

**14th Board meeting of the
Humanitarian Accountability Partnership
10th October 2008
Maison Internationale de l'Environnement 2, Genève**

Draft Minutes

Present

Mary Anderson
Matthew Carter
Rezaul Chowdhury
Lisa Henry
Andreas Kamm (Chair)
Jemilah Mahmood
Jonathan Mitchell (Treasurer)
Mamadou Ndiaye

Apologies

Antonio Donini (Vice-Chair)
Matthew Frost

Attending from the Secretariat

Nicholas Stockton
Jamie Munn (minutes)
Pascale Guillot (for Agenda item 5)

The 14th Board meeting was opened at 9.30 following on from an executive session held from 8.30.

1. Welcome

The Chair welcomed new Board members. Lisa Henry and Rezaul Chowdhury expressed their appreciation to the Secretariat for the previous day's induction programme. The Board thanked NS and the Secretariat for their hard work and achievements over the year, and expressed its continued support.

2. Confirmation of agenda

NS noted a change from the original copy sent out: the item inclusion on the authorisation of the Pakistan Liaison Office (paper distributed)

DECISION: Revised agenda adopted

3. Minutes of the 13th Board Meeting

DECISION: Minutes of the 13th meeting approved, subject to references to GH Forum in item 2 (b) being amended to GH Platform

4. Matters arising for 13th Board

(a) Item 4a: Independent board members – nominations

NS: Nominations for two independent board members (disaster survivor category) are still being sought.

JMi: Possible nominee to be followed up: Firoze Manji

LH: Possible nominee, Ageyedho Ewogo

MN: will forward his nominee to NS to follow up via email

ACTION: follow-up by Board members with respect to those named. NS available to brief potential candidates as referred to him by members of the General Assembly.

(b) Item 4b: Q&A Chairs – GHP meeting (Global Humanitarian Platform)

JMa reported to the Board that the USG for Humanitarian Affairs turned down the proposal to invite HAP

(c) Item 4c: Board Insurance
NS: AIG insurance for Board liability has been acquired.

(d) Item 4g: Compliance verification options (for large/complex members)
JMi: No deadline had been set for the proposed consultation amongst the larger members and this had not yet taken place.
NS: the completion of UNHCR's Standard Baseline Analysis UNHCR demonstrates the scalability of the certification process.
AK: suggested a working group to discuss the comparative experiences with UNHCR. MC, MA and LH expressed their availability. NS put forward Sheryl Haw from the Secretariat.
JMi: The forthcoming SCHR meeting provides and opportunity for the larger HAP members to identify any common issues or concerns constraining their entry into the certification process.

ACTION: JMi will report back from the SCHR prior to taking the issue forward or establishing a working group

(e) Item 5a: Board & CARB Elections
NS: process is underway

(f) Item 5c: Annual report disclaimer
NS: Confirmed that a disclaimer about the representativeness of the sample of disaster survivors had been added to the final version of the 2007 Humanitarian Accountability Report. However NS also put on record the fact that the quotations had been drawn from interviews conducted during 2007 by HAP staff with over 420 disaster survivors, and not just the 11 interviewed in Pakistan.

(g) Item 5e: CARB
NS: Confirmed the CARB ToR had been revised as proposed by the Board,
JMi: Asked how learning from the CARB would feed into the Standard Review process.

ACTION: Secretariat to ensure that learning from the CARB will be fed into the Standard Review Process

(h) Item 5f: Standard Review Process
NS: Presented revised paper with consideration to 13th Board discussion
MA: Proposed that "tracking impact" of the HAP Standard ought to be given greater prominence in the ToR
NS: impact will be evaluated through several studies in 2009, and findings from these will be available to the Standard review process.

ACTION: Secretariat will amend the final version of the Standard Review ToR to emphasise the need to assess the impact of the standard upon disaster survivors.

(i) Item 7: Financial Reports
NS: Confirmed that the 2009 accounting codes distinguish between grants (donations) and cost recovery revenue from services, as requested by the 13th Board meeting

(j) Item 8: Funding
Secretariat
NS: Outlined measures being taken to manage expenditure within actual income.

InterAction follow-up

NS: Explained that follow-up with InterAction would have been pointless as the OFDA & BPRM deadlines had already been passed by the time of the 13th Board Meeting. However, noted that HAP is completing the registration process to allow it to apply for US funding directly.

JMi: CARE International is very interested in SEA training and suggested that CARE USA could become involved in fronting an application

NS: it would be helpful if members could inform the Secretariat if they become aware of funding opportunities

Netherlands

JMi: will follow up with CARE Netherlands

NS: supplementary application was submitted but no reply yet received

Other members' support

JMi: GHD commissioned 2 studies on Humanitarian funding and suggested this would be the ideal time to go back to donors to talk about the impact of accountability in regards to the study

Summary of non-financial conditionalities

NS: The Board were satisfied that there are no problematic conditions attached to any of HAP's current revenue.

ACTION: NS to follow up with JMi on CARE USA; LH to follow up on DCA possibly fronting a future HAP application with ECHO; NS to circulate to the Board the 3 points from GHD that link to directly to quality and accountability.

(k) Item 9: Q&A Initiatives paper

NS: Noted the Sphere revision process includes a commitment to promoting inter-operability with the HAP Standard. Confirmed that the Myanmar joint deployment had brought Sphere and HAP closer together.

JMa: Suggested that ICVA, Sphere and HAP meet on lessons learned from the Myanmar experience.

JMi: Suggested that HAP feed into the UN real-time evaluation

NS: Proposed that due to positive progress being achieved through closer operational ties and through the pursuit of product inter-operability, the decision of the 13th Board meeting to commission a paper on further integration of the Q & A initiatives be reconsidered, as this might be misinterpreted as a bid by HAP to absorb others.

DECISION: the Board agreed that the proposal for the paper on further Q & A integration be shelved.

5. 2009-2010 Secretariat Budget and Workplan

a) Director's report and budget commentary:

The Chair expressed concern about the amount of work being undertaken by the Secretariat given the current staffing shortages.

NS noted that the Secretariat had proposed a significant reduction in activities and budget compared with the indicative 2009 plan approved by the Board in October 2007.

b) HAP Services List

NS introduced the *HAP Services and Price Guide*, noting that it was designed to achieve the cost-recovery targets of the strategic plan.

DECISION: The Board approved the new pricing policy while suggesting that it should be monitored closely and implemented flexibly.

c) 2009 – 2010 Workplan

d) 2009 – 2010 Budget (summary & detailed)

Items 5c & 5d taken together

The Treasurer recommended that the Board should assess whether the 2009-2010 Workplan is realistic, particularly regarding revenue.

NS assured the Board that the workplan and budget had been scaled back by 34% from the indicative 2009 plan and budget approved by the Board

NS drew the attention of the Board to the revised budget submission, which included an additional CHF 20,000 for the Annual Report. The net expenditure total proposed for 2008 was therefore CHF 2,186,848.

PG: presented the budget to actuals report for January to September 2008.

DECISION: The Board approved the 2009-2010 Budget and Workplan as presented.

ACTION: The Board requested the Secretariat to provide the total sum of days under each sub-section of the Workplan in the next workplan, and to include a column for actuals as well as the budget for the previous year in the next budget presentation.

e) 2009 – 2010 Membership Fees:

A revised proposal was submitted to the Board on 14/10/08. After further discussion, the Board adopted an amended fee structure for 2009.

DECISION:

- **The minimum fee will rise from 200 CHF to 500 CHF. A waiver of fees can be offered in cases of genuine hardship.**
- **Standard fee: CHF 2,000 per annum**
- **Small Agency fee: CHF 500 per annum**
- **The small agency fee will apply to members with an annual total expenditure of less than CHF 5,000,000, as recorded in the most recent 3 years audited accounts**

HAP Organigram

NS drew the Board's attention to the removal of the Development Services Director and the addition of a Programme Coordinator (field support) post. The overall headcount now projected remains as originally planned for 2009.

f) Selection of Auditor

The Secretariat recommended that Tony Lerch be reappointed as the HAP Auditor for the 2008 accounts.

DECISION: The Board approved the selection of Tony Lerch as the auditor for 2008.

ACTION: The Board requested the Secretariat to add the selection of the auditor for the 2009 accounts to the Workplan. A shortlist of recommended auditors for financial year 2009 should be submitted to the Treasurer by mid 2009.

6. Mid-term strategic review: ToR

NS noted that the ToR are designed to examine the assumptions of the strategic plan and the performance of the Secretariat to assess why most of the strategic targets are behind schedule. However, the Secretariat does not want to proceed with the review (mainly for reasons of cost) unless a suitable person is found. The Secretariat also suggested that members might also second a suitable person to conduct the review.

ACTION: Some names were suggested and the Secretariat agreed to follow these up.

7. Membership Application Review Procedure

NS outlined the key differences in the revised procedure tabled for consideration by the Secretariat.

DECISION: The Board approved the revised “step by step” membership review procedure dated 24 September 2008.

8. Authorisation to open Pakistan Liaison Office

It was noted that the Pakistan Office was experiencing difficulties in getting official recognition, and to facilitate this it was necessary for the Board to formally sign a document authorising the opening of a Liaison Office in Islamabad.

DECISION: The Board approved the opening of the Pakistan Liaison Office as requested.

9. Dates of future meetings

A request for a change of Board dates from Matthew Frost was considered.

DECISION: New Board and General Assembly dates were agreed as follows
7th General Assembly to 5-6 May 2009
15th Board meeting to 7 May 2009
16th Board meeting to 7 October 2009

ACTION: It was noted that the later date of the General Assembly would require the Secretariat to complete the printing of the 2008 Humanitarian Accountability Report before the 7th General Assembly. This will necessitate the Board reviewing the draft HAP Secretariat annual report by late March 2009, and member agencies submitting their accountability workplan implementation reports by the same date.

10. AOB

The Chairman thanked all those present and the session was adjourned at 3.50pm

These minutes are a fair and accurate record of the 14th Board Meeting

Chair:

Andreas Kamm

Date:

Treasurer:

Jonathan Mitchell

Date:

Appendix 1:

Executive Director's Report April to September 2008

- **Programme highlights:**
 - New full members: LWF, ACT and Naba'a
 - New associate members: People in Aid, CPDI Pakistan
 - HAP Standard Baseline Analyses completed: Christian Aid, Cafod, Concern, Muslim Aid, UNHCR (HQ)
 - Certifications completed: Tearfund and DanChurchAid
 - Introductory meetings with Merlin, Help Age International and many more in Myanmar and Bangladesh
 - Corrective actions confirmed (Danish Refugee Council and MERCY Malaysia)
 - New Emergencies Field Support: Myanmar (with Sphere) and follow up to Bangladesh
 - Investigation/Complaints handling training workshops in Thailand, Malaysia, Jordan, Ethiopia, Ababa, Haiti
 - Publication of "To Complain or not to Complain" – rethinking of BSO strategy
 - Five day HAP Standard training workshop in Islamabad
 - BSO Handbook revision
 - IASC Task Force on Complaints – HAP proposed as global watchdog on sexual exploitation and abuse by SC-UK – planning workshop scheduled for February 2009

- **Staffing:**
 - the fragile funding situation prevented the appointment of the Development Services Director.
 - In April the Policy Coordinator (Barb Wigley) began long-term sick leave. She is not expected to return to work until 2009.
 - In July the Regulatory Services Director (Katharina Samara-Wickrama) went on sick leave. Not expected to return until November 2008 at the earliest.
 - As economy measures, neither were replaced.
 - In August the Roving Representative (Monica Blagescu) moved home location from London to Juba and the Field Support Officer moved home location from London to Jakarta
 - From October, Monica Blagescu was appointed as acting Policy Coordinator and recruitment began for a new Roving Representative.

- **Funding:**
 - contracted income remained at a disappointing 44% of budget until early September
 - new grants from the Oak Foundation, SIDA and Oxfam helped to lift contracted revenue above 60% of the budget
 - rejections from Finland (HAP is not Finnish), New Zealand (HAP is not from NZ), Australia (lack of Australian NGO engagement/no money), ECHO (HAP is not an EU agency), Credit Suisse (no money), Switzerland (not a priority) and DFID (SEA not a priority).
 - Funding application to BPRM/OFDA blocked by failure to agree proposal with InterAction.
 - If approved, long-standing application to Norway and a supplementary grant request to Netherlands would raise 2007 income to about 76%. This is now best case scenario for 2008 outturn.