



MINUTES OF THE CHS ALLIANCE BOARD

28 May 2020

Virtual Meeting via Zoom

PRESENT:

Mohamed Almasri (MA), John Beverley (JB, treasurer), Allan Calma (AC), Matthew Carter (MC), Yegana Guliyeva (YG), Nick Guttman (NG), Coleen Heemskerk (CH), Thea Hilhorst (TH), Rehema Kajungu (RK), Jacqueline Koster (JK), Shama Mall (SM Vice Chair), Anne Cathrine Seland (ACS), Marina Skuric Prodanovic (MSP), Robert Sweatman (RS), Robert Tickner (RT, Chair)

IN ATTENDANCE:

Tanya Wood (TW, Executive Director/ED), H  l  ne Maillet (HM, minutes only)

INVITEES:

Rosa Argent (RA, Head of Membership & Communications), Patrick Hartmann (PH, Head of Finance and Administration)

1. PROCEDURAL MATTERS (paper 01)

The Board is requested to approve minutes of March Board meeting.

1.1. Apologies, welcome, declarations of interest and agenda

The Chair declared the meeting had been convened according to the Statutes. There were no apologies. The meeting was quorate. There was no declaration of interest.

1.2. Resignations from the Board

The Chair announced that two Board members have resigned from the Board.

- Makena Mwobobia has left ActionAid International Kenya and therefore has to resign from the Board.
- Nick Guttman will leave his position at Christian Aid in July and will need to resign from the Board. This was his last Board meeting.

Makena and Nick were thanked for their service and the great role they played as advocates for the CHS Alliance and the Standard. The Staff and Board members were sad to see them leave.

Resignations of Makena Mwobobia and Nick Guttman were noted by the Board.

1.3. Annual Report

The annual report was noted.

1.4. Agenda

The agenda was approved by consensus.

1.5. Minutes of last Board meetings (18-19 March 2020)

No correction was brought to the minutes.

The minutes of 18-19 March 2020 Board meeting were adopted as true and correct record of the meeting.

1.6. Action arising not appearing elsewhere on the agenda

Clarifications were requested on the following items.

Item 209: Board appraisal tool – ACS is leading on this and will present something to the September Board meeting.

Action:

- ◆ The Secretariat will convene a meeting with the other Board volunteers to progress this tool

Item 188: Localisation – the CHS Alliance will continue to advocate for localisation especially with regards to the current COVID-19 crisis.

The actions arising document was noted.

2. EXECUTIVE DIRECTOR REPORT (paper 02)

2.1. ED report

The ED informed the Board that a new AAP Manager, Gergey Pasztor, has joined the team.

Objective 1: Influence and commit

Update on the review of Donor Partner Capacity Assessments and the CHS

- ➔ findings to be shared shortly with the Board and with members in a webinar (two dates: 17 and 18 June).

Update on the Humanitarian Accountability Report (HAR)

- ➔ launch planned in September linked to the virtual CHS Exchange (15-17 September).

Action:

- ◆ *constitute a group of Board members who are also members of Sphere to discuss respective roles of the CHS Alliance and Sphere.*

Objective 2: Accountability and learning

Update on the launch of the new verification scheme and related tools

- ➔ communication plan includes updated website, leaflet, etc.
- ➔ Verification Advisory Panel: call for applications has been posted – approval of candidates at a future meeting

Action:

- ◆ *Board members to suggest candidate for the Verification Advisory Panel*

Objective 3: Learn & improve

ED thanked Jules Frost to pulling this relatively new team together and leading its work.

Update on PSEAH guidance

- ➔ the work is progressing.

Update on complaints

- ➔ ED thanked TH for her support re the research piece on COVID and complaints.

Update on training

- ➔ as the Alliance has been forced to cancel or postpone some face-to-face trainings, time is used to rethink our training model. Noted that some trainings have been/will be delivered online.

Objective 4: Enabling environment

Update on Finance policy – currently being updated and changes will be submitted to the Board later this year.

Discussion:

- Board members offered to support more dialogue with governmental Donors (including DFID, ECHO, SIDA).
- Interest was shown re PSEA guidance and index and the Alliance's link with the new UNICEF assessment tool.
- Reminded of the need to draft a paper on the complementarity between Sphere and CHS Alliance.
- On localization, the need for increased interconnection between local and international organizations was raised and the ED were reminded to keep attention on localisation
- On promoting the Alliance and the CHS, Board members requested that more webinars are organized to attract non-members, emphasizing the relevance of the CHS. They also requested that we ask members to facilitate face-to-face meetings in countries (esp. outside of London and Geneva) and that the Communities of Practice (COPs) are advertised on the Alliance's website for better visibility and to improve attendance.

Action:

- ◆ *Paper on complementarity between Sphere and CHS Alliance to be presented at the next Board meeting (September)*
- ◆ *Advertise COPs on website.*

The Chair thanked ED for her report. **The report was noted.**

3. COMPLAINT POLICY (paper 03)

The Board is requested to approve the Complaint Policy.

3.1. Complaint policy

JK summarized the process for revising the policy. The ED explained the main changes compared to previous policy, mentioned the tools for the procedure and flagged the next steps which are:

1. Note any additions / suggestions and move to adopting the policy
2. Develop the procedures (ToRs, flow chart, form and good practice guidelines)
3. Create the Secretariat team, confirm Board sub-committee and technical experts' group (TEG)
4. Monitor and report back to Board in Sept and Dec on how it is developing.

Discussion:

The discussion focused on areas needing more clarity (intent of the policy, possibility of appeal, scope, sensitive complaints, anonymous complaints). ED clarified the role and composition of the TEG as well as the difference between the governance, appeal and advisory roles of all the stakeholders (i.e. full Board, complaints committee, Secretariat and TEG).

The Chair thanked the group for its work on the policy.

The ED suggested the following way forward:

- draft policy to go through one more round of comments
- final draft re-submitted to the Board for final electronic approval before end of June

- work on the procedures and tools to continue.

The Board approved by consensus the suggestion of the ED on the way forward.

Actions:

- ◆ Review the policy with specific attention to the areas needing clarification and re-submit to the Board for final sign-off.

4. HUMAN RESOURCES (paper 03)

The Board is requested to approve the Staff rules and regulations.

Board members asked for some clarification on the text and suggested some changes regarding the sections on induction, whistleblowing and exit interviews.

The Board approved the Staff Rules and Regulations by consensus with the integration of the changes highlighted.

The approval of the Staff Rules and Regulations will imply that all staff, including the Executive Director, will sign a new version of their employment contract which will align with the Staff Rules and Regulations. This is only an administrative process and no critical parts of the contracts will be amended.

5. MNC REPORT (PAPER 06) (RA joined the meeting)

The Board is requested to approve four membership applications.

5.1. Membership applications

RS presented four membership applications and confirmed the MNC recommends their approval.

The Board approved, by consensus, membership applications of:

- Relief International (approval pending receipt of 2019 audited accounts)
- Syria Relief UK
- Aide et Action
- Joint Development Associates International

Action:

- ◆ Membership team to inform the members accordingly.

Minutes of the MNC of 12 May 2020 were noted. Membership lists and summary sheets were both noted.

5.2. Membership fee reduction

The MNC and FRAC recently met to discuss possible solutions to address the situation of members not being able to pay their membership fees or asking for reduction. Two options were presented to the Board.

Option 1 (reduction on request) is preferred by the Board. Board members requested to refine the proposal and suggested that all membership rights and benefits are retained during the period of fee reduction and that it is a transparent process.

The ED suggested the following way forward:

- the Secretariat refines the proposition

- the Board delegates the final sign off of the proposal to the chairs of FRAC and MNC
- the document is brought back to the Board in September (for noting) and perspectives for the fees in 2021 are presented and discussed in September.

The Board approved by consensus the above suggested way forward.

6. FRAC REPORT (paper 06) (PH joined the meeting)

Due to the COVID situation, the pipeline income has been reduced. This led to revising the budget in order to cover the potential loss of income. The senior management team will continue working on the budget to secure funding/generate income and review the budget to make more cost-savings, as necessary.

The membership fees were not invoiced as early as it could have been this year, though the level of recovery is not too unusual for this time of the year.

JB mentioned that another FRAC meeting will be planned towards the end of July to review the budget situation.

NG who will resign from the Board in July, has been an active member of FRAC. JB underlined his great contribution to the FRAC and called for volunteers for his replacement.

The Board noted the report from the FRAC by consensus.

7. BOARD PROCESSES (PAPER 07)

7.1. Governance Calendar

The next meeting will take place on 23-24 September 2020. It will be a virtual meeting over two mornings. December Board meeting will also be online.


8. AOB

Chair thanked everyone for their attendance.

End of the meeting


Robert Sweatman, interim Chair of
the Board


Hélène Maillet, minutes' taker


Matthew Carter, member of the
Board