

MINUTES OF THE CHS ALLIANCE BOARD
Monday 12 December 2022, 11.00 – 15.00 Geneva time
Virtual Meeting via Zoom

PRESENT:

Shahid Ali (SA), Michael Barnett (MB), Allan Calma (AC), Lola Gostelow (LG, Chair), Yegana Guliyeva (YG), Rehema Kajungu (RK), Shama Mall (SM, Vice-Chair), Sarah Pelicaric (SP), Meg Sattler (MS), Carly Sheehan (CS), Marina Skuric Prodanovic (MSP), Gloria Soma (GS), Michael Wickham Moriarty (MWM), Eoin Wrenn (EW)

IN ATTENDANCE:

Tanya Wood (TW, Executive Director/ED)

MINUTE TAKER:

Rosa Argent (RA)

APOLOGIES:

Coleen Heemskerk (CH), Matthew Carter (MC, Board Representative on the CHS Steering Committee)

ABSENT:

Susan Otieno (SO)

INVITEES:

Adrien Muratet (AM, Verification Lead), Audrey Rudny (AR, Finance Manager), Trude Strand (TS, Director of Policy), Ed Schenkenberg (ES – consultant on Verification Review)

1. Procedures (paper 01)

1.1. Apologies and declaration of interest

LG welcomed everyone and reiterated the CHS Alliance vision and goal.

Board members shared individual updates of their efforts to advance CHSA's work. Considerable work had been taking place including the CHS consultation hosted by CWSA in Bangkok last week.

The meeting was **quorate** and had been convened according to the Statutes. Apologies were noted. There was no declaration of interest.

1.2. Approval of agenda – for approval

The **agenda was approved by consensus**

1.3. Minutes of the Sept 2022 Meeting - for approval

The minutes of 15 & 16 September 2022 Board meeting were adopted as a true and correct record of the meeting

1.4. Minutes of the Sept GA – for approval

The minutes of General Assembly 2022 meeting (29 September 2022) were adopted as a true and correct record of the meeting

1.5 Actions arising document – for information

TW updated that Swiss commercial register change of signatories will be actioned in the new year, after the COO has started.

Staff Rules & Regulations will be presented to Board in March 2023

1.6 Confirming new committee members – for approval

New composition approved for the four committees:

Finance, Risk & Audit Committee: Michael Moriarty – Treasurer and Chair, Susan Otieno - Board member, Coleen Heemskerck - Board Member, Pierre-Henri – Non Board member

Membership & Nominations Committee: Susan Otieno - Board member – CHAIR, Shama Mall - Board Member, Rehema Kajungu - Board Member, Yegena Guliyeva – Board Member, Shahid Ali – Board member, Annerose Buche, Islamic Relief Germany – non Board member

Complaints Committee: Allan Callma – CHAIR (for one year)- Board Member, Michael Barnett – Board Member, Meg Sattler – Board Member, Carly Sheehan – Board Member

People & Culture Committee: Sarah Pelicarić – Chair - Board member; HR focal point, Shama Mall – Board Vice Chair, Michael Moriarty, Lola Gosteglow – Board Chair, John Beverley - independent

2. EXECUTIVE DIRECTOR REPORT (paper 02)

MB joined the meeting.

ED Report discussion

TW shared summary of the ED report. Main headline was that a number of key strategic items were started in 2022, with the new strategy, the revision process, membership dialogue and verification review and the recognition of the need to move to a more country and regional based approach in 2023. Additionally, the IASC co-chair role is allowing us to make broader connections with the wider accountability to affected people agenda.

YG raised question on how Board could implement recommendations in the Governing Well report. LG stressed need to keep this as important guiding document and welcomed views to build on workshop ideas raised in last meeting.

RK asked about numbers of national NGO going through independent verification or certification. TW responded that one new NNGO has entered an HQAI audit process and flagged the verification review coming which addresses this issue.

MSP stressed the importance of Alliance staff being more present in-country; TW shared this will be focus of next year and value of these perspectives is well understood.

LG thanked TW for her work to deliver this ambitious plan.

Action:

◆ *Invite Melissa Pitotti to join next meeting to explore how this Board can embody the CHS values based on Governing Well report recommendations*

3. CHS Revision – (paper 03)

Trude Strand (TS) joined session

3.1. Overview of plans for next year

TW gave update: around 2,500 inputs for revision process, new survey launched, donor and UN bilaterals starting.

Timeline is that an updated standard will be drafted by April 2023 and put out for consultation (regional consultations and country case studies), still with the anticipated launch end of next year.

3.2 Role of Board in process

Next year the Board will be asked to share more views on the content of the Standard via Matthew Carter, CHS Alliance Board representative, at the CHS Steering Committee.

MB reflected on the discussions in Bangkok and whether the standard might change significantly. TW agreed that we need a tighter narrative and manage expectations towards a “less heavy” simplified standard. Confirmed a donor roundtable will take place next year to engage them. SM highlighted need to strengthen the design of the consultations.

SM shared update on Steering Committee, which now has two co-chairs in place. Focus of SC has been on consultation process not the content or what is coming out. TW stressed need to invest in the Steering Committee as they play a critical role.

Board will be asked to share feedback on draft revised text via email or ad hoc meetings in Q1 of 2023.

Actions:

◆ *LG to follow up with MC on concerns about the functionality of SC meetings and creating feedback loop on minutes, actions to be documented and available*

◆ *dates for ad hoc meeting(s) of Board will be shared by secretariat*

4. Verification (paper 04)

Trude Stande (TS), Adrien Muratet (AM) and Ed Schenkenberg (ES) joined session

4.1. Update on initial findings

ES presented overview of findings. Interviews with key informants (approx. one third are from L or NNGOs) and survey with more than 165 responses.

Key findings are that awareness among L/NNGO of CHS is low. It is the value driven approach appeals. Capacity challenges to meet the Commitments is a strong consideration. Not all verifications options, are fit or relevant for NNGO. Need for clarity on what taking verification “to scale” means. Return on Investment is unclear beyond self-improvement.

Report with recommendations will be shared with Board.

ES left the meeting.

4.2. Process for next year

Discussion centred on what the review could mean for the CHS verification scheme.

First draft of report will be 19 Dec with the Alliance for fact checking. Communication plan will be designed in new year, thinking of role of VAP and Board, plus partners. Anticipated launch along with management response in February.

Michael B, Meg and Gloria left meeting

5. MNC (paper 05)

5.1. Affirming new members – for approval

SM presented nine applications recommended by the MNC for membership:

1. Research & Development Foundation, Pakistan
2. Sabawon (Social Action Bureau for Assistance in Welfare and Organizational Networking), Pakistan
3. Save Congo, Democratic Republic of Congo
4. Women Affairs Center, Gaza
5. AVSI Foundation Uganda country office, Uganda
6. Rural Community Development Society, Pakistan
7. Taakulo Somali Community, Somalia
8. READ Foundation, UK
9. Regional Psychosocial Support Initiative, REPSSI, Uganda

The Board approved the nine applications.

It was noted that if Board or MNC members (or their organisations) have written a reference this is a potential conflict of interest and they should abstain from the vote.

5.2. Members for removal – for approval

SM presented nine organisations recommended by the MNC for removal from the membership, following more than three years of non-payment and lack of engagement:

1. Sungi Development Foundation
2. Human Appeal
3. Humanitarian Initiative Just Relief Aid (HIJRA)
4. Amra Kaj Kory (AKK)
5. Association of Voluntary Actions for Society (AVAS)
6. Dushtha Shasthya Kendra (DSK)
7. Gana Unnayan Kendra (GUK)
8. Resource Integration & Social Development Association in Bangladesh (RISDA-Bangladesh)
9. SEDHURO (Socio-Economic Development & Human Rights)

The Board agreed with the recommendation to remove the nine members.

It was noted that the secretariat team and MNC had spent considerable time trying to engage with these members over a long period of time, with continued effort to understand the reasons for the lack of engagement.

Actions:

- ◆ *Secretariat team to follow up on membership approvals*
- ◆ *Secretariat team to formally notify members being removed due to non-payment of fees and lack of engagement, and noting that we would welcome their interest in rejoining at a future stage.*

MSP & YG left the meeting – meeting remained quorum.

5.3. Membership dialogue

Written report shared in pack but not discussed due to time constraints.

6. 2023 Plan (paper 06)

6.1. 2023 Plan and updated KPIs – for approval

TW shared highlights for 2023 plan, emphasising that the revision is the key focus with regional consultations on revised standard leading up to launch. Team will look to build on membership dialogue and verification review to develop plans for more in-country and regional work. Additionally, interesting work on Investigator qualification scheme being developed.

Restructure of the secretariat team will enable more cohesion.

EW commented that revision and verification review need greater visibility in workplan, to emphasise that these heavy and important processes are not business as usual. AC highlighted potential need to deprioritise some actions. MM commented that we should keep the ambition of the new strategy in the workplan.

The Board unanimously agreed the 2023 workplan.

7. FRAC (paper 07)

Audrey Rudny (AR) joined the session

MM recapped on 2022 Board decision to fund the revision out of the reserves if fundraising was unsuccessful, and DANIDA funding for 2022 has been reduced and delayed due to the formation of a new government. This has resulted in larger forecasted deficit than anticipated for 2022.

7.1. Funding pipeline – for information

MM proposes adoption of a deficit 2023 budget with regular communication and review between FRAC and ED & new COO early next year. Anticipates closing of funding gaps with improved fundraising performance.

7.2. Management Accounts – for information

AR presented accounts. Of note, 89.50% of membership fees have been collected, record number of fees collected vis-à-vis previous years.

Board approved the draft budget for 2023



Updated finance policy on transportation to comply with USAID's Fly America Act

Amendment approved by Board

8. HR (paper 08)

8.1. Update on People and Culture Committee – for information

SP gave update. Committee agreed to meet four times per year. Cost of Living proposal for Geneva and London was discussed; this has now been communicated.

8.2. Update on HR processes – for information

Staff rules and regulations will be updated and come to Board in March 2023.

9. Looking ahead (paper 09)

9.1. Governance Calendar

Calendar shared noting a need for an ad hoc meeting in Feb to discuss verification review and a face-to-face meeting in Geneva 7 & 8 June 2023.

End of the meeting

A handwritten signature in black ink, appearing to read "L. Gostelow".

Lola Gostelow, Chair of the Board

A handwritten signature in black ink, appearing to read "Allan Calma".

Allan A. Calma (May 10, 2023 13:19 GMT+2)

Allan Calma. member of the Board

A handwritten signature in black ink, appearing to read "Rosa Argent".

Rosa Argent, minutes' taker












Final approved Dec 2022 board minutes

Final Audit Report

2023-05-10


Created:	2023-05-04
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