

Humanitarian Accountability Partnership - International

"making humanitarian action accountable to beneficiaries"

7th BOARD MEETING January 31, 2006 – 10:00 to 17:00 Maison de l'Environnement II – Geneva

APPROVED MINUTES

Welcome and Introduction

Chair: Denis Caillaux (Care International)

Board Members: Belinda Coote (MAP), Ton van Zutphen (World Vision), Mamadou Ndiaye (OFADEC), John Farmer (Medair), Ivan Scott (Oxfam GB), Antonio Donini (independent), Harsh Mander (independent)

Absent: Treasurer: Andreas Kamm (DRC), Magda Ali (independent),

Staff: Nicholas Stockton, Noria Mezlef

Welcome new board members: Belinda, John and Harsh.
Ivan Scott attended in interim capacity for Oxfam

Decision: Secretariat to organise verbal briefing for new board members

Brief update on the Davos meeting attended by Denis: the issue of accountability is still a rhetorical issue, still a lot to do in term of advocacy to promote accountability to beneficiaries.

Adoption of Agenda

Agenda adopted

Approval of 6th Board Meeting

Minutes adopted

Matters arising (update of decision of 5th Board Meeting)

Fundraising and Advocacy: **(1)** With the slow process of the funding and advocacy working groups a consultant will be hired. The intention is not to take away the decision from the Board but to assist in developing a transparent strategy. **(2)** Despite the departure from Oxfam GB of the fundraiser supposed to assist the Secretariat, Oxfam GB reiterated its offer to "lend" a fundraiser to HAP-I but will need to have a better idea of the funding materials to be developed and the target.

Decision: (1) Secretariat to discuss with Oxfam regarding the fundraiser support

New Emergency Protocol

Decision: Secretariat to circulate the Protocol and Policy to be discussed internally within the members' agencies for approval

Director's Report - Comments

Report attached.

(1) The "New Emergencies Protocol" requires a focal point in each member agency. It appears to have worked well in setting up the Kashmir earthquake support operation. **(2)** Concern about the risk of a proliferation in the field of accreditation/certification bodies or mechanisms. **(3)** Member agencies will have the chance to check the accuracy of references to them contained in the Annual Report. **(4)**

Debates organised during the GA are well appreciated and should continue. **(5)** Plan to present the MTSP recommendations at the April GA.

Secretariat Workplan 2006-2007- Comments

(1) MTSP should present recommendation regarding simplification of the fees calculation and funding issue. **(2)** HAP-I/ECB relations: despite cordial and constructive relations concerns about the fact that both initiatives will produce similar manual: confusion and duplication will be counter-productive in the field. The Chair has discussed the issue with CEOs of Oxfam GB and World Vision Int. Cooperation between the two initiatives is essential, still lot of work to be done to move on the accountability debate and the two initiatives bring different strengths. Another effort should be made to find a solution to the “two manuals” problem in the forthcoming Nairobi workshop. Joint branding with ECB of the manual should be investigated. Compromise will be difficult on something HAP-I is obliged to do (monitoring compliance) and that ECB does not want to do. **(3)** The accountability workplan is an essential component of membership and should be retained. **(4)** Peer support meetings can be useful if planned well in advance. **(5)** Complaint handling critical to HAP-I’s credibility and it is now time to develop and publicise guidelines for complaints handling. **(6)** Should now begin to make more effort to expand HAP-I membership. Demonstrating that HAP-I’s members are working seriously on their own accountability is an important way to attract more members. Should look at the FairTrade experience for lessons in branding, complaints handling, membership etc. **(7)** The Annual Report will be a include a report on accountability within the sector as well as progress made by members and the Secretariat. **(8)** Need to improve the French version of the website, all essential documents should be translated, the language barrier is one of the main obstacles for southern organisations to get access to HAP-I

Decisions: (1) Revised 2006-2007 workplan approved. (2) HAP-I Secretariat to attend the ECB Nairobi workshop

Budget 2006-2007

Board members were informed that the Treasurer has examined the proposed budget and was satisfied with it.

Decision: Revised 2006-2007 budget approved.

Funding Update

(1) Foundations should be approached. **(2)** The Secretariat should consider appointing a professional fundraiser.

Membership fees - 20006

(1) Members annual expenditure for 2005 should be submitted to the Secretariat to calculate the 2006 membership fees.

Decision: Members to send their 2005 incomes before issuing 2006 invoices

AOB

Dates of 2006-2007 Board and General Assembly meetings

27 April 2006: 4th General Assembly

28 April 2006: 8th Board meeting

16 October 2006: 9th Board meeting

29 January 2007: 10th Board meeting