

# **Humanitarian Accountability Partnership - International**

*"making humanitarian action accountable to beneficiaries"*

## **3<sup>rd</sup> GENERAL ASSEMBLY APPROVED MINUTES**

**April 27, 2005 – 9:00 to 12:30**

**Maison de l'Environnement II, Geneva**

### **1. Welcome from the Chair**

Full Members: Chair: Denis Caillaux, (Care International), Ellen Jorgensen (Women's Commission), Treasurer: Andreas Kamm (DRC), Ton van Zutphen (World Vision), Jasmine Whitbread (Oxfam), Mamadou Ndiaye (OFADEC), Nigel Timmins (Tearfund), John Farmer (Medair), Tim Alfred (CAFOD)

Associate Members: Niels Dabelstein (Danida),

Independent Members: Antonio Donini, Magda Ali

Absent: NRC, Sida, ACFID

Observers: Meinrad Studer (DDC), Jean McCluskey (Sphere), Paul Harvey (ODI)

Staff: Nicholas Stockton, Zia Choudhury, Maximilien Zimmermann, Noria Mezlef

### **2. Adoption of the Agenda**

The proposed agenda was adopted

### **3. Approval of Minutes of December 2004 General Assembly Meeting**

*Decision: The minute of the General Assembly held on 7 December 2004 was approved*

### **4. Matters arising**

There were no matters arising to be addressed

### **5. Chairman's Report**

Update on the issues addressed at the Board meeting held on 26 April 2005.

#### Funding

The financial viability of HAP-I should be addressed in two ways: **(1)** During the continuing "start up phase" (e.g. while HAP-I standards are developed and a system of accreditation and certification is explored) larger member organizations such as Care International, Oxfam GB or World Vision should be encouraged to provide more financial support over and above their membership fees. **(2)** From 2007, HAP-I will start to enter the "maintenance phase", from which time HAP-I will be less able to rely upon continuous institutional funding. New funding sources will then be needed. The Board decided to set up a working group to develop a long-term funding strategy, and in particular to look at the prospect for revenues from an accreditation/certification.

#### Relations with other accountability initiatives

The Chair expressed his opinion that until the various quality and accountability initiatives converge the practical application of humanitarian quality and accountability standards will enjoy only limited progress. It is important to recognize the tremendous progress that other initiatives have made, and that HAP-I's mission is to promote the application of these standards, not as a competitor but as a facilitator. The rejection of HAP-I's application to join the Sphere Management Committee illustrates the need for members to be consistent. Members of HAP-I that are also members of Sphere will discuss the issue at the next Sphere Management Committee. It is essential to start to have an integrated approach with Sphere but also with other inter-agency initiatives. The Board has agreed to explore the development of a strategic partnership with ICVA, in particular to see how their larger membership might provide the architecture for the HAP-I certification process.

#### Advocacy

The Chair explained that the Board believes that the members of HAP-I need to be more active in promoting the mission and vision of HAP-I, and thus the Board has decided to set up an Advocacy Working Group under the leadership of Antonio Donini, Ellen Jorgensen and Magda Ali to develop an advocacy strategy.

## **6. Treasurer' s Report**

The Audit report recommends the approval of the financial statements for the period June 1<sup>st</sup>, 2003 till December 31<sup>st</sup>, 2004. The positive balance carried forward is the result of prudent financial management while waiting for new funding for 2005-2006.

*Decision: The audit report approved by the General Assembly.*

## **7. Secretariat Revised Workplan and Budget**

The Secretariat workplan and budget were revised mainly to reschedule certain activities. The overall budget for 2005 was decrease by 3%. The four priorities originally identified are still valid in this revised workplan: (1) developing standards (2) researching the business case of accountability (3) implementing the "New Emergencies Policy" (4) exploring an accreditation/certification system. (A more detailed document describing these activities is available). The only new activities proposed are the appointment of a consultant to research and prepare a more ambitious Annual Humanitarian Accountability Report to capture the state of accountability within the sector, and the re-launching of HAP-I towards the end of 2006.

*Decision: (1) Revised workplan approved (2) Revised budget 2005-2006 approved (3) The Secretariat to prepare a briefing paper about HAP-I for advocacy and communications purposes (4) The Secretariat to prepare a HAP-I organigram*

## **8. Criteria for Independent board members**

HAP-I's Statutes require that one third of its board is composed of independent members, but so far that quota has never been met. In June 2004 the Board commissioned the Secretariat to review the selection criteria for independent board members as it felt that the original criteria might have been too restrictive. The Board had now recommended the adoption of the Secretariat's proposed new selection criteria.

*Decision: The General Assembly adopted the proposed simplified nomination criteria with the following modification under criteria 2: "Enhance the credibility and independence of HAP-I":*

## **9. Election of board members**

None

## **10. Any others business**

None

## **11. Date of Board meeting in 2006**

Next General Assembly to be held in Geneva in April 2006, the exact date will be communicate at a later stage.