SAP Solutions
4. SAP Product knowledge
5. Ability to spare appropriate time for BDSUG operations

Election Policy:

1. Direct online voting can be applied for holding elections for the core committee members
2. Different weightage of vote for different category member
3. Election interval will be 3 years
4. SAP Team will be act as an Election Commissioner

Scope of Core Committee:

- Decide on the Membership Criteria
- Monitor and control social media group
- Arrange dialog with SAP regarding Product & Strategy
- Arrange Monthly / Yearly / Occasional group Meet-up

- Arrange Workshop and Training with SAP collaboration and engage partner wherever required

Social Media Policy:

Every Member will also be included in the official Social Media group (WhatsApp, Facebook, and LinkedIn). As per group policy they should agree that they will not:

- Post irrelevant, trending, religious or political contents, meme, pictures etc.
- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.
- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy of publicity) unless you own or control the rights thereto or have received all necessary consents.
- Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages.
- Conduct or forward surveys, contests, pyramid schemes or chain letters.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- Restrict or inhibit any other user from using and enjoying the Communication Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular Communication Service.
- Harvest or otherwise collect information about others, including e-mail addresses, without their consent.
- Violate any applicable laws or regulations.

7.0 Group Operating Procedures

- Core Committee meeting will be arranged on Monthly basis.
- Group members Meet-Up on quarterly basis
- Two WhatsApp group will be maintained. One for All group members and another will be restricted to Core Committee.
- Facebook, LinkedIn Group/Page and website will be maintained. Admin/Moderator will be selected by Core Committee. This groups should be open for all SAP Members / users and will be used as knowledge hub of the group.
- Emphasize on virtual platform and social media for knowledge sharing & skill development.
- All group members will contribute with their knowledge base contents, idea, experience and solutions.
- Any contents in the social media will be shared and published after approved by Admin Panel
- Financials: The organization will run by its member's contribution. Membership fees, sponsorship and contribution from partners and vendors are the source of finance.
- www.bdsug.org website will be maintained by a designated Admin panel.
- Presence in Digital Media :

8.0 Exhibits / Appendices / Forms

- Membership form
- Content sharing process and approval

9.0 Supporting Information

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