

**11<sup>th</sup> Board Meeting**  
**Maison International de L'environnement, Geneva**  
**27 April 2007**

**APPROVED MINUTES**

**Present**

Denis Caillaux (Chair) – CARE International  
Antonio Donini (Vice Chair) - Independent  
Ton Van Zutphen – World Vision International  
Shareen Dato' Abdul Ghani – MERCY Malaysia  
Amelia Bookstein – Save the Children UK  
John Farmer - Medair  
Jane Cocking – Oxfam GB  
Mamadou Ndiaye - OFADEC  
Mary B. Anderson - Independent

**Absent with apologies**

Andreas Kamm (Treasurer) - DRC  
Astier M. Almedom - Independent

**Resigned**

Harsh Mander - Independent

**Ex Officio**

Nicholas Stockton – HAP Executive Director  
Susanna Söderström - HAP Office Manager (Secretary)

The Board held an executive meeting from 08:40 to 10:15. The Board reconvened at 10:45 with the HAP staff in attendance.

**1. Approval of minutes from the 9<sup>th</sup> Board Meeting held in December 2006.**

Jane Cocking asked that p. 4, para 19. 'unspecified worries' be deleted. The minutes should refer to specific concerns that were raised about the word "covenant", about the hierarchy of principles, and the time the discussion of these would take. Draft Minutes approved subject to this modification.

**2. Draft Annual Report Comments**

The draft 2006 Annual Report was reviewed section by section. The Board discussion identified various general issues, most of which were concerned with the tone of the draft 2006 report. This was considered by some members to be too negative: too critical of the humanitarian system in general and too dismissive of the efforts of HAP's members in particular.

The Board agreed that further comments on the draft annual report should be submitted to the Secretariat within 2 weeks (by 11 April 2007).

The Board agreed that the final draft of the 2006 annual report would be reviewed by the Chair prior to being sent to the printers.

Other specific matters discussed covered:

**a. Research**

The Board members expressed desire to have more evidence to justify humanitarian accountability work.

HAP members that are also members of ALNAP should promote the HAP research agenda within that forum.

**b. Complaints-handling**

The transfer of Building Safer Organisations (BSO) to HAP means that members now have access to an expert witness capacity. BSO will maintain its own project bank account under HAP's existing contract with UBS.

The Board requested the Secretariat to circulate copies of the official document stating the details of the BSO merger with HAP, and its transfer from ICVA, once the accounts of BSO under ICVA have been finalised in June/July.

*The Board Meeting broke for lunch at 12:30 and reconvened at 13:20*

**c. Quality and Accountability Initiatives**

The multiplicity of accountability and quality initiatives was discussed. There was a proposal to revise the NEP protocol to include an integrated approach.

It was suggested that the Secretariat might focus on 6-8 priority countries in which member agencies might nominate accountability contact persons. Board members would have to stand behind deployment of HAP.

NGOs who are members of the quality initiatives should sit together and look at: points to agree on; complementarities and overlap; points in common which will help to build something stronger.

As a first step, the Chairs of the initiatives should meet and discuss direction, especially with regard to strengthening the relationship between Sphere and HAP.

The Chair would take these matters up with the chairs of the Q & A Initiatives in their forthcoming meeting during the Humanitarian Forum in Geneva.

**d. Accreditation/Certification**

Some members expressed concern that certification might take up too much of the Secretariat's time. The Secretariat pointed out that it was following the workplan, budget and strategic plan and accreditation policy, all approved by the board. Certification was just one of the 4 major strategic priorities. The Secretariat confirmed that it has no plan to make certification mandatory for members. However, all members are obliged to prepare either an accountability workplan or be certified against the standard, and in either case compliance monitoring by the Secretariat is mandatory.

The Board agreed that the Secretariat should circulate the questionnaire (as presented to the General Assembly) on future intentions concerning certification.

The Board requested Jane Cocking in collaboration with Antonio Donini to prepare a draft board policy paper for the next Board meeting.

The draft should outline the position of the HAP Board on a number of issues: humanitarian accountability in its broadest terms, membership, certification, the standard, accreditation, the statutes, experiences from agencies having been HAP certified versus ISO certified.

A first draft should be circulated to the Board and Secretariat by 30 May 2007.

**e. Accountability Workplans**

Widespread concern was expressed about the section on non-submission of accountability workplans. Some members expressed the view that non-compliant members should not be named in the annual report.

The Board requested the Chair to write to the Norwegian Refugee Council about their lack of participation in the Partnership, and ask them to reconfirm their membership by the next Board meeting.

**f. Complaints Handling**

It was noted that the 6<sup>th</sup> Board meeting (16.09.2005) decided to elect a new Complaints Handling Committee, but did not implement this resolution. The Board then formally nominated Ton van Zutphen, Andreas Kamm and Antonio Donini as members of the Standing Complaints Handling Committee, with John Farmer and Jane Cocking as alternates.

**3. Audit**

It was noted that the Audit report was already approved by the General Assembly on 26 April.

**4. Independent Board Members**

The Board expressed its desire to secure the engagement of independent Board members and to address their relatively poor record of attendance. The Board agreed that HAP should:

- Set up a Search Committee comprised of 3 full members, supported by the Secretariat, to recruit independent candidates for the Board and the Certification and Accreditation Board
- Advertise the vacant independent positions
- Cover all related costs and provide an appropriate daily subsistence allowance

The Chair will send a request to all full members for volunteers (3 in total) to serve on the Search Committee

**5. Date of Next Meeting**

As some members would be unable to attend the Board meeting scheduled for 25-26 October, a revised date of 15-16 October, with alternative dates of 15-16 November were proposed.

The Secretariat expressed a strong preference for the earlier dates to ensure that it was able to submit 2008-2009 funding applications to donors in good time.

*The meeting ended at 17:00hrs.*