

MINUTES OF THE CHS ALLIANCE BOARD
Thursday 8th June 2023 : 10.30 – 17.00 and Friday 9th June 2023 : 09.00-17.00
In person – Geneva Humanitarian Hub

PRESENT:

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

IN ATTENDANCE:

Matthew Carter (MC, Board Representative on the CHS Steering Committee), Steven Parkinson (SJP, CHS Alliance COO), Tanya Wood (TW, Executive Director/ED)

MINUTE TAKER:

Charleen Kagan (CK)

APOLOGIES:

Rehema Kajungu (RK) – 11:30am departure on day 2

Marina Skuric Prodanovic (MSP) – certain afternoon periods of days 1 and 2

INVITEES:

Rosa Argent (RA, Director of Communications, Membership and Outreach), Adrien Muratet (AM, Verification Lead), Melissa Pitotti (MP, CCCAO Manager), Walter Brill (WB, Director of Programmes), Martina Broström (MB, Closing Accountability Gap Manager), Coline Rapneau (CR, PSEAH Manager), Trude Strand (TS, Director of Policy, Impact & Advocacy), Pierre Henry Pingeon (PHP, KPMG Partner, Sector Head Not-for-Profit organizations)

1. INTRODUCTION AND PROCEDURAL MATTERS (paper 01)

1.1. Welcome, apologies, declarations of interest and agenda

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

LG thanked everyone for coming and CK for organising the meeting.

Tour de table with Board members sharing i) the ways they have engaged with and promoted the CHS Alliance since the last meeting; and ii) (for those who attended) observations on the Regional Revision Workshop held in Geneva on June 7.

1.2. Approval of agenda – for approval

The **agenda was approved by consensus.**

1.3. Minutes of March 2023 Meeting – for approval

The minutes of March 2023 Board meeting were adopted as a true and correct record of the meeting.

1.4. Actions arising document – for information

The actions arising document **was noted**.

Action:

- ◆ Change Action 295 timeline from March to June 2023

1.5. Governance Calendar for 2023 – for information

It was reminded that the September and December Board meetings will be held online. There is a scheduling conflict for some board members for the December meeting.

Actions:

- ◆ 2024 face to face board meeting should be agreed at the September Board meeting.
- ◆ The Secretariat should set up a doodle to find an optimal date for the December board meeting.

2. EXECUTIVE DIRECTOR REPORT (paper 02)

Q&A session on the ED Report

Deliverable 1.1: A question was raised as the possible meta analysis of verification data to inform priorities, trends, and also act as a donor engagement tool.

TW updated that the verification platform was now functional, with the front end still in development. Verification data from HQAI will be included, and as more members self-assess through the platform a body of data will be built that will show trends over time. Linked to this, the impact study in conjunction with HQAI, will provide another means of showing trends over time.

Deliverable 1.3: It was noted that the feedback was positive from the April CHS Alliance organisational culture sessions at the Humanitarian Networks and Partnerships Weeks.

Deliverable 1.5: It was noted that insights from the H2H project could be useful to share with a broader cross-section of local partners.

Deliverable 2.4: The board expressed satisfaction with the growth in membership, though this brings challenges as well as opportunities, - highlighting the criticality of a sustainable membership model. A brief discussion also took place on the format of CHS Alliance member communications.

TW updated that there is significant momentum-building with members, which will continue further into 2024 with the launch of the revised CHS.

Deliverable 2.6: A question was raised as to CHS Alliance engagement strategy with UN agencies. TW updated that our visibility with the UN is higher than ever, partly thanks to engagement on the IASC. This engagement can be pushed to the next level if IASC endorsement of the CHS can be achieved.

Deliverable 3.3: LG referenced the dual tiered due diligence process of the START network as one possible reference point as we tackle this deliverable.

Deliverable 3.4: the board expressed satisfaction to see the engagement of specialists outside of Switzerland/the UK, supporting an increased global outreach/footprint of the CHS Alliance, and asked about possible plans for additional recruitment outside of HQ. It also expressed appreciation for the needs assessment report produced in OPT and Ethiopia.

Deliverable 3.5: A discussion was held following on from the 7 June Geneva CHS Alliance regional consultation workshop about lessons for the design and execution of future workshops. The board expressed appreciation to TW for her work in guiding the revision process forward alongside its tripartite partners.

The ED report was noted

3. CHSA ACCOUNTABILITY PROGRAMMES (paper 03)

WB, MB and CR attended this session.
MS and GS joined the meeting.

WB outlined the key contributions of CHS Alliance programmes in supporting the achievement of its strategy. In particular these projects increase its visibility with members and key stakeholders, aim to contribute to greater accountability and transparency in the sector, and help to remove barriers that prevent affected people from exercising their rights, influence and power. A deeper briefing on three key programmatic areas was then provided:

3.1. Strengthening Global Capacity for Survivor-Centred SEAH Investigations

WB presented: CHS Alliance has a track record of delivering SEAH and SEAH investigation training. While our investigation training has always been in high demand, the past approach to training did not address a critical gap requested by many organizations, an established benchmark for high quality SEAH investigation and the accompanying capacity support to meet the demand.

With funding from the UK's FCDO, CHS Alliance designed a four-tiered SEAH Investigation Qualification Training Scheme (IQTS), based on an updated SEAH Investigation Guide. This training offer has been met with tremendous interest in the sector, including from UN partners (UNHCR, IOM) and other key stakeholders (IFRC, Interpol). Although the CHS Alliance has been able to continue the training offers (Tier 1 and Tier 2) beyond the end of the project (March 2023), the demand has largely exceeded its current training and administrative capacity.

To respond to this challenge, we have submitted an ambitious funding proposal for 3 years in partnership with Humentum. This project has been designed to position CHS Alliance as a key service

provider for SEAH investigations and to facilitate professional survivor-centered investigations becoming the standard response to SEAH incidents throughout the aid sector.

A discussion followed on the criticality of the quality of the training, and its limits. WB also outlined the benefits of a global cohort of trainers with the relevant local language, knowledge and context to undertake investigations locally. A question followed on the distinction between criminal vs. administrative investigations, with WB clarifying the nature of the IQTS Scheme. He also clarified that the CHS Alliance is the owner of the Scheme's intellectual property.

MC and MS left meeting temporarily – meeting still quorate.

3.2. Harmonisation of SEAH Data Collection & Reporting

MC rejoined meeting.

CR presented: To increase transparency and reduce under-reporting on SEAH, CHS Alliance and SCHR have been working together to develop a harmonised framework for SEAH data collection and reporting. This project is designed to respond to the limited global knowledge on SEAH incidents, their extent and typology. It is designed for NGOs and private organisations from the aid sector and has the following aims:

1. Develop a common/uniformly recognized and approved set of SEAH data to be reported to donors.
2. Bring a common understanding of SEAH and a common approach on what to collect, report on and when, and how to report it.
3. Bring a strong data protection system for safety and confidentiality of SEAH data.
4. Develop a dynamic community of practice of collective learning on SEAH prevention and response.
5. Optimise resources as a common framework with global buy-in will save organisations time, money and resources.

So far, 24 organisations are piloting the Scheme. This project has triggered substantial interest, including from the UN Office of the Special Coordinator for SEA. Several donors have shown enthusiasm and are now waiting for the results of the pilot. In October the scale up phase will start to collect and report the same set of comparable SEAH data to a centralised database system with real-time aggregated analysis available to peers, donors & the public. Renewed funding has been requested from UK FCDO for this next phase, as well as a request to the Canadian Government.

A discussion followed on how the data could be used, with CR explaining that given its confidentiality, non-attributable data would be used to indicate trends and to inform strategies.

3.3. Closing the Accountability Gap to Better Protect Victims / Survivors of SEAH

MS rejoined meeting.

MB presented: This project, supported by the Netherlands Government, aims to give voice to victims/survivors of SEAH and support the design of accountability mechanisms that work for them.

The principal deliverable of the project is a PSEAH victim-survivor-centred guidance that can be replicated and scaled up. The project aims to inspire other stakeholders in the sector to adopt best practices and implement principles of a victim-centred approach within their SOPs and other internal guidance.

The project is being implemented in Bangladesh (Cox's Bazar), Ethiopia (Amhara region), oPt (West bank and Gaza). These locations represent three different contexts of the humanitarian response and will be important to informing, advancing, and scaling up victim-survivor-centred approaches to PSEAH across the sector. With the recruitment of three local Project Liaison Officers, the CHS Alliance is taking a new and innovative step towards incorporating locally led approaches within its projects and to enable local actors to drive actions and take decisions to make local solutions a reality. As a key next step, CHS Alliance will be launching in June a call for proposal to pilot locally led and designed solutions to address SEAH.

A discussion followed on the need for this mechanism to be adaptable to different contexts, with MB explaining that it is being designed with this in mind. It was also observed that greater awareness by members on this and the other two projects presented would be beneficial.

Action:

- ◆ At the Board's request, MB to provide a written update on this project for the September board meeting

4. GOVERNING WELL AND WAYS OF WORKING (no paper)

MP attended and led an interactive session exploring how the Board can align with and embody the CHS Alliance values:

- Aim for excellence
- Think creatively
- Respect and care for each other
- Act with integrity
- Work as a team

The Board produced some suggestions to improve how the Board can do more on this, which will be captured and considered in guiding the Board's work going forward.

LG thanked MP for her work and announced her departure from the CHS Alliance in July. Board members expressed their gratitude for her contribution.

In closing day 1, LG explained an agenda modification given the need for certain members to depart mid-afternoon of day 2. Item 9 would be swapped with item 11, and the meeting would start 30 minutes earlier, at 8.30 a.m., and finish early at 4.30 p.m., to ensure that as many members as possible were present during the discussions.

Meeting ended 5pm, 8th June 2023

Meeting resumed 8:30am, 9th June 2023

5. FRAC (paper 05)

MWM presented the CHS Alliance's financial situation, which has improved since the last Board meeting. Cost savings have been identified, which if combined with successful delivery on the 2023 fundraising pipeline, would enable the CHS Alliance to end 2023 with approximately CHF 400,000 in reserves. However, as cost savings are based on non replacement / non recruitment of certain roles, the savings also represent a reduction in organizational capacity.

MWM shared that his main concern is a potential income shock. In this regard, he is meeting every 4-6 weeks with TW, SJP, and CFO Patrick Hartmann to review updated income and cost projections, and scenario plans in case of such a shock.

A discussion followed with MWM answering questions as to what costs are covered in the reserve policy (and agreed to clarify this post meeting), the pipeline for 2024, opportunities for higher levels of cost recovery, the relation between restricted and unrestricted spending regarding the reserve, and the financial contribution of other tripartite members to the CHS revision. The timing of potential further budget cuts was also questioned, with SJP clarifying that this was under review on a weekly basis.

The FRAC segment of the Board meeting in September will present an update of the financial situation together with an indicative budget for 2024. An extraordinary Board meeting can be scheduled before then if the situation warrants it. MWM explained that while the income growth of the CHS Alliance has been significant over the last six years, the objective moving forward would likely be to remain approximately its current size.

MWM also welcomed EW as a new member of the FRAC and explained he is also looking to recruit one more – referrals from Member Organisations would be welcome and a message will be sent to members to ask for nominees.

A discussion on fundraising followed, including questions on the strength of the 2023 and 2024 donor pipeline, and ideas shared including joint pitching with tripartite partners or with members, greater consideration of potential private sector donors, using a consultant to develop an updated fundraising strategy, undertaking an analysis of the reason for any lost proposals, and learning from fundraisers in member organisations.

Board members expressed their support for the fundraising effort and requested a set of talking/selling points they can use in promoting the CHS Alliance within their networks.

Action:

- ◆ Clarification to be obtained on what costs are covered in the reserve policy
- ◆ Call to members to nominate someone to the FRAC
- ◆ Secretariat to circulate a set of talking/selling points to all Board members.

6. HR and PCC (paper 06)

Update on HR processes – for info

SPE introduced the session, and noted that the PCC would meet over lunchtime to discuss a strategic framework for this year's HR priorities.

SJP explained the latest organisation chart and provided an update on CHS Alliance staff changes. A question arose on the future of Funding Well and the Culture Community given the departure of MP. TW updated that arrangements are currently being worked out. A second question arose as to any connection between recent staff resignations. SJP said not, but that we need to keep a close watch on this.

7. MEMBERSHIP (paper 07)

RA presented an update. A discussion followed on management of member payments and discounting. The small number of US members was raised, with TW indicating that more engagement is needed there. She also highlighted the need for existing members to be advocates for new members.

The board then unanimously approved the admission of 10 new members, following the recommendation of the MNC. This brings the total membership to 199:

- AI Mehran Research & Development Foundation
- AI Sham Humanitarian Foundation
- Barnfonden Insamlingsstiftelsen
- EvalYemen Organization for Development (EvalYemen)
- HIAS
- Human Access for Partnership and Development (HUMAN ACCESS)
- Human Appeal
- Nabd Development and Evolution Organization (NDEO)
- National Integrated Development Association (NIDA-Pakistan)
- Tamdeen Youth Foundation

RA updated the board on the joint FRAC / MNC workshop on membership fees from the previous day. This included the consideration of four key options relating to the fee model. The following principles formed a framework for their consideration:

- Delivering on the strategic objective to grow the movement
- provide certainty, fairness and transparency for members
- deliver stability for the Alliance's own planning up to and beyond the present strategic planning period.

Following the workshop, specific proposals will be developed and proposed to the board at its September meeting.

RA shared appreciation of John Beverley's significant contribution to the membership fees review.

8. RISK WORKSHOP (paper 08)

RK left meeting - Meeting still quorate.

The Senior Management Team (SMT) and PHP attended the session and RK left meeting – meeting still quorate.

Interactive session to review and update risk matrix and inform 2024 planning

PHP and TS introduced themselves to the board members.

SJP introduced the session by providing a recap of the risk monitoring and oversight process agreed by the Board in 2022. Board members were then divided into groups to review the CHS Alliance's risk matrix and discuss the following questions:

- What risks do we need to amend? How can we better mitigate them?
- What other risks do we need to add?
- Are there any risks we can take off?

Each group discussed all sections of the risk matrix, with feedback gathered by SMT members who reported back in a plenary session. SJP agreed to update the risk matrix post the meeting.

PHP highlighted the need to consider not only the likelihood and the impact of a risk, but also the timeframe for potential impact – which has consequences for mitigation strategy and timing.

SJP thanked the Board and the SMT team for their participation.

SO left meeting – Meeting still quorate.

PHP left meeting.

9. CHS & NEXT STEPS

A general discussion was held on the CHS revision, including current status and key priorities for the remainder of 2023.

10. COMPLAINT COMMITTEE (no paper)

Brief update on CHS complaint mechanism

AC led the session, reminding board members that the role of the Complaints Committee is not to undertake complaint investigations but rather to provide a mechanism for individuals whether they believe a member has not investigated their complaint with due process.

Plans for the coming month were presented:

- Guidance on complaints mechanism being developed
- Meeting of the complaints committee in December
- Communication around the updated complaints policy
- Further discussions on links to internal complaints mechanism

Action:

- ♦ It was agreed a joint meeting of the PCC and the Complaints Committee should take place at the end of 2023, to ensure coordination on internal and external complaints procedures

MS left meeting – Meeting still quorate.

11. VERIFICATION (paper 10)

TS and AM attended the session. AM was introduced to board members.

Management Response, Collective Peer Assessment, Strategic engagement HQAI and Verification Platform

TS led the session and updated that the number of organisations verifying has increased considerably.

TS and AM updated on the CHS Tracker platform. The backend functionality of the platform and the front end self-assessment portal for members have been completed. In the coming weeks members seeking to self-assess will be invited to begin using it. Given significant demand for the platform it is expected that this will drive an increase in self-assessment in both the medium and long term.

The second key piece of the platform is a public facing portal, where members can compare themselves against the aggregate performance against the 9 Commitments of other members. Work is advanced on this portal.

A discussion followed on the value and use of aggregated data from members self-assessing on the platform, and how donors may use this data. The possibility of the platform offering associated guidance or advice for organisations performs weaker, and the potential for using the platform to drive awareness of the CHS and member growth were also raised. These and other options can be considered once the platform is fully operational.

In relation to Collective Peer Assessment, TW updated that a first consultation had taken place in Amman on the sidelines of the regional consultation workshop there. Feedback was strong on the concept, with many follow-up questions on how it would work in practice. TW will visit London in two weeks to undertake a second consultation there. Consultation meetings will also be undertaken on the sidelines of each remaining regional revision workshop.

In relation to the Management Report, the CHS Alliance's response was noted. A discussion followed on the current three forms of verification, and the VAP will discuss all verification options in the autumn.

12. LOOKING AHEAD & WRAP UP (no paper)

LG summarised the discussions over the last two days, reviewing the agenda and key action points. All participants gave a final observation as to their experience.

Action:

- ◆ CK to circulate the Board meeting survey and to share a doodle on possible change to the date of the December meeting.
- ◆ CK to reinstate Board annual assessments to be sent at the end of the year



TW thanked the board for their participation and for the important and constructive discussions. The Chair thanked everyone for their participation and energy.

Meeting ended, 9th June.

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

LNGostelow (Jul 27, 2023 14:57 GMT+1)

Lola Gostelow, Chair of the Board

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

Allan Calma, Member of the Board

A handwritten signature in blue ink, appearing to read "Charleen Kagan".

Charleen Kagan, Minutes' taker











2023.06.08-09 June 2023 Board Meeting Approved

Final Audit Report

2023-07-28

Created:	2023-07-27
By:	HR Alliance (hr@chsalliance.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAISVF9Kdp3_ixm-Kvnvdzu2v9-E6yXYrP

"2023.06.08-09 June 2023 Board Meeting Approved" History


-  Document created by HR Alliance (hr@chsalliance.org)
2023-07-27 - 8:44:59 AM GMT
-  Document emailed to chair@chsalliance.org for signature
2023-07-27 - 8:48:40 AM GMT
-  Email viewed by chair@chsalliance.org
2023-07-27 - 1:54:12 PM GMT
-  Signer chair@chsalliance.org entered name at signing as LNGostelow
2023-07-27 - 1:57:04 PM GMT
-  Document e-signed by LNGostelow (chair@chsalliance.org)
Signature Date: 2023-07-27 - 1:57:06 PM GMT - Time Source: server
-  Document emailed to acalma@chsalliance.org for signature
2023-07-27 - 1:57:08 PM GMT
-  Email viewed by acalma@chsalliance.org
2023-07-28 - 5:46:00 AM GMT
-  Signer acalma@chsalliance.org entered name at signing as Allan A. Calma
2023-07-28 - 5:48:07 AM GMT
-  Document e-signed by Allan A. Calma (acalma@chsalliance.org)
Signature Date: 2023-07-28 - 5:48:09 AM GMT - Time Source: server
-  Document emailed to ckagan@chsalliance.org for signature
2023-07-28 - 5:48:10 AM GMT

 Email viewed by ckagan@chsalliance.org

2023-07-28 - 6:08:15 AM GMT

 Signer ckagan@chsalliance.org entered name at signing as Kagan Charleen

2023-07-28 - 6:10:00 AM GMT

 Document e-signed by Kagan Charleen (ckagan@chsalliance.org)

Signature Date: 2023-07-28 - 6:10:02 AM GMT - Time Source: server

 Agreement completed.

2023-07-28 - 6:10:02 AM GMT